



Notes: At 6:30 p.m., a closed session will be held regarding attorney-client matters pursuant to RSMo 610.021(1).

BOARD OF ALDERMEN
Regular Meeting Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, June 21, 2016 7:00 pm
City Hall Boardroom

Next numbers: Bill No. 2879 / Ord. No. 2849

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. CITIZEN INPUT

3. MAYOR'S REPORT

4. CONSENT AGENDA

- A. Approve the minutes for the June 7, 2016 regular meeting
- B. Receive and file the May Municipal Court report
- C. Receive and file the financial report for the month ending May 31, 2016
- D. Receive and file the crime statistics for January through April 2016
- E. Receive and file the Synergy Services, Inc. Independent Auditor's Report and Consolidated Financial Statements
- F. Approve the purchase of a new pump and adapter from FTC Equipment, LLC for the South National Pump Station
- G. Approve Work Authorization No. 59 with North Hills Engineering for the engineering design, project management, and construction administration for the Main Street Sanitary Sewer Improvements
- H. Approve the renewal of Property & Liability and Worker's Compensation & Employer's Liability coverage with Midwest Public Risk for July 1, 2016 through June 30, 2017
- I. Approve accounts payable from June 2 to June 15, 2016

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 made by any alderman, followed by a second and a roll call vote to "Approve the consent agenda and recommended motions for each item as presented."

5. ACTION AGENDA

- A. Adopt an ordinance to repeal and replace Ordinance No. 2830 amending the salary schedule to add a part-time position of code enforcement officer and a full-time position of financial analyst (Administration)
- B. Approve the release of requests for proposals for development of properties within the Brush Creek Drainage and Brink Meyer Road neighborhood improvement districts (Administration)

- C. Approve the first reading of an ordinance to amend Ordinance No. 2829 amending the 2016 Operating Budget and 2016 – 2021 Capital Improvement Program for the Sewer Fund and Economic Development Fund (Administration)
- D. Approve the purchase of a 5085E John Deere Utility Tractor and Land Pride DB2660 Ditch Bank Mower from Heritage Tractor, Inc. for the Operations Division of the Public Works Department (Public Works)
- E. Authorize staff to release a bid request for the English Landing Park Restroom Rehabilitation Project (Public Works)

6. NON ACTION AGENDA

- A. Parks Master Plan Update

7. STAFF UPDATES ON ACTIVITIES

- A. Administration
 - 1. Missouri Riverfront Trail Connection
- B. Police Department
 - 1. Fireworks Reminders
- C. Community Development
 - 1. Missouri American Water Plant Relocation

8. COMMITTEE REPORTS & MISCELLANEOUS ITEMS FROM THE BOARD

9. ADJOURN

General Agenda Notes:

The agenda closed at noon on June 16, 2016. 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 vote of the Board of Aldermen. The deadline to submit your name for Citizen Input is noon on June 21, 2016.

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, June 7, 2016, at City Hall located at 8880 Clark Avenue, Parkville, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

- Ward 1 Alderman Diane Driver - present
- Ward 1 Alderman Tina Welch - present
- Ward 2 Alderman Jim Werner - present
- Ward 2 Alderman Dave Rittman - present
- Ward 3 Alderman Robert Lock - present
- Ward 3 Alderman Douglas Wylie - present
- Ward 4 Alderman Marc Sportsman - present
- Ward 4 Alderman Greg Plumb - absent with prior notice

A quorum of the Board of Aldermen was present.

The following staff was also present:

- Lauren Palmer, City Administrator
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works Director
- Stephen Lachky, Community Development Director
- Tim Blakeslee, Assistant to the City Administrator
- Matthew Chapman, Human Resources/Finance Director
- Steve Chinn, City Attorney

Mayor Johnston led the Board in the Pledge of Allegiance to the Flag of the United States of America.

2. CITIZEN INPUT

3. MAYOR'S REPORT

4. CONSENT AGENDA

- A. Approve the minutes for the May 17, 2016, regular meeting
- B. Receive and file the April sewer report
- C. Approve the second reading of an ordinance to approve the Brush Creek Lot Split – Case No. PZ16-05; Michael E. Pedley, applicant
- D. Approve the second reading of an ordinance to approve the final plat of Lot 9-A and part of Tract O, the National, 1st Plat and part of the southwest quarter of Section 22, Township 51N, Range 34W – Case No. PZ16-10; RP Golf, LLC, applicant/owner
- E. Approve the second reading of an ordinance to approve the Thousand Oaks 20th Plat, Final Plat – Case No. PZ16-06; David Barth, Forest Park Development Company of Kansas City LLC, applicant
- F. Approve a three-year agreement with Kansas City Power and Light for the Demand Response Incentive Program (formerly M-Power) for the Wastewater Treatment Plant
- G. Approve sign permit in the “B-4” Planned Business District for Fast Stop gas station located at 9932 Hwy 45 – Case No. SPA16-11; Sam Hendrix, Acme Sign, applicant
- H. Adopt an ordinance to amend Parkville Municipal Code Section 505.090 and Section Five of the Parkville Residential Construction Guidelines regarding the cross slope requirements for driveways and sidewalks in order to be compliant with requirements set forth by the American Disability Act
- I. Approve a retail liquor by the drink picnic license for the Main Street Parkville Association for Parkville Days on August 19-21, 2016
- J. Approve accounts payable from May 12 to June 1, 2016

Alderman Driver asked a question about the base fees included in Item 4F and Public Works Director Alysén Abel responded that the base fees were those included in the meeting packet and Kansas City Power & Light would refund the City for the difference. Abel added that the agreement would lock in the prices for three years.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTION FOR EACH ITEM, AS PRESENTED**. ALL AYES BY ROLL CALL VOTE: WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

5. ACTION AGENDA

A. Adopt an ordinance to approve a professional services agreement with Cunningham, Vogel & Rost, P.C. for special counsel services related to cell phone towers

City Administrator Lauren Palmer stated that the agreement was related to the renewal of a lease with American Tower Corporation for use of the tower located off of Graden Road behind the streets barn. The original 20-year lease was executed in 1994 and expired in 2014 but continued until it was either terminated or renewed. Palmer explained that staff found documentation from 2011 when the Finance Committee discussed how to handle the renewal. Following conversations with the former Community Development Director Sean Ackerson the discussions lost momentum because the company backed out of the negotiations. She said she reached out to legal counsel who had a conflict of interest because they represented Verizon Wireless and American Tower Company. Legal counsel recommended a special services agreement with Dan Vogel who was considered an expert in Missouri and worked exclusively with cities and had expertise in telecommunications.

Palmer added that American Tower Corporation reached out to staff and made an initial offer to renew and extend the lease agreement that was approved in 1994. She said staff was looking to get something higher for the renewal. There had been no compensation received since the lease expired in 2014 and staff would ask for retroactive compensation.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE BILL NO. 2878, AN ORDINANCE APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CUNNINGHAM, VOGEL & ROST, P.C. FOR SPECIAL LEGAL COUNSEL SERVICES RELATED TO CELL PHONE TOWERS, ON FIRST READING**. ALL AYES; MOTION PASSED 7-0.

Palmer noted that there was a typographical error in the ordinance that was corrected in the final ordinance.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE BILL NO. 2878 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2848**. ALL AYES BY ROLL CALL VOTE: WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

B. Approve revisions to the damage deposit provisions and insurance provisions in the guidelines for events in Parkville

Assistant to the City Administrator Tim Blakeslee provided summaries of the changes to the insurance and damage deposit provisions. The guidelines required that the City be included on each insurance policy as an additional insured with higher limits for specific uses. He said that for larger events the organizer used a subcontractor during the event and the current language was unclear and caused confusion on who needed to be covered for the event. The Main Street Parkville Association requested that staff investigate the issue and staff spoke with Midwest Public Risk to clarify that event vendors did not need to list the City as an additional insured but

could be approved with the language that was included in the meeting packet. The City would only need to be listed as an additional insured if the event organizer did not cover the event. Blakeslee added that insurance was important to have and there was an instance in 2015 where the City was protected because of the insurance requirements.

In regards to the damage deposit system, Blakeslee said that rates were calculated by staff based on the perceived impact to the property but they were not consistently applied. The revised guidelines created a system based on the areas being used and the event tier. The revisions were approved by the Community Land and Recreation Board at its May 11 meeting.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE RESOLUTION NO. 16-010 ADOPTING REVISIONS TO THE DAMAGE DEPOSIT AND INSURANCE PROVISIONS IN THE GUIDELINES FOR EVENTS IN PARKVILLE. ALL AYES; MOTION PASSED 7-0.

C. Items related to the 2016 Street Maintenance Program

Public Works Director Alysen Abel explained that the 2016 Capital Improvement Program included \$225,000 for overlay and \$100,000 for curbs and sidewalks. The Board of Aldermen approved a contract with Tandem Paving for mill and overlay, Julius Kaaz Construction for the curbs and sidewalks and Vance Brothers for microsurfacing. On December 15, 2015, the Board adopted the 2016 budget with the caveat that any personnel savings would be used for other projects. Staff determined that there was approximately \$51,000 in savings that would be used for additional street maintenance projects.

1. Approve Change Order No. 1 with Julius Kaaz Construction, Inc. for sidewalk reconstruction on Twilight Place for the 2016 Curb and Sidewalk Program

Abel said that staff reviewed the street maintenance priorities and wanted to come up with a strategy that fit within the budget target. It was determined that the area east of the Riss Lake dam would be milled and overlaid and estimated the full amount of \$49,000 would be used for the additional work based on the unit prices in the original contract. She added that there was not much curb work that needed to be done in this area.

2. Approve Change Order No. 1 with Tandem Paving Company, Inc. for additional street maintenance in the 2016 Mill and Overlay Program

The change order with Julius Kaaz Construction would include the sidewalk along Twilight Place. A concerned resident contacted the City about the sunken sidewalk in this area, due to a sewer manhole in the center of the sidewalk, which could be a tripping hazard and a potential liability. Staff prepared a change order and had the contractor sign it and when it was received the contractor was told not to proceed until fully executed by the city administrator. Staff later discovered the work was completed and the contractor was made aware it was their own risk if the change order was not authorized by the City. However, Abel added that staff intended to present the change order to the Board anyway. The remaining balance would be reserved as a contingency in case other projects went over budget. The Board discussed the quality of work done by Julius Kaaz Construction and the difference between mudjacking or replacing the sidewalk in this location.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE CHANGE ORDER NO. 1 WITH TANDEM PAVING COMPANY, INC. IN THE AMOUNT OF \$49,000 FOR ADDITIONAL ASPHALT OVERLAY WORK AND CHANGE ORDER NO. 1 WITH JULIUS KAAZ CONSTRUCTION, INC. IN THE AMOUNT OF \$2,400 FOR THE SIDEWALK RECONSTRUCTION ON TWILIGHT PLACE. ALL AYES; MOTION PASSED 7-0.

6. STAFF UPDATES ON ACTIVITIES

A. Administration

Assistant to the City Administrator Tim Blakeslee provided an update on the Nature Sanctuary volunteer activity, noting that in May 59 total volunteer hours helped clear 300 feet of trail and 600 feet of wood chipped trail.

B. Police Department

Police Chief Kevin Chrisman provided an overview of the Kansas City Chief's Red Flag Day on September 9, noting that in the first part of April Mayor Johnston received an e-mail from the Kansas City Chiefs' organization asking if the city was interested in being involved in Red Flag Day. He added that Sergeant Shadid spearheaded the project and placed an order for 52 flags for Parkville businesses. He would give an update on the project closer to the date of the event.

C. Public Works

Public Works Director Alysen Abel provided an update on the English Landing Park restroom, noting that staff was working on moving the project forward but wanted to gather more information for the specifications which were key for the bidding process. The bid would be a single document that would be split into four categories and vendors could bid on multiple categories. The Community Land and Recreation Board recommended interior improvements as well as exterior improvements, but for the sake of time Abel recommended moving forward with the interior improvements first in order to meet the November 1 deadline to use the Platte County Outreach Grant funds. She added that a key component of the project was complying with the Americans with Disabilities Act. The Board asked about the sewer line work and Abel responded that staff performed a dye test on the service line and were unable to find evidence of a break and also determined the water line had adequate capacity to handle the restroom. Abel did not recommend utility improvements but they could be investigated in the future if an issue arises.

Abel also provided an update on the mill and overlay work in Riss Lake, the Kelly Industrial Park and on Brink Myers Road and the curb and sidewalk work in front of the funeral home. She noted that an additional area of Crooked Road would be completed when the bridge improvements were finished.

7. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FROM THE BOARD

8. ADJOURN

Mayor Johnston declared the meeting adjourned at 7:43 p.m.

The minutes for Tuesday, June 7, 2016, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the twenty-first day of June 2016.

Submitted by:

City Clerk Melissa McChesney

May 31, 2016

I, Toni Rizzuti, hereby swear and confirm that all cases heard, tried and disposed of in the Parkville Municipal Court for the month of May 2016, are accurate and true to the best of my knowledge and beliefs.



Toni Rizzuti
Court Clerk

From 5/01/2016 to 5/31/2016

Post Date Citation No. Docket No.

***** TOTAL FOR REPORT *****

Code	Payments	Refunds	Net	G/L Acct No.
CC 93	1,116.00	0	1,116.00	83 41606-00
SF 93	279.00	0	279.00	83 20506
SH 94	240.00	0	240.00	83 20503
CVC 94	668.09	0	668.09	83 20500
LET 93	186.00	0	186.00	83 41610-00
CVC2 93	34.41	0	34.41	83 41608-00
FINE 84	10,893.50	0	10,893.50	83 41601-00
JAIL 4	144.50	0	144.50	83 41609-00
POST 94	94.00	0	94.00	83 20501
RECOUP 2	123.00	0	123.00	83 41613-00
TORNEY 5	557.50	0	557.50	83 41604-00
REST 1	700.00	0	700.00	83 20502
Total:	750 15,036.00	0	15,036.00	

Cash Payments....+	\$14,041.50	
Bond Forfeited....+	\$0.00	
Bond Applied.....+	\$994.50	
Payment Refunded.-	\$0.00	
Fees/Fines Paid..=		\$15,036.00

Cash (Payments)..+	\$14,041.50	
Cash (Bonds).....+	\$4,700.00	
Total Cash Trans.=		\$18,741.50
Cash Refunds.....-	\$0.00	
Net Cash Trans...=		\$18,741.50

Cash Refund/Cash :	\$0.00	
Cash Refund/Check:	\$0.00	
Cash Refund/X-AP :	\$0.00	
Tl. Cash Refunds.:		\$0.00

Cash Bond Posted.+	\$4,700.00	
Bond Forfeited...-	\$0.00	
Bond Applied.....-	\$994.50	
Bond Refunded.....-	\$455.50	
Net Change/Bond..=		\$3,250.00

Bond Refund/Cash :	\$0.00	
Bond Refund/Check:	\$455.50	
Bond Refund/X-AP :	\$0.00	
Tl. Bond Refunds.:		\$455.50

***** TOTAL FOR G/L *****

Total Revenue	\$15,036.00	* see above *
Cash Account	\$14,041.50	83 12100
Bond Cash Account	\$4,700.00	83 12101



FINANCIAL REPORT

For the Month Ended May 31, 2016

Unaudited Financial Reports

To Be Used for

Budgetary Management Purposes

CITY OF PARKVILLE

REVENUE AND EXPENDITURES BUDGETARY COMPARISON REPORT

AS OF: May 31, 2016

10 -General Fund

FINANCIAL SUMMARY

41.7% OF FISCAL YEAR COMPLETED

	2016 ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>BEGINNING FUND BALANCE</u>	<u>1,347,819</u>		<u>1,347,819</u>			
<u>REVENUE SUMMARY</u>						
TAXES	1,119,687	3,164.69	1,133,133.94	101.2%	-13,446.94	1,089,032.99
LICENSES	56,160	22,940.00	35,139.50	62.6%	21,020.50	35,525.50
PERMITS	263,415	11,519.71	74,233.82	28.2%	189,181.18	110,205.70
FRANCHISE FEES	874,000	49,128.99	214,674.51	24.6%	659,325.49	224,920.45
SALES TAXES	1,039,500	42,241.30	434,453.52	41.8%	605,046.48	410,021.45
OTHER REVENUE	35,261	2,110.00	21,635.90	61.4%	13,625.10	15,946.00
COURT REVENUE	250,000	13,195.91	85,709.97	34.3%	164,290.03	95,050.57
INTEREST INCOME	8,000	761.92	3,733.24	46.7%	4,266.76	3,461.34
MISCELLANEOUS REVENUE	25,183	7,047.95	11,116.39	44.1%	14,066.61	12,464.54
GRANT REVENUE	1,500	6,355.78	8,637.22	575.8%	-7,137.22	16,147.89
TRANSFERS IN	343,530	28,627.50	143,137.50	41.7%	200,392.50	144,374.95
TOTAL REVENUES	<u>4,016,236</u>	<u>187,093.75</u>	<u>2,165,605.51</u>	<u>53.9%</u>	<u>1,850,630.49</u>	<u>2,157,151.38</u>
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATION	1,011,983	64,795.34	405,778.46	40.1%	606,204.54	276,155.07
POLICE	1,223,870	80,837.20	421,299.87	34.4%	802,570.13	398,433.96
MUNICIPAL COURT	153,471	8,786.15	56,147.98	36.6%	97,323.02	54,165.41
PUBLIC WORKS	215,687	14,119.15	65,671.29	30.4%	150,015.71	63,758.10
COMMUNITY DEVELOPMENT	316,393	21,069.68	99,185.39	31.3%	217,207.61	101,578.92
STREET DEPARTMENT	399,656	29,576.42	152,762.42	38.2%	246,893.58	142,369.22
PARKS DEPARTMENT	356,007	28,569.12	117,770.12	33.1%	238,236.88	110,525.78
NATURE SANCTUARY	39,681	1,351.88	6,001.92	15.1%	33,679.08	8,642.38
PUBLIC INFORMATION	13,810	1,000.00	2,950.00	21.4%	10,860.00	6,607.93
INFORMATION TECHNOLOGY	43,974	14,633.06	27,687.76	63.0%	16,286.24	16,007.02
GENERAL FUND CAPITAL OUTLAY	351,035	35,008.77	85,676.18	24.4%	265,358.82	46,682.42
TRANSFERS OUT TO OTHER FUNDS	317,500	26,458.33	132,291.65	41.7%	185,208.35	115,625.00
TOTAL EXPENDITURES	<u>4,443,067</u>	<u>326,205.10</u>	<u>1,573,223.04</u>	<u>35.4%</u>	<u>2,869,843.96</u>	<u>1,340,551.21</u>
EXCESS REV OVER / (UNDER) EXPENDITURES	<u>(426,831)</u>	<u>(139,111.35)</u>	<u>592,382.47</u>			<u>816,600.17</u>
PRIOR YEAR FUND BALANCES ALLOCATED FOR 2015 GENERAL FUND USE	426,914		0.00			
ESTIMATED ENDING BALANCE	<u>920,988</u>		<u>1,940,201.47</u>			

General Fund (10)

Last Updated 06/16/2016

	2012	2013	2014	2015	2015	2016	2016	2016	2017	2018	2019	2020	2021
	Actual	Actual	Actual	Budget	Actual	Budget	YTD	Projected	Projected	Projected	Projected	Projected	Projected
<i>Beginning Fund Balance</i>	\$ 320,089	\$ 374,112	\$ 738,327	\$ 1,006,217	\$ 1,137,653	\$ 1,347,819	\$ 1,514,022	\$ 1,514,022	\$ 1,041,923	\$ 626,024	\$ 360,127	\$ 81,244	\$ (211,308)
Revenues													
Taxes	1,913,138	1,966,167	2,066,998	2,076,100	2,132,142	2,159,187	1,567,587	2,175,701	2,202,371	2,246,418	2,291,347	2,337,173	2,383,917
Licenses	44,846	39,907	47,824	57,461	59,563	56,160	35,140	52,325	56,723	57,291	57,865	58,445	59,031
Permits	171,051	210,575	331,390	264,000	256,201	263,415	74,234	231,015	247,531	251,728	256,008	260,372	265,141
Franchise Fees	832,470	865,901	901,327	851,000	828,215	874,000	214,675	874,000	891,330	909,005	927,032	945,418	964,171
Other Revenue	20,411	28,280	32,657	31,200	35,096	35,261	21,636	35,901	35,833	36,416	37,012	37,620	38,240
Court Revenue	325,275	257,910	269,935	261,000	225,128	250,000	85,710	250,000	253,750	257,556	261,420	265,341	269,321
Interest Income	26,155	18,153	6,626	7,000	7,623	8,000	3,733	8,000	8,160	8,160	8,160	8,160	8,323
Miscellaneous Revenue	123,562	32,350	39,848	29,880	60,460	25,183	18,998	32,399	22,383	22,587	23,089	23,610	24,151
Grant Revenue	225,511	4,594	3,837	-	8,827	1,500	756	11,500	-	-	-	-	-
Transfers	651,000	1,027,876	582,680	346,500	348,251	343,530	143,138	293,530	340,601	337,713	334,867	332,064	329,305
Total - General Fund Revenues:	4,333,419	4,451,713	4,283,121	3,924,141	3,961,506	4,016,236	2,165,606	3,964,371	4,058,681	4,126,875	4,196,799	4,268,204	4,341,600
Total Sources	4,653,509	4,825,825	5,021,449	4,930,358	5,099,160	5,364,055	3,679,627	5,478,393	5,100,604	4,752,899	4,556,926	4,349,448	4,130,292
Expenditures													
Administration	1,275,198	766,897	896,855	995,582	789,401	1,011,983	405,778	1,013,983	1,031,995	1,052,585	1,073,775	1,095,584	1,118,034
Police	1,036,993	1,096,361	1,096,979	1,246,588	1,036,581	1,223,870	421,300	1,203,870	1,250,968	1,278,814	1,307,432	1,336,849	1,367,089
Municipal Court	138,839	135,531	138,999	156,709	132,439	153,471	56,148	153,471	156,366	159,332	162,372	165,486	168,678
Public Works	99,926	102,708	145,444	185,922	172,372	215,770	65,671	213,403	219,832	223,989	228,242	232,595	237,051
Community Development	262,111	258,083	249,809	289,400	267,231	316,393	99,185	293,562	323,098	329,967	337,005	344,215	351,605
Streets	600,367	674,175	340,633	382,729	356,757	399,656	152,762	399,656	409,318	419,263	429,499	440,036	450,885
Parks	250,508	251,594	281,741	352,079	319,765	356,007	117,770	353,281	362,732	369,635	376,721	383,995	391,465
Nature Sanctuary	17,258	19,352	27,156	31,077	29,834	39,681	6,002	35,856	40,033	40,389	40,749	41,113	41,481
Information Technology	-	45,884	34,167	40,324	34,185	43,974	27,688	43,974	44,194	44,415	44,637	44,860	45,084
Public Information	30,638	16,915	15,450	17,750	15,357	13,810	2,950	13,810	13,879	13,948	14,018	14,088	14,159
Capital Outlay (CIP)	-	-	118,562	356,175	149,139	351,035	85,676	381,679	304,664	142,934	143,734	144,434	44,800
Transfers	567,558	720,000	538,000	277,500	282,077	317,500	132,292	329,925	317,500	317,500	317,500	317,500	317,500
Total - General Fund Expenditures:	\$ 4,279,396	\$ 4,087,498	\$ 3,883,795	\$ 4,331,835	\$ 3,585,138	\$ 4,443,150	\$ 1,573,223	\$ 4,436,470	\$ 4,474,580	\$ 4,392,771	\$ 4,475,683	\$ 4,560,756	\$ 4,547,830
Estimated Ending Balance (deficit):	\$ 374,112	\$ 738,327	\$ 1,137,653	\$ 598,523	\$ 1,514,022	\$ 920,905	\$ 2,106,404	\$ 1,041,923	\$ 626,024	\$ 360,127	\$ 81,244	\$ (211,308)	\$ (417,538)

Emergency Reserve (50)

Last Updated 06/16/2016

	2012	2013	2014	2015	2015	2016	2016	2016	2017	2018	2019	2020	2021
	Actual	Actual	Actual	Budget	Actual	Budget	YTD	Projected	Projected	Projected	Projected	Projected	Projected
<i>Beginning Fund Balance</i>	\$ 618,931	\$ 724,989	\$ 1,070,966	\$ 1,387,966	\$ 1,387,966	\$ 1,269,842	\$ 1,269,842	\$ 1,269,842	\$ 1,455,948	\$ 1,285,541	\$ 1,108,404	\$ 926,094	\$ 745,801
Revenues													
Temporary Operating Levy	-	-	-	-	-	15,364		15,364	-	-	-	-	-
Transfer from Transportation Fund	-	-	-	-	-	-		-	-	-	-	-	-
Transfer from Sewer Fund	-	-	-	-	-	-		-	-	-	-	-	-
Transfer from General Fund	106,058	450,000	317,000	60,000	60,000	317,500	147,656	317,500	274,818	267,438	261,315	267,007	253,610
Emergency Reserve Revenues:	106,058	450,000	317,000	60,000	60,000	332,864	147,656	332,864	274,818	267,438	261,315	267,007	253,610
Total Sources:	724,989	1,174,989	1,387,966	1,447,966	1,447,966	1,602,706	1,417,497	1,602,706	1,730,766	1,552,979	1,369,719	1,193,101	999,411
Expenditures													
Brush Creek Sewer NID	-	104,023	-	-	-	-		-	142,665	144,310	141,165	143,253	140,513
Brink Meyer Road NID	-	-	-	-	178,124	146,758	73,994	146,758	302,560	300,265	302,460	304,048	305,088
Miscellaneous	-	-	-	-	-	-		-	-	-	-	-	-
Emergency Reserve Expenditures:	-	104,023	-	-	178,124	146,758	73,994	146,758	445,225	444,575	443,625	447,300	445,600
Estimated Ending Balance (deficit):	724,989	1,070,966	1,387,966	1,447,966	1,269,842	1,455,948	1,343,504	1,455,948	1,285,541	1,108,404	926,094	745,801	553,811
TARGET (per reserve policy):	1,069,849	1,021,875	988,197	1,082,959	896,284	1,110,788		1,109,117	1,118,645	1,098,193	1,091,328	1,140,189	1,136,958

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
FINANCIAL SUMMARY

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>REVENUE SUMMARY</u>						
TAXES	1,119,687	3,164.69	1,133,133.94	101.20 (13,446.94)	1,089,032.99
LICENSES	56,160	22,940.00	35,139.50	62.57	21,020.50	35,525.50
PERMITS	263,415	11,519.71	74,233.82	28.18	189,181.18	110,205.70
FRANCHISE FEES	874,000	49,128.99	214,674.51	24.56	659,325.49	224,920.45
SALES TAXES	1,039,500	42,241.30	434,453.52	41.79	605,046.48	410,021.45
OTHER REVENUE	35,261	2,110.00	21,635.90	61.36	13,625.10	15,946.00
COURT REVENUE	250,000	13,195.91	85,709.97	34.28	164,290.03	95,050.57
INTEREST INCOME	8,000	761.92	3,733.24	46.67	4,266.76	3,461.34
MISCELLANEOUS REVENUE	26,683	13,403.73	19,753.61	74.03	6,929.39	28,612.43
TRANSFERS IN	343,530	28,627.50	143,137.50	41.67	200,392.50	144,374.95
TOTAL REVENUES	4,016,236	187,093.75	2,165,605.51	53.92	1,850,630.49	2,157,151.38
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATION	1,329,483	64,795.34	405,778.46	30.52	923,704.54	276,155.07
POLICE	1,223,870	80,837.20	421,299.87	34.42	802,570.13	398,433.96
MUNICIPAL COURT	153,471	8,786.15	56,147.98	36.59	97,323.02	54,165.41
PUBLIC WORKS	215,687	14,119.15	65,671.29	30.45	150,015.71	63,758.10
COMMUNITY DEVELOPMENT	316,393	21,069.68	99,185.39	31.35	217,207.61	101,578.92
STREET DEPARTMENT	399,656	29,576.42	152,762.42	38.22	246,893.58	142,369.22
PARKS DEPARTMENT	356,007	28,569.12	117,770.12	33.08	238,236.88	110,525.78
NATURE SANCTUARY	39,681	1,351.88	6,001.92	15.13	33,679.08	8,642.38
CHANNEL 2 & WEBSITE	13,810	1,000.00	2,950.00	21.36	10,860.00	6,607.93
TRANSFERS OUT	0	26,458.33	132,291.65	0.00 (132,291.65)	115,625.00
IT	43,974	14,633.06	27,687.76	62.96	16,286.24	16,007.02
CAPITAL OUTLAY	351,035	35,008.77	85,676.18	24.41	265,358.82	46,682.42
TOTAL EXPENDITURES	4,443,067	326,205.10	1,573,223.04	35.41	2,869,843.96	1,340,551.21
EXCESS REVENUES OVER/(UNDER) EXPENDITURE (426,831) (139,111.35)	592,382.47	(1,019,213.47)	816,600.17

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
FINANCIAL SUMMARY
REVENUES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
TAXES						
10-41001-00 Real & Personal Property Tax	941,387	2,337.01	955,287.73	101.48 (13,900.73)	915,664.43
10-41002-00 Penalties	4,500	404.64	2,015.92	44.80	2,484.08	1,580.08
10-41003-00 Corp Merchants & Manufacturi	147,000	0.00	148,946.45	101.32 (1,946.45)	146,270.33
10-41004-00 Financial Institution Tax	2,000	0.00	2,954.78	147.74 (954.78)	2,065.32
10-41005-00 Vehicle Tax	24,800	423.04	23,929.06	96.49	870.94	23,452.83
TOTAL TAXES	1,119,687	3,164.69	1,133,133.94	101.20 (13,446.94)	1,089,032.99

LICENSES						
10-41101-00 Dog License (Tags)	1,950	250.00	1,205.00	61.79	745.00	1,445.00
10-41102-00 Occupational License	33,835	15,140.00	24,092.00	71.20	9,743.00	20,568.00
10-41102-02 Late Fees on Bus Licenses	0	0.00	12.50	0.00 (12.50)	300.00
10-41103-00 Peddler's Licenses	650	350.00	650.00	100.00	0.00	300.00
10-41104-00 Liquor Licenses	18,225	6,952.50	8,370.00	45.93	9,855.00	12,427.50
10-41111-00 Convenience Fees Under \$200	1,500	137.50	655.00	43.67	845.00	447.50
10-41112-00 Convenience Fees Over \$200	0	110.00	155.00	0.00 (155.00)	37.50
TOTAL LICENSES	56,160	22,940.00	35,139.50	62.57	21,020.50	35,525.50

PERMITS						
10-41201-00 Building Permits	220,000	8,015.85	61,712.15	28.05	158,287.85	91,882.10
10-41201-01 Occupancy Permit	1,500	50.00	300.00	20.00	1,200.00	300.00
10-41202-00 Sign Permits	0	120.00	520.00	0.00 (520.00)	240.00
10-41205-00 Development Permits	1,515	300.00	900.00	59.41	615.00	975.00
10-41205-01 Public Improvement Fees	30,300	1,108.86	6,401.96	21.13	23,898.04	14,583.60
10-41206-00 Rezoning Permits	0	0.00	0.00	0.00	0.00	600.00
10-41207-00 Subdivision Permit Fees	0	915.00	3,309.71	0.00 (3,309.71)	975.00
10-41209-00 Conditional Use Permits	0	300.00	300.00	0.00 (300.00)	600.00
10-41209-01 Special Event Permit	0	710.00	710.00	0.00 (710.00)	50.00
10-41210-00 Grading/PW Use Permits	0	0.00	80.00	0.00 (80.00)	0.00
10-41211-00 Engineering Reviews	10,100	0.00	0.00	0.00	10,100.00	0.00
TOTAL PERMITS	263,415	11,519.71	74,233.82	28.18	189,181.18	110,205.70

FRANCHISE FEES						
10-41301-00 Telecom Franchise	210,000	26,876.41	88,710.38	42.24	121,289.62	88,474.99
10-41302-00 Missouri Gas Energy	128,000	0.00	35,387.33	27.65	92,612.67	50,864.18
10-41303-00 Missouri American Water	125,000	21,195.43	53,292.29	42.63	71,707.71	48,125.13
10-41304-00 KC Power & Light	330,000	0.00	0.00	0.00	330,000.00	0.00
10-41305-00 Martin Marietta Stone Royalt	15,000	1,057.15	3,301.20	22.01	11,698.80	4,443.47
10-41306-00 Cable/Video Service Franchis	66,000	0.00	33,983.31	51.49	32,016.69	33,012.68
TOTAL FRANCHISE FEES	874,000	49,128.99	214,674.51	24.56	659,325.49	224,920.45

SALES TAXES						
10-41401-00 Sales Tax-General Revenue	970,000	35,990.35	404,805.57	41.73	565,194.43	381,089.18
10-41402-00 Motor Vehicle Sales Tax	46,000	4,036.04	19,148.20	41.63	26,851.80	17,877.97
10-41403-00 Motor Vehicle Fee	23,500	2,214.91	10,499.75	44.68	13,000.25	11,054.30
TOTAL SALES TAXES	1,039,500	42,241.30	434,453.52	41.79	605,046.48	410,021.45

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
FINANCIAL SUMMARY
REVENUES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>OTHER REVENUE</u>						
10-41501-00 Farmers Market	1,061	100.00	1,210.90	114.13 (149.90)	515.00
10-41504-00 Park Shelter Reservations	12,000	1,485.00	6,635.00	55.29	5,365.00	6,120.00
10-41504-01 Sports Fields Reservations	4,500	140.00	8,280.00	184.00 (3,780.00)	3,260.00
10-41504-02 Park Events Reservations	15,000	385.00	5,510.00	36.73	9,490.00	6,051.00
10-41505-01 Nature Sanctuary Programs	2,700	0.00	0.00	0.00	2,700.00	0.00
TOTAL OTHER REVENUE	35,261	2,110.00	21,635.90	61.36	13,625.10	15,946.00
<u>COURT REVENUE</u>						
10-41601-00 Fines	250,000	12,009.50	81,576.44	32.63	168,423.56	91,827.50
10-41602-00 CVC Reports	0	34.41	210.53	0.00 (210.53)	226.07
10-41602-01 Appointed Attorney Reimburs	0	557.50	1,557.50	0.00 (1,557.50)	1,129.00
10-41602-02 Boarding of Prisoners Reimb	0	144.50	809.50	0.00 (809.50)	480.00
10-41603-00 Police Reports	0	450.00	1,556.00	0.00 (1,556.00)	1,388.00
TOTAL COURT REVENUE	250,000	13,195.91	85,709.97	34.28	164,290.03	95,050.57
<u>INTEREST INCOME</u>						
10-41701-00 Interest Income	8,000	761.92	3,733.24	46.67	4,266.76	3,461.34
TOTAL INTEREST INCOME	8,000	761.92	3,733.24	46.67	4,266.76	3,461.34
<u>MISCELLANEOUS REVENUE</u>						
10-41801-00 Miscellaneous	10,000	1,331.95	5,400.39	54.00	4,599.61	11,019.54
10-41802-00 Leased Properties	5,880	0.00	0.00	0.00	5,880.00	0.00
10-41803-99 FEMA Flood Reparations	0	5,599.78	7,881.22	0.00 (7,881.22)	15,802.89
10-41804-07 Bulletproof Vest Grant	1,500	756.00	756.00	50.40	744.00	345.00
10-41805-00 Sale of Vehicles/Equipment	8,000	0.00	0.00	0.00	8,000.00	0.00
10-41807-01 Insurance Claim Reimb.	0	5,716.00	5,716.00	0.00 (5,716.00)	1,445.00
10-41808-00 POST Monies	1,303	0.00	0.00	0.00	1,303.00	0.00
TOTAL MISCELLANEOUS REVENUE	26,683	13,403.73	19,753.61	74.03	6,929.39	28,612.43
<u>TRANSFERS IN</u>						
10-41901-00 Transfer f Transportation Fu	240,000	20,000.00	100,000.00	41.67	140,000.00	102,083.30
10-41903-00 Administration Fee	103,530	8,627.50	43,137.50	41.67	60,392.50	42,291.65
TOTAL TRANSFERS IN	343,530	28,627.50	143,137.50	41.67	200,392.50	144,374.95
TOTAL REVENUE	4,016,236	187,093.75	2,165,605.51	53.92	1,850,630.49	2,157,151.38

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund

ADMINISTRATION

41.67% OF FISCAL YEAR COMPLETED

EXPENDITURES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-501.01-01-00 Salaries	326,252	24,290.70	122,904.95	37.67	203,347.05	116,463.54
10-501.01-03-00 Overtime	1,500	0.00	0.00	0.00	1,500.00	0.00
10-501.01-11-00 Mayor and Aldermen	57,600	4,430.90	20,651.08	35.85	36,948.92	22,140.65
10-501.01-21-00 FICA & Medicare	26,826	2,125.43	11,572.11	43.14	15,253.89	10,674.89
10-501.01-22-00 Retirement	25,820	1,874.32	10,179.02	39.42	15,640.98	9,016.15
10-501.01-32-00 Exp Allowance-Bd of Alde	0	0.00	0.00	0.00	0.00	1,170.00
10-501.01-33-00 Auto Allow-City Administ	1,200	100.00	500.00	41.67	700.00	200.00
10-501.01-40-00 Membership Fees & Dues -	1,000	0.00	340.00	34.00	660.00	315.00
10-501.01-41-00 Membership Fees & Dues -	2,900	225.00	1,687.00	58.17	1,213.00	232.00
10-501.01-41-02 Professional Dev - Staff	11,000	1,240.87	4,716.27	42.88	6,283.73	4,437.25
10-501.01-41-03 Professional Dev - Board	5,500	68.00	856.60	15.57	4,643.40	537.50
TOTAL PERSONNEL	459,598	34,355.22	173,407.03	37.73	286,190.97	165,186.98
INSURANCE						
10-501.02-01-00 Liability Insurance	68,000	0.00	44,131.80	64.90	23,868.20	0.00
10-501.02-01-01 Insurance Deductible	20,000	0.00	6,426.00	32.13	13,574.00	0.00
10-501.02-02-00 Health, Life & Dental	36,499	2,738.07	17,215.22	47.17	19,283.78	16,110.09
10-501.02-03-00 Workers Compensation	1,500	0.00	588.05	39.20	911.95	0.00
10-501.02-04-00 Unemployment	2,500	0.00	0.00	0.00	2,500.00	0.00
10-501.02-05-00 Property Insurance	18,000	0.00	9,266.35	51.48	8,733.65	0.00
TOTAL INSURANCE	146,499	2,738.07	77,627.42	52.99	68,871.58	16,110.09
UTILITIES						
10-501.03-01-00 Telephone & Voicemail	6,000	0.00	1,599.30	26.66	4,400.70	1,479.39
10-501.03-02-00 Electricity	58,500	4,133.69	18,894.10	32.30	39,605.90	16,863.43
10-501.03-04-00 Water	6,250	600.90	1,828.60	29.26	4,421.40	1,771.51
10-501.03-05-00 Mobile Phones & Pagers	120	10.00	50.00	41.67	70.00	40.00
10-501.03-07-00 Train Depot Utilities	0	0.00	105.32	0.00	105.32	16.47
10-501.03-08-00 Cable	2,100	174.77	873.85	41.61	1,226.15	874.57
10-501.03-09-00 Trash Hauling	300	0.00	150.00	50.00	150.00	150.00
TOTAL UTILITIES	73,270	4,919.36	23,501.17	32.07	49,768.83	21,195.37
CAPITAL EXPENDITURES						
10-501.04-22-00 Lease Purchase-Office Eq	1,200	208.50	417.00	34.75	783.00	218.00
TOTAL CAPITAL EXPENDITURES	1,200	208.50	417.00	34.75	783.00	218.00
OTHER PURCHASES						
10-501.05-01-00 Office Supplies & Consum	5,000	198.50	1,509.31	30.19	3,490.69	1,953.14
10-501.05-02-00 Postage	1,350	125.50	748.84	55.47	601.16	1,338.99
10-501.05-04-00 Printing	700	35.00	300.00	42.86	400.00	514.05
10-501.05-05-00 Publications	250	0.00	236.00	94.40	14.00	236.00
TOTAL OTHER PURCHASES	7,300	359.00	2,794.15	38.28	4,505.85	4,042.18
MAINTENANCE						
10-501.06-01-00 Building Maint & Repair	20,000	1,054.21	13,177.15	65.89	6,822.85	4,179.38
10-501.06-01-01 HVAC Maintenance & Repai	2,500	276.66	276.66	11.07	2,223.34	0.00
10-501.06-02-00 Janitorial Services/Supp	11,000	757.50	3,514.38	31.95	7,485.62	3,736.92

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund

ADMINISTRATION

41.67% OF FISCAL YEAR COMPLETED

EXPENDITURES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-501.06-11-00 Train Depot Maint	6,200	0.00	271.28	4.38	5,928.72	21.72
10-501.06-34-00 Office Equipment Mainten	2,500	0.00	2,074.80	82.99	425.20	690.60
TOTAL MAINTENANCE	42,200	2,088.37	19,314.27	45.77	22,885.73	8,628.62
CITY SERVICES						
10-501.07-01-00 Elections	2,500	0.00	2,342.60	93.70	157.40	1,958.25
10-501.07-02-00 Advertising/Public Notic	6,120	0.00	1,085.00	17.73	5,035.00	81.78
10-501.07-04-00 Credit Card Fees	2,000	0.00	0.00	0.00	2,000.00	0.00
10-501.07-47-00 MARC HHW Program	5,776	0.00	5,776.16	100.00 (0.16)	0.16	5,776.16
10-501.07-99-00 FOPAS - Animal Control	6,000	0.00	1,500.00	25.00	4,500.00	3,000.00
TOTAL CITY SERVICES	22,396	0.00	10,703.76	47.79	11,692.24	10,816.19
PROFESSIONAL FEES						
10-501.08-01-00 Attorney/Legal Fees	120,000	16,450.00	36,255.00	30.21	83,745.00	42,574.41
10-501.08-01-01 Litigation (New)	60,000	871.97	11,816.43	19.69	48,183.57	0.00
10-501.08-02-00 Auditor Fees	18,120	0.00	9,060.00	50.00	9,060.00	0.00
10-501.08-02-02 Professional Services	48,000	0.00	34,361.88	71.59	13,638.12	4,907.64
TOTAL PROFESSIONAL FEES	246,120	17,321.97	91,493.31	37.17	154,626.69	47,482.05
OTHER EXPENDITURES						
10-501.09-04-00 Holiday Decorations	900	0.00	115.60	12.84	784.40	350.00
10-501.09-11-00 Cemetery Maintenance	4,000	690.00	1,498.00	37.45	2,502.00	838.50
10-501.09-20-02 Exec Session Meeting Sup	2,000	188.68	476.23	23.81	1,523.77	363.63
10-501.09-20-07 Meeting Supplies	500	185.50	60.27	12.05	439.73	62.80
10-501.09-21-00 Misc-Other	6,000	1,740.67	4,370.25	72.84	1,629.75	860.66
TOTAL OTHER EXPENDITURES	13,400	2,804.85	6,520.35	48.66	6,879.65	2,475.59
TRANSFERS-OTHER SOURCES						
10-501.20-20-00 Transfer to Emergency Re	317,500	0.00	0.00	0.00	317,500.00	0.00
TOTAL TRANSFERS-OTHER SOURCES	317,500	0.00	0.00	0.00	317,500.00	0.00
TOTAL ADMINISTRATION	1,329,483	64,795.34	405,778.46	30.52	923,704.54	276,155.07

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund

POLICE

41.67% OF FISCAL YEAR COMPLETED

EXPENDITURES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-505.01-01-00 Salaries	798,200	55,739.76	306,495.17	38.40	491,704.83	276,342.75
10-505.01-03-00 Overtime	15,000	900.44	4,201.62	28.01	10,798.38	4,252.59
10-505.01-21-00 FICA & Medicare	61,457	4,103.70	22,596.65	36.77	38,860.35	22,337.39
10-505.01-22-00 Retirement	53,825	3,658.42	18,312.77	34.02	35,512.23	16,327.56
10-505.01-41-00 Membership Fees & Dues	950	0.00	300.00	31.58	650.00	200.00
10-505.01-41-02 Professional Development	4,500	28.75	2,631.00	58.47	1,869.00	130.00
10-505.01-43-00 Tuition Reimbursement	2,000	0.00	0.00	0.00	2,000.00	577.50
TOTAL PERSONNEL	935,932	64,431.07	354,537.21	37.88	581,394.79	320,167.79
INSURANCE						
10-505.02-01-00 Liability	0	0.00	25,558.78	0.00	25,558.78	0.00
10-505.02-02-00 Health, Life & Dental	140,448	10,511.87	54,319.13	38.68	86,128.87	58,590.34
10-505.02-03-00 Workers Compensation	39,490	0.00	15,957.98	40.41	23,532.02	0.00
10-505.02-04-00 Unemployment	1,500	0.00	0.00	0.00	1,500.00	0.00
TOTAL INSURANCE	181,438	10,511.87	44,718.33	24.65	136,719.67	58,590.34
UTILITIES						
10-505.03-01-00 Telephone & Voicemail	900	60.13	179.04	19.89	720.96	528.87
10-505.03-05-00 Mobile Phone & Pagers	4,500	321.67	1,323.63	29.41	3,176.37	1,115.52
TOTAL UTILITIES	5,400	381.80	1,502.67	27.83	3,897.33	1,644.39
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-505.05-01-00 Office Supplies & Consum	2,800	432.55	569.65	20.34	2,230.35	538.57
10-505.05-02-00 Postage	250	21.78	51.97	20.79	198.03	44.40
10-505.05-04-00 Printing	500	0.00	100.00	20.00	400.00	85.00
10-505.05-20-00 Small Office Equipment	1,000	0.00	0.00	0.00	1,000.00	0.00
10-505.05-21-00 Equipment and Handtools	9,000	1,301.14	1,374.14	15.27	7,625.86	218.87
10-505.05-22-01 Terminal - Rejis	1,400	65.07	325.35	23.24	1,074.65	325.35
10-505.05-22-02 Terminal - Platte Co	2,300	0.00	2,014.32	87.58	285.68	2,014.32
10-505.05-31-00 Uniforms	7,000	199.80	748.60	10.69	6,251.40	986.22
10-505.05-99-00 Other Purchases	500	0.00	0.00	0.00	500.00	0.00
TOTAL OTHER PURCHASES	24,750	2,020.34	5,184.03	20.95	19,565.97	4,212.73
MAINTENANCE						
10-505.06-21-00 Vehicle Repair & Mainten	15,000	850.55	4,199.51	28.00	10,800.49	3,524.43
10-505.06-21-01 Equipment Repair & Maint	1,800	0.00	326.00	18.11	1,474.00	408.48
10-505.06-22-00 Vehicle Gas & Oil	45,000	1,942.74	9,168.36	20.37	35,831.64	7,268.50
10-505.06-32-02 Crimestar Maintenance	1,500	0.00	0.00	0.00	1,500.00	0.00
10-505.06-34-00 Office Equipment/Mainten	2,000	118.83	609.76	30.49	1,390.24	475.30
TOTAL MAINTENANCE	65,300	2,912.12	14,303.63	21.90	50,996.37	11,676.71
CITY SERVICES						
10-505.07-56-00 Hiring/Substance Screeni	4,000	0.00	0.00	0.00	4,000.00	1,282.00
10-505.07-57-00 Crime Commission	500	500.00	500.00	100.00	0.00	500.00
10-505.07-81-00 Lab Work	2,000	0.00	0.00	0.00	2,000.00	0.00

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: MAY 31ST, 2016

10 -General Fund
 POLICE
 EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-505.07-90-00 Contractual Service Agre	2,000	0.00	360.00	18.00	1,640.00	360.00
10-505.07-99-00 Other City Services	700	80.00	144.00	20.57	556.00	0.00
TOTAL CITY SERVICES	9,200	580.00	1,004.00	10.91	8,196.00	2,142.00
<u>OTHER EXPENDITURES</u>						
10-505.09-21-00 Miscellaneous	350	0.00	0.00	0.00	350.00	0.00
10-505.09-21-04 Harvester Deer Donation	1,500	0.00	50.00	3.33	1,450.00	0.00
TOTAL OTHER EXPENDITURES	1,850	0.00	50.00	2.70	1,800.00	0.00
TOTAL POLICE	1,223,870	80,837.20	421,299.87	34.42	802,570.13	398,433.96

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
MUNICIPAL COURT
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-510.01-01-00 Salaries	50,800	4,038.17	20,133.54	39.63	30,666.46	19,933.24
10-510.01-03-00 Overtime	300	0.00	0.00	0.00	300.00	0.00
10-510.01-11-00 Judge	18,000	1,384.62	6,930.74	38.50	11,069.26	7,196.56
10-510.01-21-00 FICA & Medicare	5,441	388.09	2,249.52	41.34	3,191.48	2,204.88
10-510.01-22-00 Retirement	2,160	138.38	925.49	42.85	1,234.51	863.39
10-510.01-32-00 Expense Allow - Judge	540	45.00	225.00	41.67	315.00	135.00
10-510.01-41-00 Memberships, Fees & Dues	500	0.00	100.00	20.00	400.00	250.00
10-510.01-41-02 Professional Development	5,000	0.00	2,476.92	49.54	2,523.08	1,646.28
10-510.01-51-00 Prosecutor/Assistant	15,000	0.00	6,250.00	41.67	8,750.00	9,250.00
10-510.01-51-02 Public Defender	7,200	0.00	3,000.00	41.67	4,200.00	3,000.00
TOTAL PERSONNEL	104,941	5,994.26	42,291.21	40.30	62,649.79	44,479.35
INSURANCE						
10-510.02-02-00 Health, Life & Dental	9,660	668.36	3,707.42	38.38	5,952.58	4,261.73
10-510.02-03-00 Workers Compensation	4,200	0.00	1,420.67	33.83	2,779.33	0.00
TOTAL INSURANCE	13,860	668.36	5,128.09	37.00	8,731.91	4,261.73
UTILITIES						
10-510.03-01-00 Telephone	0	497.45	497.45	0.00	497.45	0.00
10-510.03-05-00 Mobile Phone & Pagers	120	10.00	50.00	41.67	70.00	50.00
TOTAL UTILITIES	120	507.45	547.45	456.21	427.45	50.00
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-510.05-01-00 Office Supplies & Consum	1,800	93.78	315.05	17.50	1,484.95	198.09
10-510.05-02-00 Postage	500	39.99	89.87	17.97	410.13	80.44
10-510.05-04-00 Printing	4,500	988.01	2,584.91	57.44	1,915.09	1,008.06
10-510.05-05-00 Publications	350	287.75	287.75	82.21	62.25	250.00
10-510.05-06-00 Processing Fees	2,200	0.00	132.32	6.01	2,067.68	476.16
TOTAL OTHER PURCHASES	9,350	1,409.53	3,409.90	36.47	5,940.10	2,012.75
MAINTENANCE						
10-510.06-32-00 REJIS System	700	0.00	0.00	0.00	700.00	0.00
10-510.06-33-00 Software Support Agreeme	2,400	0.00	0.00	0.00	2,400.00	0.00
10-510.06-34-00 Office Equipment Mainten	800	0.00	50.21	6.28	749.79	51.26
TOTAL MAINTENANCE	3,900	0.00	50.21	1.29	3,849.79	51.26
CITY SERVICES						
10-510.07-80-00 Boarding of Prisoners	14,000	153.59	2,848.59	20.35	11,151.41	985.50
10-510.07-82-00 Bailiff	6,000	0.00	1,699.22	28.32	4,300.78	1,786.82
10-510.07-82-01 Translator	800	0.00	120.35	15.04	679.65	248.60
TOTAL CITY SERVICES	20,800	153.59	4,668.16	22.44	16,131.84	3,020.92
OTHER EXPENDITURES						
10-510.09-21-00 Miscellaneous	500	52.96	52.96	10.59	447.04	289.40
TOTAL OTHER EXPENDITURES	500	52.96	52.96	10.59	447.04	289.40
TOTAL MUNICIPAL COURT	153,471	8,786.15	56,147.98	36.59	97,323.02	54,165.41

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: MAY 31ST, 2016

10 -General Fund
 PUBLIC WORKS
 EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-515.01-01-00 Salaries	138,500	10,338.78	47,379.06	34.21	91,120.94	40,648.77
10-515.01-21-00 FICA & Medicare	9,902	775.03	3,888.51	39.27	6,013.49	3,222.15
10-515.01-22-00 Retirement	4,467	342.36	1,870.11	41.87	2,596.89	0.00
10-515.01-33-00 Auto Allow-Public Wks Di	3,000	250.00	1,250.00	41.67	1,750.00	250.00
10-515.01-41-00 Membership Fees & Dues	600	0.00	199.00	33.17	401.00	26.25
10-515.01-41-02 Professional Development	3,800	199.00	599.91	15.79	3,200.09	297.37
TOTAL PERSONNEL	160,269	11,905.17	55,186.59	34.43	105,082.41	44,444.54
INSURANCE						
10-515.02-02-00 Health, Life & Dental	12,948	1,071.36	5,465.66	42.21	7,482.34	5,122.44
10-515.02-03-00 Workers Compensation	500	0.00	201.22	40.24	298.78	0.00
10-515.02-04-00 Unemployment	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL INSURANCE	14,448	1,071.36	5,666.88	39.22	8,781.12	5,122.44
UTILITIES						
10-515.03-05-00 Mobile Phones & Pagers	720	60.59	282.39	39.22	437.61	82.60
TOTAL UTILITIES	720	60.59	282.39	39.22	437.61	82.60
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-515.05-01-00 Office Supplies & Consum	750	151.77	252.91	33.72	497.09	385.31
10-515.05-02-00 Postage	150	21.83	26.64	17.76	123.36	8.26
10-515.05-04-00 Printing	250	0.00	2.00	0.80	248.00	70.00
10-515.05-31-00 Uniforms	250	0.00	0.00	0.00	250.00	119.37
TOTAL OTHER PURCHASES	1,400	173.60	281.55	20.11	1,118.45	582.94
MAINTENANCE						
10-515.06-36-00 Tornado Siren	3,350	0.00	1,404.00	41.91	1,946.00	1,212.00
TOTAL MAINTENANCE	3,350	0.00	1,404.00	41.91	1,946.00	1,212.00
PROFESSIONAL FEES						
10-515.08-03-00 Engineer & Planning Fees	35,000	908.43	2,745.93	7.85	32,254.07	11,469.49
TOTAL PROFESSIONAL FEES	35,000	908.43	2,745.93	7.85	32,254.07	11,469.49
OTHER EXPENDITURES						
10-515.09-21-00 Miscellaneous	500	0.00	103.95	20.79	396.05	844.09
TOTAL OTHER EXPENDITURES	500	0.00	103.95	20.79	396.05	844.09
TOTAL PUBLIC WORKS	215,687	14,119.15	65,671.29	30.45	150,015.71	63,758.10

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
COMMUNITY DEVELOPMENT
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-518.01-01-00 Salaries	228,900	16,208.20	74,738.65	32.65	154,161.35	73,131.64
10-518.01-21-00 FICA & Medicare	17,893	1,219.05	5,914.92	33.06	11,978.08	5,811.54
10-518.01-22-00 Retirement	12,054	460.00	2,527.16	20.97	9,526.84	4,230.47
10-518.01-31-00 Auto Allowance - Other	2,400	200.00	800.00	33.33	1,600.00	400.00
10-518.01-41-00 Membership Fees & Dues	1,675	35.00	130.00	7.76	1,545.00	365.00
10-518.01-41-02 Professional Development	5,400	311.02	251.02	4.65	5,148.98	60.00
TOTAL PERSONNEL	268,322	18,433.27	84,361.75	31.44	183,960.25	83,998.65
INSURANCE						
10-518.02-02-00 Health, Life & Dental	25,701	2,137.05	10,145.38	39.47	15,555.62	10,820.54
10-518.02-03-00 Workers Compensation	1,000	0.00	315.71	31.57	684.29	0.00
10-518.02-04-00 Unemployment	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL INSURANCE	27,701	2,137.05	10,461.09	37.76	17,239.91	10,820.54
UTILITIES						
10-518.03-05-00 Mobile Phones & Pagers	1,600	132.08	528.38	33.02	1,071.62	527.42
TOTAL UTILITIES	1,600	132.08	528.38	33.02	1,071.62	527.42
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-518.05-01-00 Office Supplies & Consum	1,000	34.99	177.52	17.75	822.48	110.17
10-518.05-02-00 Postage	1,500	185.86	378.81	25.25	1,121.19	507.91
10-518.05-04-00 Printing	500	34.00	149.60	29.92	350.40	62.70
10-518.05-05-00 Publications	870	0.00	0.00	0.00	870.00	0.00
10-518.05-20-00 Small Office Equipment	0	0.00	8.99	0.00 (8.99)	0.00
10-518.05-21-00 Equipment & Handtools	300	0.00	36.50	12.17	263.50	0.00
10-518.05-31-00 Uniforms	500	0.00	0.00	0.00	500.00	0.00
TOTAL OTHER PURCHASES	4,670	254.85	751.42	16.09	3,918.58	680.78
MAINTENANCE						
10-518.06-21-00 Vehicle Repair & Mainten	750	0.00	0.00	0.00	750.00	1,180.78
10-518.06-22-00 Vehicle Gas & Oil	1,500	88.98	309.40	20.63	1,190.60	390.20
TOTAL MAINTENANCE	2,250	88.98	309.40	13.75	1,940.60	1,570.98
CITY SERVICES						
10-518.07-02-01 Public Notices	2,000	10.20	243.06	12.15	1,756.94	1,659.14
10-518.07-04-00 Code Enforcement	5,000	0.00	1,153.43	23.07	3,846.57	0.00
TOTAL CITY SERVICES	7,000	10.20	1,396.49	19.95	5,603.51	1,659.14
PROFESSIONAL FEES						
10-518.08-03-00 Engineering & Planning F	3,000	0.00	0.00	0.00	3,000.00	1,991.90
10-518.08-03-02 NPDES II / Arcview	1,500	0.00	1,244.55	82.97	255.45	250.00
TOTAL PROFESSIONAL FEES	4,500	0.00	1,244.55	27.66	3,255.45	2,241.90

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: MAY 31ST, 2016

10 -General Fund

COMMUNITY DEVELOPMENT
 EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>OTHER EXPENDITURES</u>						
10-518.09-20-00 Planning Com. Meeting Su	150	0.00	0.00	0.00	150.00	7.96
10-518.09-21-00 Miscellaneous	<u>200</u>	<u>13.25</u>	<u>132.31</u>	<u>66.16</u>	<u>67.69</u>	<u>71.55</u>
TOTAL OTHER EXPENDITURES	<u>350</u>	<u>13.25</u>	<u>132.31</u>	<u>37.80</u>	<u>217.69</u>	<u>79.51</u>
TOTAL COMMUNITY DEVELOPMENT	316,393	21,069.68	99,185.39	31.35	217,207.61	101,578.92

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
STREET DEPARTMENT
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-520.01-01-00 Salaries	237,130	18,499.58	91,628.94	38.64	145,501.06	87,685.00
10-520.01-03-00 Overtime	15,000	972.57	3,964.89	26.43	11,035.11	6,694.77
10-520.01-21-00 FICA & Medicare	18,285	1,390.70	7,551.29	41.30	10,733.71	7,398.91
10-520.01-22-00 Retirement	14,102	1,090.44	5,512.88	39.09	8,589.12	5,074.86
10-520.01-41-02 Professional Development	500	0.00	0.00	0.00	500.00	0.00
TOTAL PERSONNEL	285,017	21,953.29	108,658.00	38.12	176,359.00	106,853.54
INSURANCE						
10-520.02-02-00 Health, Life & Dental	46,929	3,583.60	21,952.87	46.78	24,976.13	23,980.04
10-520.02-03-00 Workers Compensation	25,000	0.00	10,102.57	40.41	14,897.43	0.00
10-520.02-04-00 Unemployment	1,500	0.00	0.00	0.00	1,500.00	138.21
TOTAL INSURANCE	73,429	3,583.60	32,055.44	43.66	41,373.56	24,118.25
UTILITIES						
10-520.03-01-00 Telephone & Voicemail	1,400	120.29	424.29	30.31	975.71	501.58
10-520.03-02-00 Electricity	3,800	181.25	1,346.58	35.44	2,453.42	1,266.46
10-520.03-03-00 Gas	2,200	43.26	638.41	29.02	1,561.59	970.64
10-520.03-04-00 Water	4,200	263.90	1,098.14	26.15	3,101.86	1,398.98
10-520.03-05-00 Mobile Phones & Pagers	2,800	199.89	799.74	28.56	2,000.26	807.99
10-520.03-09-00 Trash Hauling	660	335.00	500.00	75.76	160.00	0.00
TOTAL UTILITIES	15,060	1,143.59	4,807.16	31.92	10,252.84	4,945.65
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-520.05-01-00 Office Supplies & Consum	800	0.00	208.05	26.01	591.95	142.95
10-520.05-20-00 Small Office Equipment	500	0.00	0.00	0.00	500.00	74.99
10-520.05-21-00 Handtools	6,000	189.74	942.31	15.71	5,057.69	2,156.64
10-520.05-31-00 Uniforms	2,600	109.76	109.76	4.22	2,490.24	586.60
TOTAL OTHER PURCHASES	9,900	299.50	1,260.12	12.73	8,639.88	2,961.18
MAINTENANCE						
10-520.06-22-00 Vehicle Gas & Oil	0	0.00	78.20	0.00	(78.20)	0.00
TOTAL MAINTENANCE	0	0.00	78.20	0.00	(78.20)	0.00
CITY SERVICES						
10-520.07-41-00 Street Lights-Electricit	0	0.00	19.56	0.00	(19.56)	0.00
10-520.07-43-00 Spring/Fall Cleanup	13,500	1,526.01	4,813.51	35.66	8,686.49	670.00
10-520.07-43-01 Recycling Extravaganza	0	0.00	0.00	0.00	0.00	2,223.40
10-520.07-43-02 HHW Collection Event	400	400.00	400.00	100.00	0.00	0.00
10-520.07-51-00 Mosquito & Weed Control	2,000	670.43	670.43	33.52	1,329.57	580.00
10-520.07-55-00 Animal Control	100	0.00	0.00	0.00	100.00	0.00
TOTAL CITY SERVICES	16,000	2,596.44	5,903.50	36.90	10,096.50	3,473.40
PROFESSIONAL FEES						

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: MAY 31ST, 2016

10 -General Fund
 STREET DEPARTMENT
 EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>OTHER EXPENDITURES</u>						
10-520.09-21-00 Miscellaneous	250	0.00	0.00	0.00	250.00	17.20
TOTAL OTHER EXPENDITURES	250	0.00	0.00	0.00	250.00	17.20
TOTAL STREET DEPARTMENT	399,656	29,576.42	152,762.42	38.22	246,083.58	142,369.22

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
PARKS DEPARTMENT
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-525.01-01-00 Salaries	106,300	8,156.10	38,208.37	35.94	68,091.63	49,228.56
10-525.01-03-00 Overtime	6,000	391.95	2,133.32	35.56	3,866.68	3,341.02
10-525.01-05-00 Seasonal Landscape Maint	54,080	4,244.50	10,172.50	18.81	43,907.50	4,816.50
10-525.01-21-00 FICA & Medicare	11,442	950.79	4,078.36	35.64	7,363.64	4,344.71
10-525.01-22-00 Retirement	5,020	467.77	1,950.99	38.86	3,069.01	2,940.87
10-525.01-41-00 Membership Fees & Dues	100	0.00	0.00	0.00	100.00	0.00
10-525.01-41-02 Professional Development	500	0.00	60.00	12.00	440.00	0.00
TOTAL PERSONNEL	183,442	14,211.11	56,603.54	30.86	126,838.46	64,671.66
INSURANCE						
10-525.02-02-00 Health, Life & Dental	22,440	1,598.07	8,647.49	38.54	13,792.51	11,051.40
10-525.02-03-00 Workers Compensation	7,000	0.00	2,984.34	42.63	4,015.66	0.00
10-525.02-04-00 Unemployment	500	1,949.04	1,949.04	389.81	(1,449.04)	0.00
TOTAL INSURANCE	29,940	3,547.11	13,580.87	45.36	16,359.13	11,051.40
UTILITIES						
10-525.03-01-00 Telephone & Voicemail	1,900	145.37	569.72	29.99	1,330.28	671.25
10-525.03-02-00 Electricity	18,000	1,708.25	6,387.45	35.49	11,612.55	6,044.82
10-525.03-03-00 Gas	1,500	39.05	454.03	30.27	1,045.97	600.95
10-525.03-04-00 Water	9,000	609.14	2,308.70	25.65	6,691.30	2,245.02
10-525.03-05-00 Mobile Phones & Pagers	1,300	82.37	329.57	25.35	970.43	331.91
10-525.03-09-00 Trash Hauling	1,500	165.00	775.00	51.67	725.00	0.00
TOTAL UTILITIES	33,200	2,749.18	10,824.47	32.60	22,375.53	9,893.95
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-525.05-01-00 Office Supplies & Consum	500	0.00	11.98	2.40	488.02	178.48
10-525.05-02-00 Postage	75	1.21	2.40	3.20	72.60	0.42
10-525.05-04-00 Printing	400	843.40	843.40	210.85	(443.40)	215.50
10-525.05-05-00 Publications	100	0.00	0.00	0.00	100.00	0.00
10-525.05-20-00 Small Office Equipment	400	0.00	0.00	0.00	400.00	0.00
10-525.05-21-00 Equipment & Handtools	6,500	434.52	1,331.47	20.48	5,168.53	4,177.88
10-525.05-31-00 Uniforms	2,000	0.00	588.32	29.42	1,411.68	737.80
10-525.05-41-01 Restroom Supplies	2,700	338.42	1,191.67	44.14	1,508.33	265.61
10-525.05-41-02 Trash Bags	4,300	411.30	1,747.72	40.64	2,552.28	2,144.90
10-525.05-41-03 Park Enhancements	5,000	0.00	2,032.70	40.65	2,967.30	663.50
10-525.05-42-00 Grass Seed & Fertilizer	2,800	0.00	1,457.00	52.04	1,343.00	337.78
10-525.05-99-00 Other Purchases	500	11.98	21.97	4.39	478.03	322.68
TOTAL OTHER PURCHASES	25,275	2,040.83	9,228.63	36.51	16,046.37	9,044.55
MAINTENANCE						
10-525.06-01-00 Buildings Maint & Repair	4,000	242.50	3,029.37	75.73	970.63	1,699.14
10-525.06-03-00 Restrooms	4,900	0.00	709.02	14.47	4,190.98	471.01
10-525.06-05-01 Stage Maintenance	150	0.00	83.67	55.78	66.33	0.00
10-525.06-05-02 Ballfield Maintenance	4,000	45.00	2,098.58	52.46	1,901.42	3,151.25
10-525.06-05-03 Trail Maintenance	3,600	38.84	38.84	1.08	3,561.16	223.17

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
PARKS DEPARTMENT
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-525.06-12-00 Playground Equipment Rep	2,000	38.16	1,791.92	89.60	208.08	0.00
10-525.06-13-00 Spirit Fountain	2,500	2,858.78	3,303.78	132.15	(803.78)	0.00
10-525.06-21-00 Vehicle Repair & Mainten	6,500	205.83	273.94	4.21	6,226.06	1,914.64
10-525.06-21-01 Equipment Repair & Maint	3,500	222.63	2,096.97	59.91	1,403.03	527.28
10-525.06-21-02 Tractor Mowing Equipment	6,500	588.35	1,336.21	20.56	5,163.79	3,158.20
10-525.06-22-00 Vehicle Gas & Oil	7,500	252.70	748.11	9.97	6,751.89	1,282.36
10-525.06-22-01 Equipment Gas & Oil	<u>5,000</u>	<u>631.68</u>	<u>883.89</u>	<u>17.68</u>	<u>4,116.11</u>	<u>1,064.07</u>
TOTAL MAINTENANCE	50,150	5,124.47	16,394.30	32.69	33,755.70	13,491.12
<u>CITY SERVICES</u>						
10-525.07-20-00 Rental of Portable Toile	4,000	0.00	1,300.00	32.50	2,700.00	220.00
10-525.07-51-00 Mosquito & Weed Control	6,000	102.80	881.49	14.69	5,118.51	213.90
10-525.07-51-01 Landscaping	5,000	292.37	292.37	5.85	4,707.63	0.00
10-525.07-52-00 Tree Trimming & Removal	12,000	1,285.00	7,425.50	61.88	4,574.50	0.00
10-525.07-53-00 Tree Planting	5,000	(809.00)	725.00	14.50	4,275.00	1,440.75
10-525.07-60-00 Rental Equipment	<u>1,000</u>	<u>0.00</u>	<u>53.00</u>	<u>5.30</u>	<u>947.00</u>	<u>49.50</u>
TOTAL CITY SERVICES	33,000	871.17	10,677.36	32.36	22,322.64	1,924.15
<u>OTHER EXPENDITURES</u>						
10-525.09-21-00 Miscellaneous	<u>1,000</u>	<u>25.25</u>	<u>460.95</u>	<u>46.10</u>	<u>539.05</u>	<u>448.95</u>
TOTAL OTHER EXPENDITURES	<u>1,000</u>	<u>25.25</u>	<u>460.95</u>	<u>46.10</u>	<u>539.05</u>	<u>448.95</u>
TOTAL PARKS DEPARTMENT	356,007	28,569.12	117,770.12	33.08	238,236.88	110,525.78

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
NATURE SANCTUARY
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-535.01-01-00 Salaries	25,064	1,070.50	4,860.32	19.39	20,203.68	6,067.53
10-535.01-21-00 FICA & Medicare	1,917	81.90	383.82	20.02	1,533.18	499.50
10-535.01-31-00 Expense Allowance-Other	200	0.00	0.00	0.00	200.00	0.00
TOTAL PERSONNEL	27,181	1,152.40	5,244.14	19.29	21,936.86	6,567.03
UTILITIES						
10-535.03-02-00 Electricity	600	19.48	77.76	12.96	522.24	0.00
TOTAL UTILITIES	600	19.48	77.76	12.96	522.24	0.00
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-535.05-01-00 Office Supplies & Consum	100	42.78	42.78	42.78	57.22	62.96
10-535.05-02-00 Postage	50	3.83	4.31	8.62	45.69	4.70
10-535.05-04-00 Printing	500	0.00	35.00	7.00	465.00	0.00
10-535.05-21-00 Equipment & Handtools	400	0.00	0.00	0.00	400.00	176.86
10-535.05-41-00 Materials	1,000	0.00	19.24	1.92	980.76	151.73
10-535.05-42-00 Program Expenses	2,700	13.10	13.10	0.49	2,686.90	63.74
TOTAL OTHER PURCHASES	4,750	59.71	114.43	2.41	4,635.57	459.99
MAINTENANCE						
10-535.06-01-00 Building Maintenance & R	950	95.00	475.00	50.00	475.00	231.95
10-535.06-05-03 Trail Maintenance	3,500	0.00	0.00	0.00	3,500.00	534.27
10-535.06-21-00 Vehicle Repair & Mainten	1,500	0.00	0.00	0.00	1,500.00	510.04
10-535.06-21-01 Equipment Repair & Maint	150	0.00	0.00	0.00	150.00	33.19
10-535.06-22-00 Vehicle Gas & Oil	400	25.29	41.97	10.49	358.03	41.37
TOTAL MAINTENANCE	6,500	120.29	516.97	7.95	5,983.03	1,350.82
CITY SERVICES						
10-535.07-51-00 Mosquito & Weed Control	150	0.00	0.00	0.00	150.00	37.90
TOTAL CITY SERVICES	150	0.00	0.00	0.00	150.00	37.90
OTHER EXPENDITURES						
10-535.09-21-00 Miscellaneous	500	0.00	48.62	9.72	451.38	226.64
TOTAL OTHER EXPENDITURES	500	0.00	48.62	9.72	451.38	226.64
TOTAL NATURE SANCTUARY	39,681	1,351.88	6,001.92	15.13	33,679.08	8,642.38

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund
CHANNEL 2 & WEBSITE
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-540.01-52-00 Technical Consultant/Int	10,200	850.00	2,550.00	25.00	7,650.00	3,400.00
10-540.01-53-00 Production Assistant/Int	2,100	150.00	400.00	19.05	1,700.00	600.00
TOTAL PERSONNEL	12,300	1,000.00	2,950.00	23.98	9,350.00	4,000.00
<u>CAPITAL EXPENDITURES</u>						
10-540.04-21-00 Office Equipment	200	0.00	0.00	0.00	200.00	0.00
TOTAL CAPITAL EXPENDITURES	200	0.00	0.00	0.00	200.00	0.00
<u>OTHER PURCHASES</u>						
10-540.05-03-00 Computer Equip/Access/Pr	500	0.00	0.00	0.00	500.00	0.00
TOTAL OTHER PURCHASES	500	0.00	0.00	0.00	500.00	0.00
<u>MAINTENANCE</u>						
10-540.06-31-00 Computer Maintenance	560	0.00	0.00	0.00	560.00	0.00
TOTAL MAINTENANCE	560	0.00	0.00	0.00	560.00	0.00
<u>OTHER EXPENDITURES</u>						
10-540.09-05-00 Newsletter/Website	0	0.00	0.00	0.00	0.00	2,507.98
10-540.09-05-01 Website Maintenance	250	0.00	0.00	0.00	250.00	99.95
TOTAL OTHER EXPENDITURES	250	0.00	0.00	0.00	250.00	2,607.93
TOTAL CHANNEL 2 & WEBSITE	13,810	1,000.00	2,950.00	21.36	10,860.00	6,607.93

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund

TRANSFERS OUT
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>TRANSFERS-OTHER SOURCES</u>						
10-550.20-04-00 Transfer to Reserve Fund	0	26,458.33	132,291.65	0.00	(132,291.65)	25,000.00
10-550.20-21-00 Transfer to Debt Service	0	0.00	0.00	0.00	0.00	90,625.00
TOTAL TRANSFERS-OTHER SOURCES	0	26,458.33	132,291.65	0.00	(132,291.65)	115,625.00
TOTAL TRANSFERS OUT	0	26,458.33	132,291.65	0.00	(132,291.65)	115,625.00

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: MAY 31ST, 2016

10 -General Fund
 IT
 EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-555.01-52-00 Information Technology S	21,000	2,082.50	9,180.00	43.71	11,820.00	1,806.25
TOTAL PERSONNEL	21,000	2,082.50	9,180.00	43.71	11,820.00	1,806.25
<u>INSURANCE</u>						
10-555.02-01-00 Equipment	5,500	497.41	3,076.13	55.93	2,423.87	0.00
10-555.02-02-00 Software	14,960	11,574.15	13,645.71	91.21	1,314.29	13,464.77
10-555.02-04-00 Domain Registrations	390	125.00	723.92	185.62	(333.92)	145.00
TOTAL INSURANCE	20,850	12,196.56	17,445.76	83.67	3,404.24	13,609.77
<u>MAINTENANCE</u>						
10-555.06-01-00 Maintenance & Repair	2,124	354.00	1,062.00	50.00	1,062.00	591.00
TOTAL MAINTENANCE	2,124	354.00	1,062.00	50.00	1,062.00	591.00
TOTAL IT	43,974	14,633.06	27,687.76	62.96	16,286.24	16,007.02

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

10 -General Fund

CAPITAL OUTLAY

41.67% OF FISCAL YEAR COMPLETED

EXPENDITURES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>CAPITAL OUTLAY</u>						
10-560.50-10-00 Administration Capital O	0	6,698.77	6,698.77	0.00	(6,698.77)	0.00
10-560.50-50-00 Police Capital Outlay	42,535	7,310.00	7,310.00	17.19	35,225.00	0.00
TOTAL CAPITAL OUTLAY	42,535	14,008.77	14,008.77	32.93	28,526.23	0.00
<u>CAPITAL OUTLAY</u>						
10-560.51-50-00 Public Works Capital Out	0	0.00	28,277.00	0.00	(28,277.00)	25,604.98
10-560.51-80-00 Com Development Capital	109,000	0.00	1,330.46	1.22	107,669.54	21,077.44
TOTAL CAPITAL OUTLAY	109,000	0.00	29,607.46	27.16	79,392.54	46,682.42
<u>CAPITAL OUTLAY</u>						
10-560.52-50-00 Parks Capital Outlay	194,500	21,000.00	37,135.00	19.09	157,365.00	0.00
TOTAL CAPITAL OUTLAY	194,500	21,000.00	37,135.00	19.09	157,365.00	0.00
<u>CAPITAL OUTLAY</u>						
10-560.55-50-00 IT Capital Outlay	5,000	0.00	4,924.95	98.50	75.05	0.00
TOTAL CAPITAL OUTLAY	5,000	0.00	4,924.95	98.50	75.05	0.00
TOTAL CAPITAL OUTLAY	351,035	35,008.77	85,676.18	24.41	265,358.82	46,682.42
TOTAL EXPENDITURES	4,443,067	326,205.10	1,573,223.04	35.41	2,869,843.96	1,340,551.21
EXCESS REVENUES OVER/(UNDER) EXPENDITURE	(426,831)	(139,111.35)	592,382.47		0.00	816,600.17

Sewer Fund (30)

Last Updated 06/16/2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Amended	2016 YTD	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<i>Beginning Fund Balance</i>	\$ 493,616	\$ 605,952	\$ 516,873	\$ 1,020,362	\$ 1,104,409	\$ 794,313	\$ 797,784	\$ 797,784	\$ 797,784	\$ 227,358	\$ 243,906	\$ 405,117	\$ 335,007	\$ 356,829
Revenues														
<i>Projected Rate Increase</i>			3.00%	3.00%	3.00%	2.50%	2.50%		2.50%	3.00%	3.00%	3.00%	2.50%	0.00%
Sewer Charges	962,603	937,785	1,016,426	1,027,940	1,020,684	1,014,750	1,014,750	407,748	1,014,750	1,045,193	1,076,548	1,108,845	1,136,566	1,136,566
Sewer Tap Fees	33,000	30,000	43,500	30,000	39,000	36,000	36,000	10,500	36,000	36,540	37,088	37,644	38,209	38,782
Sewer Impact Fees	30,800	28,000	42,000	28,000	36,400	33,600	33,600	9,800	33,600	34,104	34,616	35,135	35,662	36,197
MOAW Bill Collection Payment	715	686	562	650	643	650	650	-	650	650	650	650	650	650
Grinder Pump Administrative Fee	4,620	3,850	4,620	-	4,620	4,620	4,620	1,925	4,620	4,620	4,620	4,620	4,620	4,620
Interest Income	6,611	5,872	4,361	4,400	4,956	4,800	4,800	1,998	4,800	4,872	4,921	4,970	5,020	5,070
Transfer from Sewer CIP (33)	-	-	294,984	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	16	1,000	200	74	200	200	10	200	203	206	209	212	215
Sewer Fund Revenues:	1,038,349	1,006,209	1,407,454	1,091,190	1,106,376	1,094,620	1,094,620	431,980	1,094,620	1,126,182	1,158,649	1,192,073	1,220,939	1,222,100
Total Sources:	1,531,965	1,612,161	1,924,326	2,111,552	2,210,785	1,888,933	1,892,404	1,229,764	1,892,404	1,353,540	1,402,555	1,597,190	1,555,946	1,578,930
Expenditures														
Operating Expenses	453,316	449,989	462,065	519,812	494,544	520,116	538,596	224,793	537,893	529,780	539,630	549,669	559,901	570,330
Capital Expenses	18,146	5,636	59,988	802,275	459,088	734,500	838,200	214,465	838,128	293,300	168,000	419,700	348,500	212,400
Debt Service	198,952	202,233	191,504	332,785	357,870	185,495	185,495	58,981	185,495	180,953	182,095	182,947	178,651	179,311
Transfer to General Fund - Admin Fee	75,000	100,000	100,000	101,500	101,500	103,530	103,530	43,138	103,530	105,601	107,713	109,867	112,064	114,305
Other Transfers	180,600	337,431							-					
Sewer Fund Expenditures:	926,014	1,095,288	813,557	1,756,372	1,413,001	1,543,641	1,665,821	541,377	1,665,046	1,109,634	997,438	1,262,183	1,199,116	1,076,347
Estimated Working Capital (deficit):	605,952	516,873	1,110,769	355,180	797,784	345,292	226,583	688,387	227,358	243,906	405,117	335,007	356,829	502,583
TARGET*	\$331,031	\$339,730	\$332,020	\$488,113	\$481,796	\$341,407	\$346,027		\$345,851	\$339,798	\$343,931	\$347,831	\$346,642	\$350,470

* Target represents desired working capital of 90 days of operations in addition to the current fiscal year debt service payments as required by the Reserve Policy adopted December 3, 2013, by Resolution No. 12-01-13.

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: MAY 31ST, 2016

30 -Sewer Service Fund
 FINANCIAL SUMMARY

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>REVENUE SUMMARY</u>						
OTHER REVENUE	1,089,620	102,343.60	429,972.52	39.46	659,647.48	426,285.07
INTEREST INCOME	4,800	397.78	1,997.81	41.62	2,802.19	1,972.15
MISCELLANEOUS REVENUE	200	0.00	10.00	5.00	190.00	0.00
TRANSFERS IN	185,515	0.00	0.00	0.00	185,515.00	0.00
TOTAL REVENUES	1,280,135	102,741.38	431,980.33	33.74	848,154.67	428,257.22
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATIVE	1,543,641	60,845.36	541,377.17	35.07	1,002,263.83	611,429.92
TOTAL EXPENDITURES	1,543,641	60,845.36	541,377.17	35.07	1,002,263.83	611,429.92
EXCESS REVENUES OVER/(UNDER) EXPENDITURE	(263,506)	41,896.02	(109,396.84)		(154,109.16)	(183,172.70)

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

30 -Sewer Service Fund

FINANCIAL SUMMARY

41.67% OF FISCAL YEAR COMPLETED

REVENUES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>OTHER REVENUE</u>						
30-41501-00 Sewer Charges	1,014,750	11,325.17	44,117.46	4.35	970,632.54	33,333.41
30-41501-01 Sewer Charges - Data Tech	0	90,633.43	363,630.06	0.00 (363,630.06)	353,326.66
30-41502-00 Sewer Tap Fees	36,000	0.00	10,500.00	29.17	25,500.00	19,500.00
30-41502-01 Sewer Impact Fees	33,600	0.00	9,800.00	29.17	23,800.00	18,200.00
30-41503-00 Mo Am Bill Collection pymt	650	0.00	0.00	0.00	650.00	0.00
30-41504-00 Grinder Pump Admin Fee	4,620	385.00	1,925.00	41.67	2,695.00	1,925.00
TOTAL OTHER REVENUE	1,089,620	102,343.60	429,972.52	39.46	659,647.48	426,285.07
<u>INTEREST INCOME</u>						
30-41701-00 Interest Income	4,800	397.78	1,997.81	41.62	2,802.19	1,972.15
TOTAL INTEREST INCOME	4,800	397.78	1,997.81	41.62	2,802.19	1,972.15
<u>MISCELLANEOUS REVENUE</u>						
30-41804-00 Miscellaneous Revenue	200	0.00	10.00	5.00	190.00	0.00
TOTAL MISCELLANEOUS REVENUE	200	0.00	10.00	5.00	190.00	0.00
<u>TRANSFERS IN</u>						
30-41901-00 Transfer from Sewer Fund	185,515	0.00	0.00	0.00	185,515.00	0.00
TOTAL TRANSFERS IN	185,515	0.00	0.00	0.00	185,515.00	0.00
TOTAL REVENUE	1,280,135	102,741.38	431,980.33	33.74	848,154.67	428,257.22

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

30 -Sewer Service Fund

ADMINISTRATIVE

41.67% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
30-501.01-01-00 Salaries	13,824	1,372.19	6,136.19	44.39	7,687.81	2,952.18
30-501.01-21-00 FICA & Medicare	1,058	104.34	535.38	50.60	522.62	242.77
30-501.01-22-00 Retirement	816	0.00	0.00	0.00	816.00	0.00
TOTAL PERSONNEL	15,698	1,476.53	6,671.57	42.50	9,026.43	3,194.95
INSURANCE						
30-501.02-01-00 Hazard & Liability	2,850	0.00	0.00	0.00	2,850.00	0.00
30-501.02-02-00 Health	2,955	290.69	1,368.80	46.32	1,586.20	0.00
30-501.02-03-00 Workers Comp	500	0.00	0.00	0.00	500.00	0.00
30-501.02-04-00 Unemployment Fund	500	0.00	0.00	0.00	500.00	0.00
TOTAL INSURANCE	6,805	290.69	1,368.80	20.11	5,436.20	0.00
UTILITIES						
30-501.03-01-00 Telephone & Voicemail	1,600	135.26	535.47	33.47	1,064.53	1,016.34
30-501.03-02-00 Electricity	46,000	3,559.21	13,641.36	29.66	32,358.64	11,688.94
30-501.03-04-00 Water	3,500	73.19	2,098.77	59.96	1,401.23	597.85
30-501.03-06-00 Wi-Fi	480	39.99	159.96	33.33	320.04	159.96
30-501.03-09-00 Trash Hauling	600	29.71	178.71	29.79	421.29	153.84
TOTAL UTILITIES	52,180	3,837.36	16,614.27	31.84	35,565.73	13,616.93
CAPITAL EXPENDITURES						
30-501.04-31-00 Equipment & Machinery	10,000	0.00	0.00	0.00	10,000.00	0.00
30-501.04-51-00 Facility Improvements	147,000	0.00	0.00	0.00	147,000.00	0.00
30-501.04-61-00 Pump Station Improvement	34,000	0.00	8,951.50	26.33	25,048.50	32,914.54
TOTAL CAPITAL EXPENDITURES	191,000	0.00	8,951.50	4.69	182,048.50	32,914.54
OTHER PURCHASES						
30-501.05-01-00 Office Supplies	150	0.00	239.46	159.64	(89.46)	0.00
30-501.05-02-00 Postage	7,000	0.00	3,031.12	43.30	3,968.88	1,451.33
30-501.05-04-00 Printing	1,300	0.00	0.00	0.00	1,300.00	0.00
30-501.05-06-00 Delinquencies	2,000	537.60	537.60	26.88	1,462.40	0.00
TOTAL OTHER PURCHASES	10,450	537.60	3,808.18	36.44	6,641.82	1,451.33
MAINTENANCE						
30-501.06-01-00 Building Main & Repair	12,000	0.00	31,804.31	265.04	(19,804.31)	3,012.98
30-501.06-12-00 Pump Stations Maintenanc	20,000	565.00	5,351.08	26.76	14,648.92	3,742.14
30-501.06-21-00 Vehicle Repair & Mainten	500	0.00	1,389.60	277.92	(889.60)	0.00
30-501.06-21-02 Tractor/Lawn Mowing Equi	1,000	0.00	0.00	0.00	1,000.00	161.27
30-501.06-22-00 Vehicle Gas & Oil	3,000	53.12	308.74	10.29	2,691.26	335.36
30-501.06-22-01 Equipment Gas & Oil	1,500	0.00	0.00	0.00	1,500.00	0.00
30-501.06-33-00 Software Support Agreeeme	2,000	0.00	0.00	0.00	2,000.00	0.00
30-501.06-42-00 Line Maintenance	543,500	0.00	205,513.33	37.81	337,986.67	104,997.90
30-501.06-99-00 Other Maintenance	0	0.00	0.00	0.00	0.00	48,628.50
TOTAL MAINTENANCE	583,500	618.12	244,367.06	41.88	339,132.94	160,878.15

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

30 -Sewer Service Fund

ADMINISTRATIVE

41.67% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>CITY SERVICES</u>						
30-501.07-34-00 Line Repairs	20,000	2,130.00	9,047.00	45.24	10,953.00	4,080.00
30-501.07-42-00 One Call Utility Locatin	2,000	0.00	403.39	20.17	1,596.61	314.44
30-501.07-82-00 KC Water Depart	26,000	0.00	6,397.91	24.61	19,602.09	15,986.86
30-501.07-83-00 Platte Co Regional Sewer	16,000	3,961.43	3,961.43	24.76	12,038.57	0.00
30-501.07-91-00 Odor Control	22,000	0.00	10,916.41	49.62	11,083.59	0.00
TOTAL CITY SERVICES	86,000	6,091.43	30,726.14	35.73	55,273.86	20,381.30
<u>PROFESSIONAL FEES</u>						
30-501.08-01-00 Attorney Fees	2,500	0.00	0.00	0.00	2,500.00	0.00
30-501.08-03-00 Engineering Fees	10,000	0.00	3,262.33	32.62	6,737.67	150.00
30-501.08-04-00 Management Contract	290,483	24,206.92	121,034.60	41.67	169,448.40	94,081.68
30-501.08-05-00 Sewer Deposit refunds	0	0.00	91.60	0.00	(91.60)	0.00
30-501.08-06-00 Administration Fee	103,530	8,627.50	43,137.50	41.67	60,392.50	42,291.65
30-501.08-07-00 Credit Card Fees	2,000	408.84	1,589.68	79.48	410.32	1,114.47
30-501.08-08-00 Sewer Billing Refunds	0	0.00	408.68	0.00	(408.68)	0.00
TOTAL PROFESSIONAL FEES	408,513	33,243.26	169,524.39	41.50	238,988.61	137,637.80
<u>OTHER EXPENDITURES</u>						
30-501.09-21-00 Miscellaneous	2,000	5.00	363.78	18.19	1,636.22	422.39
30-501.09-22-00 DNR Fees	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL OTHER EXPENDITURES	4,000	5.00	363.78	9.09	3,636.22	422.39
<u>BOND/LEASE PAYMENTS</u>						
<u>SYSTEM RENEWAL PROJECT</u>						
30-501.12-11-00 SRF Principal-Transfer t	150,000	12,500.00	50,000.00	33.33	100,000.00	60,416.65
30-501.12-11-01 SRF Interest-Transfer to	26,975	2,245.37	8,981.48	33.30	17,993.52	12,624.24
30-501.12-11-02 SRF Admin Fee-Transfer t	8,520	0.00	0.00	0.00	8,520.00	16,828.31
TOTAL SYSTEM RENEWAL PROJECT	185,495	14,745.37	58,981.48	31.80	126,513.52	89,869.20
<u>TRANSFERS-OTHER SOURCES</u>						
30-501.20-02-02 Trans to Debt Serv (for	0	0.00	0.00	0.00	0.00	151,063.33
TOTAL TRANSFERS-OTHER SOURCES	0	0.00	0.00	0.00	0.00	151,063.33
TOTAL ADMINISTRATIVE	1,543,641	60,845.36	541,377.17	35.07	1,002,263.83	611,429.92
TOTAL EXPENDITURES	1,543,641	60,845.36	541,377.17	35.07	1,002,263.83	611,429.92

EXCESS REVENUES OVER/(UNDER) EXPENDITURE (263,506) 41,896.02 (109,396.84) 0.00 (183,172.70)

Transportation Fund (40)

Last Updated 06/16/2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<i>Beginning Fund Balance</i>	\$ 89,288	\$ 190,187	\$ 162,682	\$ 318,954	\$ 327,997	\$ 217,699	\$ 231,767	\$ 231,767	\$ 63,611	\$ 47,583	\$ 65,324	\$ 71,458	\$ 76,538
Revenues													
Parkville Special Road District	120,346	122,341	124,328	126,000	128,588	132,000	132,218	132,218	133,980	135,990	138,030	138,030	140,100
City Transportation Sales Tax	380,193	398,083	438,160	435,000	456,397	456,000	192,790	456,000	462,840	469,783	476,829	476,829	483,982
Motor Fuel Tax	141,412	140,867	143,352	141,000	146,671	144,000	58,767	144,000	146,160	148,352	150,578	150,578	152,836
County Transportation Sales Tax	137,379	134,865	178,948	170,000	194,587	190,000	-	190,000	192,850	195,743	198,679	198,679	201,659
Project Cost Share		-	18,125	-	2,300	5,325	-	13,383	5,432	5,540	5,651	5,651	5,764
Sale of Equipment			8,275	11,500	11,075	7,500	-	7,500	25,500	5,000	5,000	5,000	5,000
Refunds	80,250		-	-	-								
MPR Safety Funds			4,300	-	-								
Leased Properties	6,470	900	-	-	-	-	-	-	-	-	-	-	-
Transportation Fund Revenues:	866,050	797,056	915,488	883,500	939,617	934,825	383,775	943,101	966,762	960,408	974,766	974,766	989,341
Total Sources:	955,338	987,243	1,078,170	1,202,454	1,267,614	1,152,524	615,542	1,174,868	1,030,373	1,007,991	1,040,090	1,046,225	1,065,879
Expenditures													
Streets - Capital	196,151	88,560	81,966	502,500	455,696	488,000	69,392	537,257	356,000	315,000	340,000	340,000	340,000
Streets - Operating		-	313,207	353,000	335,150	386,000	118,139	385,400	391,790	397,667	403,632	409,686	415,832
Transfers	569,000	736,000	355,000	245,000	245,000	240,000	100,000	188,600	235,000	230,000	225,000	220,000	215,000
Transportation Fund Expenditures:	765,151	824,560	750,173	1,100,500	1,035,846	1,114,000	287,530	1,111,257	982,790	942,667	968,632	969,686	970,832
Estimated Ending Balance (deficit) :	190,187	162,682	327,997	101,954	231,767	38,524	328,012	63,611	47,583	65,324	71,458	76,538	95,048

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: MAY 31ST, 2016

40 -Transportation Fund
 FINANCIAL SUMMARY

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>REVENUE SUMMARY</u>						
TAXES	132,000	0.00	132,218.13	100.17	(218.13)	126,527.83
SALES TAXES	790,000	30,375.81	251,556.40	31.84	538,443.60	238,945.80
OTHER REVENUE	5,325	0.00	0.00	0.00	5,325.00	0.00
MISCELLANEOUS REVENUE	<u>7,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>934,825</u>	<u>30,375.81</u>	<u>383,774.53</u>	<u>41.05</u>	<u>551,050.47</u>	<u>365,473.63</u>
<u>EXPENDITURE SUMMARY</u>						
STREET DEPARTMENT	874,000	64,168.63	187,530.12	21.46	666,469.88	215,176.12
TRANSFERS	<u>240,000</u>	<u>20,000.00</u>	<u>100,000.00</u>	<u>41.67</u>	<u>140,000.00</u>	<u>102,083.30</u>
TOTAL EXPENDITURES	<u>1,114,000</u>	<u>84,168.63</u>	<u>287,530.12</u>	<u>25.81</u>	<u>826,469.88</u>	<u>317,259.42</u>
EXCESS REVENUES OVER/ (UNDER) EXPENDITURE	(179,175)	(53,792.82)	96,244.41		(275,419.41)	48,214.21

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: MAY 31ST, 2016

40 -Transportation Fund

FINANCIAL SUMMARY

41.67% OF FISCAL YEAR COMPLETED

REVENUES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>TAXES</u>						
40-41006-00 Parkville Special Rd Distric	132,000	0.00	132,218.13	100.17	(218.13)	126,527.83
TOTAL TAXES	132,000	0.00	132,218.13	100.17	(218.13)	126,527.83
<u>SALES TAXES</u>						
40-41404-00 City Transportation Sales Ta	456,000	17,995.43	192,789.80	42.28	263,210.20	179,425.57
40-41405-00 Motor Fuel Tax	144,000	12,380.38	58,766.60	40.81	85,233.40	59,520.23
40-41406-00 County Trans Sales Tax	190,000	0.00	0.00	0.00	190,000.00	0.00
TOTAL SALES TAXES	790,000	30,375.81	251,556.40	31.84	538,443.60	238,945.80
<u>OTHER REVENUE</u>						
40-41504-00 Curb/Sidewalk Cost Share	5,325	0.00	0.00	0.00	5,325.00	0.00
TOTAL OTHER REVENUE	5,325	0.00	0.00	0.00	5,325.00	0.00
<u>INTEREST INCOME</u>						
<u>MISCELLANEOUS REVENUE</u>						
40-41805-00 Sale of Transportation Equip	7,500	0.00	0.00	0.00	7,500.00	0.00
TOTAL MISCELLANEOUS REVENUE	7,500	0.00	0.00	0.00	7,500.00	0.00
<u>TRANSFERS IN</u>						
<u>TRANSFERS</u>						
TOTAL REVENUE	934,825	30,375.81	383,774.53	41.05	551,050.47	365,473.63

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

40 -Transportation Fund
ADMINISTRATION
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
------------------	--------------------------	------------------------	--------	-------------------	--------------------------

INSURANCE

CAPITAL EXPENDITURES

C I T Y O F P A R K V I L L E
REVENUE AND EXPENSE REPORT
AS OF: MAY 31ST, 2016

40 -Transportation Fund
STREET DEPARTMENT
EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>CAPITAL EXPENDITURES</u>						
40-520.04-81-00 Crack Seal Project	15,000	0.00	0.00	0.00	15,000.00	0.00
40-520.04-83-00 Street Striping	20,000	0.00	0.00	0.00	20,000.00	0.00
40-520.04-85-00 Asphalt Overlay Program	225,000	0.00	0.00	0.00	225,000.00	0.00
40-520.04-85-01 Equipment	128,000	0.00	28,351.72	22.15	99,648.28	51,479.52
40-520.04-90-00 Curb & Sidewalk Program	100,000	41,040.00	41,040.00	41.04	58,960.00	49,875.00
TOTAL CAPITAL EXPENDITURES	488,000	41,040.00	69,391.72	14.22	418,608.28	101,354.52
<u>MAINTENANCE</u>						
40-520.06-01-00 Building Maintenance & R	5,000	35.00	172.29	3.45	4,827.71	555.70
40-520.06-21-00 Vehicle & Equipment Main	10,500	887.76	3,198.44	30.46	7,301.56	6,498.18
40-520.06-22-00 Vehicle & Equipment Gas	25,500	633.77	4,243.22	16.64	21,256.78	6,581.77
TOTAL MAINTENANCE	41,000	1,556.53	7,613.95	18.57	33,386.05	13,635.65
<u>CITY SERVICES</u>						
40-520.07-20-00 Emergency Snow Removal	40,000	0.00	14,482.23	36.21	25,517.77	16,485.44
40-520.07-32-00 Storm Sewers - General R	2,500	465.48	465.48	18.62	2,034.52	18.76
40-520.07-33-00 Street Repair Materials	15,000	0.00	1,751.39	11.68	13,248.61	2,289.49
40-520.07-41-00 Street Lights - Electric	260,000	21,098.66	87,287.96	33.57	172,712.04	73,649.96
40-520.07-44-00 Street Signs	2,500	7.96	193.64	7.75	2,306.36	542.30
40-520.07-45-00 Street Sweeping	15,000	0.00	6,343.75	42.29	8,656.25	7,200.00
40-520.07-52-00 Tree Trimming & Removal	6,000	0.00	0.00	0.00	6,000.00	0.00
40-520.07-60-00 Rental Equipment	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CITY SERVICES	344,000	21,572.10	110,524.45	32.13	233,475.55	100,185.95
<u>OTHER EXPENDITURES</u>						
40-520.09-21-00 Miscellaneous	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL OTHER EXPENDITURES	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL STREET DEPARTMENT	874,000	64,168.63	187,530.12	21.46	686,469.88	215,176.12

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: MAY 31ST, 2016

40 -Transportation Fund
 TRANSFERS
 EXPENDITURES

41.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>TRANSFERS-OTHER SOURCES</u>						
40-550.20-10-00 Transfer to General Fund	240,000	20,000.00	100,000.00	41.67	140,000.00	102,083.30
TOTAL TRANSFERS-OTHER SOURCES	240,000	20,000.00	100,000.00	41.67	140,000.00	102,083.30
TOTAL TRANSFERS	240,000	20,000.00	100,000.00	41.67	140,000.00	102,083.30
TOTAL EXPENDITURES	1,114,000	84,168.63	287,530.12	25.81	826,469.88	317,259.42
EXCESS REVENUES OVER/(UNDER) EXPENDITURE (179,175) (53,792.82)	96,244.41		0.00	48,214.21

BALANCE SHEET

AS OF: MAY 31ST, 2016

10 -General Fund

ACCOUNT#	TITLE		
ASSETS			
=====			
10901	Petty Cash (Admin)	181.31	
10911	Petty Cash (Court)	150.00	
10952	Court Bnk Acct-Internet Pymts	100.00	
12000	General Fund Claim on Cash	2,236,818.92	
15004	Franchise Tax Receivables	97,867.82	
15005	Vehicle Tax Receivable	1,583.07	
15006	Sales Tax Receivables	180,837.70	
15007	Motor Vehicle Tax Receivables	6,274.44	
18000	Prepaid Insurance	74,399.40	
			<u>2,598,212.66</u>
	TOTAL ASSETS		<u>2,598,212.66</u>
=====			
LIABILITIES			
=====			
20021	AFLAC W/H	(323.78)	
20022	Medical Ins W/H	(5,812.55)	
20023	Dental W/H	(429.84)	
20025	Principal W/H	66.47	
20028	Vision Care Withholding	(145.84)	
20031	Retirement W/H ING	150.00	
20041	KC Earning Tax W/H	3,944.69	
20051	Garnishment W/H	(70.62)	
20070	Vol. Employee Fund W/H	(85.45)	
21000	Deferred Revenue	1,583.07	
22001	AP Pending (Due to Pooled)	261,876.86	
22500	Telecom Escrow	190.29	
22501	FLEX Plan Payable	4,035.55	
22600	COBRA Liability	1,539.59	
	TOTAL LIABILITIES		<u>266,518.44</u>
=====			
EQUITY			
=====			
30001	Fund Balance	1,739,311.75	
	TOTAL BEGINNING EQUITY		<u>1,739,311.75</u>
	TOTAL REVENUE	2,165,605.51	
	TOTAL EXPENSES	1,573,223.04	
	TOTAL SURPLUS/(DEFICIT)	592,382.47	
	TOTAL EQUITY & SURPLUS/(DEFICIT)		<u>2,331,694.22</u>
=====			
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		<u>2,598,212.66</u>
=====			

BALANCE SHEET

AS OF: MAY 31ST, 2016

21 -River Park Bond Retirement

ACCOUNT#	TITLE		
ASSETS			
=====			
11002 River Prk Dev Bank Acct-.		170,713.23	
15001 Receivables - Current		5,167.60	
15003 LT Receivables		1,048,308.15	
		<u> </u>	
			1,224,188.98
			<u> </u>
TOTAL ASSETS			1,224,188.98
			=====
LIABILITIES			
=====			
21000 Deferred Revenue-Current		5,167.60	
21001 LT Deferred Revenue		1,048,308.15	
		<u> </u>	
TOTAL LIABILITIES			1,053,475.75
			<u> </u>
EQUITY			
=====			
30001 FUND BALANCE		152,071.27	
		<u> </u>	
TOTAL BEGINNING EQUITY			152,071.27
TOTAL REVENUE		320,566.96	
TOTAL EXPENSES		301,925.00	
		<u> </u>	
TOTAL SURPLUS/(DEFICIT)			18,641.96
TOTAL EQUITY & SURPLUS/(DEFICIT)			<u> </u>
			170,713.23
TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT			<u> </u>
			1,224,188.98
			=====

BALANCE SHEET

AS OF: MAY 31ST, 2016

23 -Brush Creek NID

ACCOUNT# TITLE

ASSETS

12000	Claim on Cash	186,196.10	
14012	Debt Service Reserve Fund	399,632.11	
14021	Cost of Issuance Expenses	0.34	
15001	Receivables	137,545.83	
15002	Receivables-Current	(250,556.50)	
15003	LT Receivables	4,976,775.00	
			5,449,592.88

TOTAL ASSETS

5,449,592.88

LIABILITIES

21000	Deferred Revenue	(113,010.67)	
21001	LT Deferred Revenue	4,976,775.00	
			4,863,764.33

EQUITY

30001	Fund Balance	412,579.52	
30002	Fund Balance-Maintenance Fund	7,599.82	
			420,179.34

TOTAL REVENUE	254,772.52	
TOTAL EXPENSES	93,543.75	

TOTAL SURPLUS/(DEFICIT)	161,228.77	
-------------------------	------------	--

TOTAL EQUITY & SURPLUS/(DEFICIT)	581,408.11	
----------------------------------	------------	--

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT	5,445,172.44	
---	--------------	--

*** AMOUNT OUT OF BALANCE ***

4,420.44

BALANCE SHEET

AS OF: MAY 31ST, 2016

30 -Sewer Service Fund

ACCOUNT#	TITLE		
ASSETS			
=====			
11002	Sewer Fund Cash in Bank	47,240.88	
11003	Cash	6,097.60	
11005	MM Bank Lib	209,456.73	
12000	Sewer Service Claim on Cash	372,528.49	
15000	Receivables	161,374.05	
17001	Property, Plant, Equipment	5,253,934.00	
17002	Land	59,975.00	
17003	Infrastructure	2,384,899.00	
17005	Accumulated Depreciation	(4,413,384.00)	
17014	Equipment	263,593.00	
18000	Prepaid Insurance	1,838.83	
			<u>4,347,553.58</u>
	TOTAL ASSETS		<u>4,347,553.58</u>
=====			
LIABILITIES			
=====			
20070	Vol. Employee Fund	13.13	
22001	AP Pending (Due to Pooled)	14,035.03	
26000	Customer Deposits	13,485.00	
	TOTAL LIABILITIES		<u>27,533.16</u>
=====			
EQUITY			
=====			
30001	Fund Balance	4,429,417.26	
	TOTAL BEGINNING EQUITY		<u>4,429,417.26</u>
	TOTAL REVENUE	431,980.33	
	TOTAL EXPENSES	541,377.17	
	TOTAL SURPLUS/(DEFICIT)	(109,396.84)	
	TOTAL EQUITY & SURPLUS/(DEFICIT)		<u>4,320,020.42</u>
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		<u>4,347,553.58</u>
=====			

BALANCE SHEET

AS OF: MAY 31ST, 2016

34 --SRF Fund

ACCOUNT# TITLE

ASSETS

=====

12005 UMB Principal Payments Res Acc	62,511.36	
12006 UMB SRF Interest Payment Res A	11,243.07	
		73,754.43

TOTAL ASSETS

73,754.43

=====

LIABILITIES

=====

24000 Long-Term Bonds Payable	1,310,000.00	
24001 Bond Issue Premium	63,351.00	
		1,373,351.00

EQUITY

=====

30001 Fund Balance	(1,380,110.89)	
		(1,380,110.89)
TOTAL BEGINNING EQUITY	(1,380,110.89)	
TOTAL REVENUE	80,514.32	
		80,514.32
TOTAL SURPLUS/(DEFICIT)	80,514.32	
TOTAL EQUITY & SURPLUS/(DEFICIT)	(1,299,596.57)	

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT

73,754.43

=====

BALANCE SHEET
AS OF: MAY 31ST, 2016

40 -Transportation Fund

ACCOUNT# TITLE

ASSETS

=====		
12000	Claim on Cash	360,944.05
15000	Receivables - General	10,885.46
15001	Receivable Held in Escrow Acct	8,883.40
15004	Receivables-Sales Tax	88,393.46
		<hr/>
		469,106.37
		<hr/>
	TOTAL ASSETS	469,106.37
		=====

LIABILITIES

=====		
22001	A/P Pending (Due to Pooled)	43,930.99
22500	Liability in Held in Escrow Ac	8,883.40
		<hr/>
	TOTAL LIABILITIES	52,814.39
		<hr/>

EQUITY

=====		
30001	Fund Balance	320,047.57
		<hr/>
	TOTAL BEGINNING EQUITY	320,047.57
		<hr/>
	TOTAL REVENUE	383,774.53
	TOTAL EXPENSES	287,530.12
		<hr/>
	TOTAL SURPLUS/(DEFICIT)	96,244.41
		<hr/>
	TOTAL EQUITY & SURPLUS/(DEFICIT)	416,291.98
		<hr/>
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT	469,106.37
		=====

C I T Y O F P A R K V I L L E
RESERVED FUND SUMMARY
AS OF: MAY 31ST, 2016

	This Month		Cumulative		Fund Balance
	Income	Expenses	Income	Expenses	
45 -Fawson Project Fund	1,048.02	6.00	2,311.99	38.50	569,271.29
46 -Guest Room Tax Fund	66.25	0.00	470.54	1,000.00	351.95
50 -Emergency Reserve Fund	26,458.33	0.00	147,655.65	0.00	1,595,621.26
60 -Nature Sanctuary Fund	563.14	0.00	9,004.28	0.00	43,712.25
63 -Park Donations	35.43	0.00	50.43	8,056.64	17,197.39
80 -Court Recoupment Fees	123.00	0.00	450.20	0.00	39,379.59
81 -Police Training Fees-LET	186.00	0.00	347.00	0.00	41,114.88
91 -TIF Development Fund	7,452.50	0.00	46,630.17	0.00	59,073.84
95 -Capital Projects Fund	75,192.56	242.76	106,071.80	160,504.40	2,311.87
TOTAL	111,125.23	248.76	312,298.06	169,599.54	2,368,034.32

*** END OF REPORT ***

City of Parkville
Cash & Investments Balance Report
As of May 31, 2016

General Fund #10

Cash on Hand	181.31	
Total Cash Accounts*	1,975,042.06	
Fund Cash & Investments Total		<u><u>\$1,975,223.37</u></u>

Transportation Fund #40

Total Cash Accounts*	360,944.05	
Fund Cash & Investments Total		<u><u>\$360,944.05</u></u>

River Park Bond Retirement Fund #21

Total Cash Accounts*	170,713.23	
Fund Cash & Investments Total		<u><u>\$170,713.23</u></u>

Emergency Reserve Fund #50

Total Cash Accounts*	1,343,503.57	
Fund Cash & Investments Total		<u><u>\$1,343,503.57</u></u>

Capital Project Bonds Fund #22

Total Cash Accounts*	90,725.04	
Reserve Fund Account	0.51	
Fund Cash & Investments Total		<u><u>\$90,725.55</u></u>

TIF Development Fund #91

Total Cash Accounts*	59,073.84	
Fund Cash & Investments Total		<u><u>\$59,073.84</u></u>

Brush Creek NID Fund #23

Total Cash Accounts*	186,196.44	
Reserve Fund Account	399,632.11	
Fund Cash & Investments Total		<u><u>\$585,828.55</u></u>

Parkville Market Place Fund #92

Total Cash Account	9,419.88	
Fund Cash & Investments Total		<u><u>\$9,419.88</u></u>

Brink Meyer Road NID Fund #24

Total Cash Accounts*	0.28	
Reserve Fund Account	291,315.74	
Fund Cash & Investments Total		<u><u>\$291,316.02</u></u>

Capital Projects Fund #95

Total Cash Accounts*	2,311.87	
Fund Cash & Investments Total		<u><u>\$2,311.87</u></u>

Sewer Service Fund #30

Total Cash Accounts*	621,288.67	
Fund Cash & Investments Total		<u><u>\$621,288.67</u></u>

* Net of the amount owed (if any) to or from Pooled Cash Bank Account

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

ITEM 4D

For 06-21-16

Board of Aldermen Meeting

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDING "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 4)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE					
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault if homicide reported, submit Supplemental Homicide Report)	11			00	
b. MANSLAUGHTER BY NEGLIGENCE	12			00	
2. FORCIBLE RAPE TOTAL	20			01	
a. Rape by Force	21				
b. Attempts to commit Forcible Rape	22				
3. ROBBERY TOTAL	30			01	
a. Firearm	31				
b. Knife or Cutting Instrument	32				
c. Other Dangerous Weapon	33				
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34				
4. ASSAULT TOTAL	40	11	11	8	10
a. Firearm	41				
b. Knife or Cutting Instrument	42				
c. Other Dangerous Weapon	43				
d. Hands, Fists, Feet, Etc. - Aggravated injury	44	4	4	3	1
e. Other Assaults - Simple, Not Aggravated	45	7	7	7	
5. BURGLARY TOTAL	50	6	6	2	1
a. Forcible Entry	51	4	4		
b. Unlawful Entry - No Force	52	2	2		1
c. Attempted Forcible Entry	53				
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	20	20	28	11
7. MOTOR VEHICLE THEFT TOTAL	70	1	1		1
a. Autos	71	1	1		1
b. Trucks and Buses	72				
c. Other Vehicles	73				
GRAND TOTAL	77	38	38	40	23

Prior 3yrs.
Average

January 2016

Month and Year of Report

thru
April 30, 2016

Parkville, Missouri PD

Agency and State

Mo0830100

Agency Identifier

5700.00

Population

June 6, 2016

Date

Craig Hubbell

Detective Sergeant

Prepared By

Chief K. L. Chrisman

Title

Chief, Commissioner, Sheriff, or Superintendent

PROPERTY STOLEN BY CLASSIFICATION

CLASSIFICATION		NUMBER OF ACTUAL OFFENSES (COLUMN 4 Return A)	Monetary Value of Property Stolen
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12		
2. FORCIBLE RAPE	20		
3. ROBBERY			
(a) HIGHWAY (Streets, alleys, etc.)	31		
(b) COMMERCIAL HOUSE (except c, d and f)	32		
(c) GAS OR SERVICE STATION	33		
(d) CONVENIENCE STORE	34		
(e) RESIDENCE (anywhere on premises)	35		
(f) BANK	36		
(g) MISCELLANEOUS	37		
TOTAL ROBBERY	30		
5. BURGLARY - BREAKING AND ENTERING			
(a) RESIDENCE (dwelling)			
(1) NIGHT (6 p.m. - 6 a.m.)	51		
(2) DAY (6 a.m. - 6 p.m.)	52	1	496
(3) UNKNOWN	53	2	19529
(b) NON-RESIDENCE (store, office, etc.)			
(1) NIGHT (6 p.m. - 6 a.m.)	54	2	239
(2) DAY (6 a.m. - 6 p.m.)	55		
(3) UNKNOWN	56	1	2
TOTAL BURGLARY	50	6	20266
6. LARCENY - THEFT (Except Motor Vehicle Theft)			
(a) \$200 AND OVER	61	6	38885
(b) \$50 TO \$200	62	3	405
(c) UNDER \$50	63	11	204
TOTAL LARCENY (Same as Item 6X)	60	20	39494
7. MOTOR VEHICLE THEFT (Including Alleged Joy Riding)	70	1	1600
GRAND TOTAL - ALL ITEMS	77	27	32 61360
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING	81		
(b) PURSE SNATCHING	82		
(c) SHOPLIFTING	83	12	14 524
(d) FROM MOTOR VEHICLE (except e)	84	5	3014
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(f) BICYCLES	86	1	350
(g) FROM BUILDING (except c and h)	87	0	3
(h) FROM ANY COIN-OPERATED MACHINES (parking meters etc.)	88		
(i) ALL OTHERS	89	2	35606
TOTAL LARCENIES (Same as Item 6)	90	20	28 39494
7X. MOTOR VEHICLES RECOVERED			
(a) STOLEN LOCALLY AND RECOVERED LOCALLY	91		Prior 3yrs. Average
(b) STOLEN LOCALLY AND RECOVERED BY ANOTHER JURISDICTION	92		
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)	90		
(d) STOLEN IN OTHER JURISDICTION AND RECOVERED LOCALLY	93		

January 1, 2016 thru April 30, 2016

CITY OF PARKVILLE
Policy Report

Date: Thursday, June 15, 2016

Prepared By:
Melissa McChesney
City Clerk

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Receive and file the Synergy Services, Inc. Independent Auditor's Report and Consolidated Financial Statements for December 31, 2015 and 2014.

BACKGROUND:

Pursuant to RSMo 455.230, shelters for victims of domestic violence that receive funds pursuant to RSMo 455.200 to 455.230 shall file an annual report with each municipality that passes collected court fees to domestic violence shelter services. The City has collected court fees for Synergy Services, Inc. since 1997.

Synergy Services, Inc. is a lifeline for Greater Kansas City's families and individuals in crisis. For more than 40 years, the Organization has reached out to victims of violence, abuse and neglect and provided crisis intervention, shelter, counseling, mentoring, court services, prevention, education and advocacy.

BUDGET IMPACT:

There is no impact to the budget.

ALTERNATIVES:

1. Receive and file the Synergy Services, Inc. auditor's report and consolidated financial statements.
2. Do not receive and file the Synergy Services, Inc. auditor's report and consolidated financial statements.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board receive and file the Synergy Services, Inc. audit and consolidated financial statements for 2014 and 2015.

POLICY:

RSMo 455.230 requires that shelters for domestic violence that receive funds from collected court fees file an annual report with the municipality.

SUGGESTED MOTION:

I move to receive and file the Synergy Services, Inc. Independent Auditor's Report and Consolidated Financial Statements for December 31, 2015 and 2014.

ATTACHMENT:

1. Synergy Services 2015 Audit Report

Synergy Services, Inc.

Independent Auditor's Report and Consolidated Financial Statements

December 31, 2015 and 2014



Synergy Services, Inc.
December 31, 2015 and 2014

Contents

Independent Auditor’s Report.....	1
Consolidated Financial Statements	
Statements of Financial Position	3
Statements of Activities.....	4
Statements of Functional Expenses	5
Statements of Cash Flows.....	7
Notes to Financial Statements	8
Supplementary Information	
Consolidating Schedule of Financial Position.....	22
Consolidating Schedule of Activities	24

Independent Auditor's Report

Board of Directors
Synergy Services, Inc.
Parkville, Missouri

We have audited the accompanying consolidated financial statements of Synergy Services, Inc., which comprise the consolidated statements of financial position as of December 31, 2015 and 2014, and the related consolidated statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Synergy Services, Inc. as of December 31, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Consolidating Information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The supplemental consolidating information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information has not been subjected to the auditing procedures applied in the audits of the consolidated financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

BKD, LLP

Kansas City, Missouri
May 19, 2016

Synergy Services, Inc.
Consolidated Statements of Financial Position
December 31, 2015 and 2014

Assets

	<u>2015</u>	<u>2014</u>
Current Assets		
Cash and cash equivalents	\$ 481,665	\$ 104,106
Accounts receivable, net of allowance; 2015 - \$85; 2014 - \$34,857	161,131	183,278
Prepaid expenses and other	77,453	70,077
Current portion of donor restricted – contributions and grants receivable	<u>940,006</u>	<u>598,558</u>
Total current assets	<u>1,660,255</u>	<u>956,019</u>
Donor Restricted Assets		
Cash	1,799,181	703,057
Investments	313,865	320,345
Contributions receivable	180,040	248,729
Pratt property	<u>400,262</u>	<u>416,153</u>
	<u>2,693,348</u>	<u>1,688,284</u>
Note Receivable	<u>5,599,536</u>	<u>5,542,840</u>
Deferred Financing Costs	<u>38,395</u>	<u>62,647</u>
Property and Equipment, At Cost		
Land	600,000	600,000
Building and improvements	8,103,961	8,103,961
Leasehold improvements	264,475	264,475
Furniture and equipment	1,075,173	1,140,486
Vehicles	182,964	182,964
Construction in progress	<u>352,629</u>	<u>15,000</u>
	<u>10,579,202</u>	<u>10,306,886</u>
Less accumulated depreciation	<u>4,071,944</u>	<u>3,833,815</u>
	<u>6,507,258</u>	<u>6,473,071</u>
Total Assets	<u>\$ 16,498,792</u>	<u>\$ 14,722,861</u>

Liabilities and Net Assets

	<u>2015</u>	<u>2014</u>
Current Liabilities		
Current maturities of long-term debt	\$ 81,905	\$ 81,089
Accounts payable	172,807	125,629
Accrued expenses	326,020	350,508
Line of credit	939,170	746,170
	<hr/>	<hr/>
Total current liabilities	1,519,902	1,303,396
Long-term Debt	<hr/>	<hr/>
	7,976,572	8,058,476
	<hr/>	<hr/>
Total liabilities	9,496,474	9,361,872
Net Assets		
Unrestricted	3,368,964	3,074,148
Temporarily restricted	3,492,215	2,145,702
Permanently restricted	141,139	141,139
	<hr/>	<hr/>
Total net assets	7,002,318	5,360,989
	<hr/>	<hr/>
Total Liabilities and Net Assets	<u>\$ 16,498,792</u>	<u>\$ 14,722,861</u>

Synergy Services, Inc.
Consolidated Statements of Activities
Years Ended December 31, 2015 and 2014

	2015	2014
Unrestricted Net Assets		
Revenues, gains and other support		
Contributions and gifts	\$ 2,130,903	\$ 2,028,737
Grants and contracts	4,642,803	4,085,453
United Way allocation	180,568	221,246
Program income	346,985	447,162
Interest and investment income	112,104	111,129
Net assets released from restrictions	783,445	283,920
Other	16,575	17,330
	8,213,383	7,194,977
Expenses and losses		
Program services		
Women's Center	903,324	874,919
Children's Center	550,806	516,879
Synergy House	902,613	714,098
Youth Resiliency Center and Street Outreach	1,058,235	966,087
Children's Advocacy Center	202,684	198,070
Community Education	116,243	110,007
Family Care	1,234,635	1,269,599
Thrift Store	271,295	315,613
Transitional Living	606,002	540,529
Permanent Housing	441,332	352,856
Total program expenses	6,287,169	5,858,657
Administration	807,732	750,742
Fundraising	823,666	715,462
Total expenses and losses	7,918,567	7,324,861
Change in unrestricted net assets	294,816	(129,884)
Temporarily Restricted Net Assets		
Contributions and gifts	2,136,438	1,475,998
Interest and investment income	11,260	12,519
Net unrealized and realized gains (losses) on investments	(17,740)	2,057
Net assets released from restrictions	(783,445)	(283,920)
Change in temporarily restricted net assets	1,346,513	1,206,654
Change in Net Assets	1,641,329	1,076,770
Net Assets, Beginning of Year	5,360,989	4,284,219
Net Assets, End of Year	\$ 7,002,318	\$ 5,360,989

Synergy Services, Inc.
Consolidated Statement of Functional Expenses
Year Ended December 31, 2015

Programs

	Women's Center	Children's Center	Synergy House	Youth Resiliency Center and Street Outreach	Children's Advocacy Center	Community Education	Family Care	Thrift Store	Transitional Living	Permanent Housing	Total Program Expenses	Administration	Fund- Raising	Total Expenses
Compensation and benefits	\$ 740,713	\$ 430,105	\$ 761,383	\$ 475,230	\$ 165,757	\$ 108,946	\$ 1,023,086	\$ 189,760	\$ 291,241	\$ 223,682	\$ 4,409,903	\$ 446,201	\$ 414,594	\$ 5,270,698
Professional and contract fees	118	118	325	171,311	72	8	10,451	2,068	39	4,321	188,831	69,025	17,033	274,889
Training and development	13,855	10,466	14,139	5,727	8,614	1,704	27,566	520	5,785	5,360	93,736	12,737	6,568	113,041
Occupancy	56,509	25,082	41,274	38,375	13,845	1,303	68,482	62,245	28,940	20,691	356,746	6,161	2,865	365,772
Office expense	15,869	6,576	8,155	19,582	3,326	1,983	17,724	5,942	6,000	880	86,037	11,935	12,027	109,999
Program expense	47,533	15,573	45,028	19,257	685	30	8,093	1,404	266,502	181,268	585,373	4,126	1,790	591,289
Corporate insurance	18,812	18,812	23,828	10,033	2,508	1,254	21,320	5,016	6,313	3,849	111,745	21,850	5,016	138,611
Interest expense	-	-	-	113,281	-	-	-	-	-	-	113,281	107,373	-	220,654
Fundraising events	-	-	-	-	-	-	-	-	-	-	-	-	184,784	184,784
Capital campaign expense	-	-	-	-	-	-	-	-	-	-	-	-	153,266	153,266
Other miscellaneous	3,699	2,582	3,611	2,741	3,599	201	4,398	4,314	999	525	26,669	89,360	11,455	127,484
Total operating expenses	897,108	509,314	897,743	855,537	198,406	115,429	1,181,120	271,269	605,819	440,576	5,972,321	768,768	809,398	7,550,487
Other expenses														
Bad debt expense	(12,509)	264	(349)	-	-	90	(125)	-	-	-	(12,629)	3,006	11,900	2,277
Depreciation	18,725	41,228	5,219	202,698	4,278	724	53,640	26	183	756	327,477	35,958	2,368	365,803
Total other expenses	6,216	41,492	4,870	202,698	4,278	814	53,515	26	183	756	314,848	38,964	14,268	368,080
Total expenses	\$ 903,324	\$ 550,806	\$ 902,613	\$ 1,058,235	\$ 202,684	\$ 116,243	\$ 1,234,635	\$ 271,295	\$ 606,002	\$ 441,332	\$ 6,287,169	\$ 807,732	\$ 823,666	\$ 7,918,567

Synergy Services, Inc.
Consolidated Statement of Functional Expenses
Year Ended December 31, 2014

Programs

	Women's Center	Children's Center	Synergy House	Youth Resiliency Center and Street Outreach	Children's Advocacy Center	Community Education	Family Care	Thrift Store	Transitional Living	Permanent Housing	Total Program Expenses	Administration	Fund- Raising	Total Expenses
Compensation and benefits	\$ 709,767	\$ 414,657	\$ 592,030	\$ 417,343	\$ 160,596	\$ 94,852	\$ 1,048,734	\$ 199,981	\$ 315,798	\$ 151,366	\$ 4,105,124	\$ 411,199	\$ 385,265	\$ 4,901,588
Professional and contract fees	4,079	450	-	82,184	110	800	22,205	2,001	-	2,500	114,329	63,813	50,000	228,142
Training and development	8,155	5,913	11,050	6,856	8,479	6,221	13,257	645	4,007	3,745	68,328	12,530	5,825	86,683
Occupancy	56,621	21,367	40,711	29,875	11,579	2,274	70,926	93,794	23,167	11,585	361,899	15,995	4,767	382,661
Office expense	13,437	5,813	8,384	20,695	3,249	2,330	21,029	6,435	4,701	865	86,938	11,811	6,911	105,660
Program expense	35,516	14,568	31,480	15,344	622	138	3,089	1,336	184,153	177,572	463,818	399	1,657	465,874
Corporate insurance	21,056	11,147	16,102	11,408	3,716	2,477	26,010	6,193	7,636	3,331	109,076	23,209	4,954	137,239
Interest expense	-	-	-	113,281	-	-	-	-	-	-	113,281	107,481	-	220,762
Fundraising events	-	-	-	-	-	-	-	-	-	-	-	-	179,908	179,908
Capital campaign expense	-	-	-	-	-	-	-	-	-	-	-	-	65,327	65,327
Other miscellaneous	2,739	1,244	1,883	2,356	4,605	214	4,732	4,726	753	1,204	24,456	67,536	5,982	97,974
Total operating expenses	851,370	475,159	701,640	699,342	192,956	109,306	1,209,982	315,111	540,215	352,168	5,447,249	713,973	710,596	6,871,818
Other expenses														
Bad debt expense	250	300	3,764	250	-	-	816	125	-	-	5,505	-	3,911	9,416
Depreciation	23,299	41,420	8,694	266,495	5,114	701	58,801	377	314	688	405,903	36,769	955	443,627
Total other expenses	23,549	41,720	12,458	266,745	5,114	701	59,617	502	314	688	411,408	36,769	4,866	453,043
Total expenses	\$ 874,919	\$ 516,879	\$ 714,098	\$ 966,087	\$ 198,070	\$ 110,007	\$ 1,269,599	\$ 315,613	\$ 540,529	\$ 352,856	\$ 5,858,657	\$ 750,742	\$ 715,462	\$ 7,324,861

Synergy Services, Inc.
Consolidated Statements of Cash Flows
Years Ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Operating Activities		
Change in net assets	\$ 1,641,329	\$ 1,076,770
Items not requiring (providing) operating activities cash flows		
Depreciation	365,803	443,627
Amortization	24,252	24,248
Net realized and unrealized (gains) losses on investments	17,740	(2,057)
Loss on disposal of property and equipment	204	1,230
Contribution of investment securities	(503,318)	-
Contributions received restricted for acquisition of long-lived assets	(1,653,353)	(471,606)
Accrued interest added to note receivable principal	(56,696)	(55,591)
Changes in		
Accounts receivable	22,147	(986)
Prepaid expenses and other	(7,376)	12,679
Contributions receivable	(272,759)	(614,566)
Accrued expenses and payables	16,331	(243,221)
	<u>(405,696)</u>	<u>170,527</u>
Investing Activities		
Purchase of property and equipment	(377,944)	(48,695)
Purchase of investments	(595,835)	(588,434)
Proceeds from disposition of investments	1,087,893	575,915
Increase in donor restricted cash	(1,096,124)	(593,764)
	<u>(982,010)</u>	<u>(654,978)</u>
Financing Activities		
Proceeds from contributions restricted for acquisition of long-lived assets	1,653,353	471,606
Principal payments on long-term debt	(81,088)	(83,471)
Net advances from (payments on) line-of-credit agreement	193,000	(240,467)
	<u>1,765,265</u>	<u>147,668</u>
Increase (Decrease) in Cash and Cash Equivalents	377,559	(336,783)
Cash and Cash Equivalents, Beginning of Year	<u>104,106</u>	<u>440,889</u>
Cash and Cash Equivalents, End of Year	<u>\$ 481,665</u>	<u>\$ 104,106</u>
Supplemental Cash Flows Information		
Interest paid	\$ 220,654	\$ 220,762
Accounts payable for purchase of equipment	9,353	2,994

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Note 1: Nature of Operations and Summary of Significant Accounting Policies

Nature of Operations

Synergy Services, Inc. (Organization or Synergy) is a lifeline for Greater Kansas City's families and individuals in crisis. For more than 40 years, the Organization has reached out to victims of violence, abuse and neglect and provided crisis intervention, shelter, counseling, mentoring, court services, prevention, education and advocacy. Through a series of mergers of smaller agencies, Synergy grew to become one of Kansas City's largest and most comprehensive social service agencies, providing a blend of programs and projects to overcome domestic violence, child abuse, bullying, family dysfunction and adolescent homelessness. Located largely in the Northland, the Organization services clients of all ages from across the metropolitan area. True to its name, Synergy Services does provide *synergy*...the integrated work of the Organization is stronger and more complete than any of the Organization's component programs could be on their own.

Client-focused and committed to quality care, Synergy Services, Inc. is accredited by the Council on Accreditation (COA), licensed by the State of Missouri, accredited by the National Children's Alliance, certified by United Way and approved by Health and Human Services and the Clay, Platte and Ray Counties Mental Health Tax Levy Board. The Organization is a member of the Metropolitan Family Violence Coalition, the Missouri Coalition Against Domestic and Sexual Violence, the Missouri Coalition of Children's Agencies and the National Network for Youth.

During July 2010, Synergy Services, Inc. formed two new entities, Synergy Real Estate Holdings, Inc. (SREH), a 501(c)2 real estate holding company and Synergy Financial Support Corporation (SFSC) a 501(c)3, both of which are organizations operated exclusively for the benefit of Synergy Services, Inc. The entities were formed in conjunction with the New Market Tax Credit transaction (see *Note 14*).

Principles of Consolidation

The consolidated financial statements include the accounts of Synergy, SREH and SFSC. All significant intercompany accounts have been eliminated in consolidation.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Organization considers all liquid investments with original maturities of three months or less to be cash equivalents. At December 31, 2015 and 2014, cash equivalents consisted primarily of money market accounts.

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

At December 31, 2015, the Organization's cash accounts exceeded federally insured limits by approximately \$1,772,000.

Investments and Investment Return

Investments in equity securities having a readily determinable fair value and all debt securities are carried at fair value. Investment return includes dividend, interest and other investment income; realized and unrealized gains and losses on investments carried at fair value; and realized gains and losses on other investments.

Investment return that is initially restricted by donor stipulation and for which the restriction will be satisfied in the same year is included in unrestricted net assets. Other investment return is reflected in the consolidated statements of activities as unrestricted, temporarily restricted or permanently restricted based upon the existence and nature of any donor or legally imposed restrictions.

Accounts and Notes Receivable

Accounts receivable primarily consist of amounts billed to federal, state and local contracting agencies based on amounts defined in the contracts or grant. Notes receivable are stated at the amounts loaned to other organizations plus any accrued and unpaid interest. Accounts receivable are typically paid by the contracting or granting agency in their normal course of business (usually within 60 days). Delinquent receivables are written off based on individual credit evaluation and specific circumstances.

Property and Equipment

Property and equipment are stated at cost less accumulated depreciation. Depreciation is charged to expense using the straight-line method over the estimated useful life of each asset. Leasehold improvements are depreciated over the shorter of the lease term or their respective estimated useful lives.

The estimated useful lives for each major depreciable classification of property and equipment are as follows:

Building and improvements	30 years
Leasehold improvements	3-10 years
Furniture and equipment	3-10 years
Vehicles	3-5 years

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Long-lived Asset Impairment

The Organization evaluates the recoverability of the carrying value of long-lived assets whenever events or circumstances indicate the carrying amount may not be recoverable. If a long-lived asset is tested for recoverability and the undiscounted estimated future cash flows expected to result from the use and eventual disposition of the asset is less than the carrying amount of the asset, the asset cost is adjusted to fair value and an impairment loss is recognized as the amount by which the carrying amount of a long-lived asset exceeds its fair value. No asset impairment was recognized during the years ended December 31, 2015 and 2014.

Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets are those whose use by the Organization has been limited by donors to a specific time period or purpose. Permanently restricted net assets have been restricted by donors to be maintained by the Organization in perpetuity.

Contributions

Gifts of cash and other assets received without donor stipulations are reported as unrestricted revenue and net assets. Gifts received with donor stipulation that limits their use are reported as temporarily or permanently restricted revenue and net assets. When a donor stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the consolidated statements of activities as net assets released from restrictions. Gifts having donor stipulations that are satisfied in the period the gift is received are reported as unrestricted revenue and net assets.

Unconditional gifts expected to be collected within one year are reported at their net realizable value. Unconditional gifts expected to be collected in future years are initially reported at fair value determined using the discounted present value of estimated future cash flows technique. The resulting discount is amortized using the level-yield method and is reported as contribution revenue.

Conditional gifts depend on the occurrence of a specified future and uncertain event to bind the potential donor and are recognized as assets and revenue when the conditions are substantially met and the gift becomes unconditional.

Contributed Services

Contributions of services are recognized as revenue at their estimated fair value only when the services received create or enhance nonfinancial assets or require specialized skills possessed by the individuals providing the service and the service would typically need to be purchased if not donated. Contributions of services also include services received from personnel of an affiliate. Contribution revenue recognized from contributed services was \$15,911 and \$17,987 for the years ended December 31, 2015 and 2014, respectively.

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

In-kind Contributions

In addition to receiving cash contributions, the Organization receives in-kind contributions from various donors. It is the policy of the Organization to record the estimated fair value of certain in-kind donations as an expense in its consolidated financial statements, and similarly increase contribution revenue by a like amount. For the years ended December 31, 2015 and 2014, \$40,232 and \$25,644, respectively, was received in in-kind contributions.

Government Grants

Support funded by grants is recognized as the Organization performs the contracted services or incurs outlays eligible for reimbursement under the grant agreements. Grant activities and outlays are subject to audit and acceptance by the granting agency and, as a result of such audit, adjustments could be required.

Income Taxes

The Organization is exempt from income taxes under Section 501 of the Internal Revenue Code and a similar provision of state law. However, the Organization is subject to federal income tax on any unrelated business taxable income.

The Organization files tax returns in the U.S. federal jurisdiction.

Functional Allocation of Expenses

The costs of supporting the various programs and other activities have been summarized on a functional basis in the consolidated statements of activities. Certain costs have been allocated among the program, administration and fundraising categories based on time studies or management's estimate of usage.

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Note 2: Grant Commitments

The Organization receives its grant support through periodic claims filed with the respective funding sources, not to exceed a limit specified in the funding agreement. Since the consolidated financial statements of the Organization are prepared on the accrual basis, all earned portions of the grants not yet received as of December 31, 2015, have been recorded as receivables. Following are the significant grant commitments that extend beyond December 31, 2015:

Grant	Term	Grant Amount	Earned as of December 31, 2015	Funding Available
Street Outreach Program	9/30/2015 - 9/29/2016	\$ 186,367	\$ 47,369	\$ 138,998
Transitional Living Program	9/30/2015 - 9/29/2016	400,000	180,288	219,712
Basic Center	9/30/2015 - 9/29/2016	200,000	50,268	149,732
Supportive Housing Program	11/1/15 - 10/31/2016	295,442	59,245	236,197
Emergency Solutions Grant	4/1/15 - 3/31/2016	23,750	13,964	9,786
Victim Services	7/1/2015 - 6/30/2016	152,545	91,527	61,018
Victims of Crime Act	10/1/2013 - 3/31/2016	228,359	208,769	19,590
		<u>\$ 1,486,463</u>	<u>\$ 651,430</u>	<u>\$ 835,033</u>

Note 3: Investments

Investments at December 31, 2015 and 2014 consisted of the following:

	<u>2015</u>	<u>2014</u>
Money market funds	\$ 15,305	\$ 18,472
Equity mutual funds	186,301	199,021
Fixed income mutual funds	108,756	97,468
Other mutual funds	<u>3,503</u>	<u>5,384</u>
Total investments	<u>\$ 313,865</u>	<u>\$ 320,345</u>

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Note 4: Contributions Receivable

Contributions receivable at December 31, 2015 and 2014 consisted of the following unconditional promises to give discounted at a rate of 5%:

	<u>2015</u>	<u>2014</u>
Due within one year	\$ 940,006	\$ 598,558
Due in one to five years	268,042	339,471
	<u>1,208,048</u>	<u>938,029</u>
Less		
Allowance for uncollectible contributions	21,671	30,100
Unamortized discount	66,331	60,642
	<u>\$ 1,120,046</u>	<u>\$ 847,287</u>

Approximately 16% and 14% of contributions receivable at December 31, 2015 and 2014, respectively, were from board members and employees of the Organization.

Note 5: Note Receivable

In conjunction with the New Market Tax Credit transaction (see *Note 14*), the Organization issued an unsecured note receivable to an unrelated party. The balance of the note receivable at December 31, 2015 and 2014 was \$5,599,536 and \$5,542,840, respectively. The note matures on July 31, 2045 and interest accrues monthly at a rate of 1.97%. Interest payments at a rate of 1.0% are due quarterly for seven years with the remaining accrued interest increasing the principal balance of the note receivable. Beginning in August 2017, principal and interest payments of \$73,566 are payable quarterly.

Note 6: Line-of-Credit Agreement

The Organization has a \$1,000,000 revolving bank line of credit that expires in June 2016. At December 31, 2015 and 2014, there was \$939,170 and \$746,170, respectively, borrowed against this line. The line is secured by a building, accounts receivable and investments. Interest is calculated at the bank's prime rate with a minimum interest rate of 4% and is payable monthly. At December 31, 2015 and 2014, the interest rate was 4.0%.

Subsequent to year end, Synergy paid off the full outstanding amount on the line of credit.

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Note 7: Long-term Debt

Long-term debt at December 31, 2015 and 2014 consisted of the following:

	<u>2015</u>	<u>2014</u>
Note payable, unrelated party (A)	\$ 5,289,918	\$ 5,289,918
Note payable, unrelated party (B)	1,570,082	1,570,082
Note payable, unrelated party (C)	1,182,395	1,253,338
Other	16,082	26,227
	<u>8,058,477</u>	<u>8,139,565</u>
Less current maturities	<u>81,905</u>	<u>81,089</u>
	<u>\$ 7,976,572</u>	<u>\$ 8,058,476</u>

- (A) Due July 31, 2045; interest rate of 1.65%, interest only payments due quarterly for seven years; commencing in August 2017 are principal and interest payments of \$59,085 due quarterly; issued in conjunction with the New Market Tax Credit transaction (see *Note 14*).
- (B) Due July 31, 2045; interest rate of 1.65%, interest only payments due quarterly for seven years; principal payment of \$105,000 is due in August 2017; commencing in August 2017 are principal and interest payments of \$16,364 due quarterly; issued in conjunction with the New Market Tax Credit transaction (see *Note 14*).
- (C) Due September 1, 2027; interest rate of 5.25% until September 2017 when it will change to the greater of 5% or the yield for U.S. Treasury obligations with the same maturity date plus 2%; interest rate recalculated again in same manner in September 2022; principal and interest payments of \$11,254 due monthly; secured by a deed of trust, assignment of leases and rents, security agreement and fixture filing.

Aggregate maturities of long-term debt at December 31, 2015 are as follows:

2016	\$ 81,905
2017	238,486
2018	277,021
2019	282,894
2020	290,845
Thereafter	<u>6,887,326</u>
	<u>\$ 8,058,477</u>

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Note 8: Operating Leases

The Organization rents facility space under noncancellable operating leases that expire at various dates. The main facility has been constructed on land subject to a lease through the year 2019 for an annual payment of \$1. The Organization also operates a shelter in which the land is subject to a lease through the year 2090 for an annual payment of \$1.

Future minimum lease payments under operating leases at December 31, 2015 are as follows:

2016	\$ 178,921
2017	96,479
2018	86,537
2019	9,602
2020	9,601
Later years	<u>209,073</u>
Total minimum lease payments	<u><u>\$ 590,213</u></u>

Rent expense for the operating leases was approximately \$317,000 and \$295,000 for the years ended December 31, 2015 and 2014, respectively.

Note 9: Net Assets

Temporarily Restricted Net Assets

Temporarily restricted net assets at December 31, 2015 and 2014 are available for the following purposes:

	<u>2015</u>	<u>2014</u>
Pratt property	\$ 400,262	\$ 416,153
Contributions receivable – time restriction	1,120,046	847,287
Unexpended earnings on general endowment	172,726	179,206
Youth Resiliency Center	10,250	33,850
Long-lived assets	1,683,353	501,606
Comprehensive violence intervention, treatment and prevention	<u>105,578</u>	<u>167,600</u>
	<u><u>\$ 3,492,215</u></u>	<u><u>\$ 2,145,702</u></u>

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Permanently Restricted Funds

Permanently restricted net assets at December 31, 2015 and 2014 consisted of:

	2015	2014
General endowment	\$ 141,139	\$ 141,139

Net Assets Released from Restrictions

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors. The following purpose and time restrictions were accomplished during the years ended December 31, 2015 and 2014:

	2015	2014
Time restrictions expired	\$ 157,316	\$ 233,565
Long-lived assets	526,961	-
Comprehensive violence intervention, treatment and prevention	99,168	50,355
	\$ 783,445	\$ 283,920

Note 10: Endowment

The Organization's endowment consists of one donor-restricted fund. As required by accounting principles generally accepted in the United States of America (GAAP), net assets associated with endowment funds, including board-designated endowment funds, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Organization's governing body has interpreted the Uniform Prudent Management of Institutional Funds Act as adopted by the state of Missouri (UPMIFA) as requiring preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of donor-restricted endowment funds is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA.

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Amounts of donor-restricted endowment funds classified as permanently and temporarily restricted net assets at December 31, 2015 and 2014 consisted of:

	2015	2014
Permanently restricted net assets - portion of perpetual endowment funds required to be retained permanently by explicit donor stipulation or UPMIFA	\$ 141,139	\$ 141,139
Temporarily restricted net assets - portion of perpetual endowment funds subject to a time restriction under UPMIFA with purpose restrictions	\$ 172,726	\$ 179,206

The Synergy Services, Inc. Endowment Fund was established for the purpose of obtaining contributions and planned giving to successfully fulfill Synergy Services' mission in the long term. Before any earnings distributions are made, the endowment fund will seek contributions until the fair market value reaches \$1,000,000. Earnings on the endowment fund will be available for distribution after the request for funds is approved and budgeted in the annual budget process.

The Polsky endowment was established in 2005. In 2013, the Organization received approval by the trustees of the Polsky endowment to withdraw the balance of the fund for use in operations.

Spending of endowment assets is dictated by the individual endowment agreements. The Organization has adopted investment policies that seek to preserve and protect its assets, by focusing on long-term growth. Under the Organization's policies, endowment assets are invested in a manner that is intended to produce results that exceed a blended index performance while assuming a medium level of investment risk. The Organization has a total return strategy in which investment returns are achieved through both current yield (investment income such as dividends and interest) and capital appreciation (both realized and unrealized). The Organization targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its objectives within prudent risk constraints.

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level the Organization is required to retain as a fund of perpetual duration pursuant to donor stipulation or UPMIFA. In accordance with GAAP, deficiencies of this nature are reported in unrestricted net assets. The Organization did not have any underwater endowments at December 31, 2015 and 2014.

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Note 11: County Tax Levy

The Organization receives funds from the Clay, Platte and Ray Counties Mental Health Board of Trustees. The Organization recognizes this revenue as expenses are incurred for services provided. Contract revenue of \$1,937,481 and \$1,888,383 was recognized during the years ended December 31, 2015 and 2014 and accounted for approximately 20% and 22%, respectively, of Synergy's total revenue and support.

Note 12: Retirement Plan

The Organization has a 401(k) plan covering substantially all employees. Employees may elect to defer a percentage of their salary, subject to IRS limitations. Additionally, the Organization matches 10% of the employee's deferral, not to exceed 4% of salary. The Organization's contributions to the Plan were \$5,787 and \$5,330 for the years ended December 31, 2015 and 2014, respectively.

Note 13: Disclosures About Fair Value of Assets and Liabilities

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value measurements must maximize the use of observable inputs and minimize the use of unobservable inputs. There is a hierarchy of three levels of inputs that may be used to measure fair value:

- Level 1** Quoted prices in active markets for identical assets or liabilities
- Level 2** Observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities
- Level 3** Unobservable inputs supported by little or no market activity and are significant to the fair value of the assets or liabilities

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

The following table presents the fair value measurements of assets recognized in the accompanying consolidated statements of financial position measured at fair value on a recurring basis and the level within the fair value hierarchy in which the fair value measurements fall at December 31, 2015 and 2014:

	Fair Value	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
December 31, 2015				
Money market funds	\$ 15,305	\$ 15,305		
Equity mutual funds	186,301	186,301		
Fixed income mutual funds	108,756	108,756		
Other mutual funds	3,503	3,503		
Totals	<u>\$ 313,865</u>	<u>\$ 313,865</u>	<u>\$ -</u>	<u>\$ -</u>
December 31, 2014				
Money market funds	\$ 18,472	\$ 18,472		
Equity mutual funds	199,021	199,021		
Fixed income mutual funds	97,468	97,468		
Other mutual funds	5,384	5,384		
Totals	<u>\$ 320,345</u>	<u>\$ 320,345</u>	<u>\$ -</u>	<u>\$ -</u>

Where quoted market prices are available in an active market, securities are classified within Level 1 of the valuation hierarchy. If quoted market prices are not available, then fair values are estimated using quoted prices of securities with similar characteristics or independent asset pricing services and pricing models, the inputs of which are market-based or independently sourced market parameters, including, but not limited to, yield curves, interest rates, volatilities, prepayments, defaults, cumulative loss projections and cash flows. Such securities are classified in Level 2 of the valuation hierarchy. In certain cases where Level 1 or Level 2 inputs are not available, securities are classified within Level 3 of the hierarchy. There have been no significant changes in valuation techniques during the year ended December 31, 2015.

Synergy Services, Inc.
Notes to Consolidated Financial Statements
December 31, 2015 and 2014

Note 14: New Market Tax Credit

On July 14, 2010, Synergy and its newly formed subsidiaries, SREH and SFSC, entered into a transaction which generated “New Market Tax Credits” (NMTCs) under Section 45D of Internal Revenue Code of 1986, as amended (Section 45D). The transaction was initiated by an unrelated third party who contributed \$1,856,400 to the investment fund established for the transaction. The third party also served as Synergy’s “One-day” lender and contributed an additional \$5,263,600 (the One-day Loan) for a total of \$7,120,000 contributed to the investment fund.

The investment fund used this contribution to pay certain transaction fees and the remaining \$7,000,000 was contributed to another third party (Sub-CDE) as the Qualified Equity Investment (QEI) under Section 45D. The Sub-CDE then funded loans totaling \$6,860,000 to SREH, the Qualified Low-Income Business (QALICB) under Section 45D. The transaction was structured as 35-year debt financing with a 7-year NMTC compliance period, at the end of which time Synergy will have the option to acquire all membership rights of the investment fund and forgive the related debt.

SREH used \$6,500,000 of these proceeds to purchase the Youth Resiliency Center and Synergy House facilities (the youth campus) from Synergy. The debt is guaranteed and secured by the assets of the youth campus. The site of the youth campus qualifies as low income property under Section 45D. As such, the financing arrangements between SREH and the lenders qualify as a “qualified low-income community investment” (QLICI) and generate NMTCs.

Synergy used \$5,289,918 of the \$6,500,000 youth campus purchase price received, to make a contribution to SFSC that served as the leverage lender in this transaction. SFSC loaned the \$5,289,918 to the Investment Fund, which in turn used this loan to repay the One-day Loan of \$5,263,600 and an additional One-day Loan Fee.

Synergy and SREH entered into a rental agreement in which Synergy rents the youth campus from SREH for \$300,000 per year. The rental expense and rental income are intercompany transactions that are eliminated for purposes of the consolidated financial statements.

Note 15: Subsequent Events

Subsequent to year-end, the Organization’s Board of Directors approved a withdrawal of substantially all of its endowment investments in order to pay down the line of credit and fund operations.

Supplementary Information

Synergy Services, Inc.
Consolidating Schedule of Financial Position
December 31, 2015

Assets

	Synergy Services, Inc.	Synergy Real Estate Holdings, Inc.	Synergy Financial Support Corporation	Total
Current Assets				
Cash and cash equivalents	\$ 299,356	\$ 181,309	\$ 1,000	\$ 481,665
Accounts receivable, net of allowance	161,131			161,131
Prepaid expenses and other	77,453			77,453
Current portion of donor restricted – contributions and grants receivable	940,006			940,006
Total current assets	<u>1,477,946</u>	<u>181,309</u>	<u>1,000</u>	<u>1,660,255</u>
Donor Restricted Assets				
Cash	1,799,181			1,799,181
Investments	313,865			313,865
Contributions receivable	180,040			180,040
Pratt property	400,262			400,262
	<u>2,693,348</u>			<u>2,693,348</u>
Note Receivable			<u>5,599,536</u>	<u>5,599,536</u>
Deferred Financing Costs		<u>38,395</u>		<u>38,395</u>
Property and Equipment, At Cost				
Land		600,000		600,000
Building and improvements	2,509,164	5,594,797		8,103,961
Leasehold improvements	259,853	4,622		264,475
Furniture and equipment	581,976	493,197		1,075,173
Vehicles	182,964			182,964
Construction in progress	352,629			352,629
	<u>3,886,586</u>	<u>6,692,616</u>		<u>10,579,202</u>
Less accumulated depreciation	<u>2,471,109</u>	<u>1,600,835</u>		<u>4,071,944</u>
	<u>1,415,477</u>	<u>5,091,781</u>		<u>6,507,258</u>
Total Assets	<u>\$ 5,586,771</u>	<u>\$ 5,311,485</u>	<u>\$ 5,600,536</u>	<u>\$ 16,498,792</u>

Synergy Services, Inc.
Consolidating Schedule of Financial Position (Continued)
December 31, 2015

Liabilities and Net Assets

	Synergy Services, Inc.	Synergy Real Estate Holdings, Inc.	Synergy Financial Support Corporation	Total
Current Liabilities				
Current maturities of long-term debt	\$ 81,905			\$ 81,905
Accounts payable	172,807			172,807
Accrued expenses	293,325	\$ 32,695		326,020
Line of credit	939,170			939,170
	<u>1,487,207</u>	<u>32,695</u>		<u>1,519,902</u>
Total current liabilities	1,487,207	32,695		1,519,902
Long-term Debt				
	<u>1,116,572</u>	<u>6,860,000</u>		<u>7,976,572</u>
Total liabilities	2,603,779	6,892,695		9,496,474
Net Assets				
Unrestricted	(650,362)	(1,581,210)	\$ 5,600,536	3,368,964
Temporarily restricted	3,492,215			3,492,215
Permanently restricted	141,139			141,139
	<u>2,982,992</u>	<u>(1,581,210)</u>	<u>5,600,536</u>	<u>7,002,318</u>
Total net assets	2,982,992	(1,581,210)	5,600,536	7,002,318
Total Liabilities and Net Assets	<u>\$ 5,586,771</u>	<u>\$ 5,311,485</u>	<u>\$ 5,600,536</u>	<u>\$ 16,498,792</u>

Synergy Services, Inc.
Consolidating Schedule of Activities
Year Ended December 31, 2015

	Synergy Services, Inc.	Synergy Real Estate Holdings, Inc.	Synergy Financial Support Corporation	Eliminations	Total
Unrestricted Net Assets					
Revenues, gains and other support					
Contributions and gifts	\$ 2,130,903	\$ 10,778	\$ 10,678	\$ (21,456)	\$ 2,130,903
Grants and contracts	4,642,803				4,642,803
United Way allocation	180,568				180,568
Program income	346,985				346,985
Rental income		300,000		(300,000)	-
Interest and investment income	2,382	128	109,594		112,104
Net assets released from restrictions	783,445				783,445
Other	16,575				16,575
Total revenues, gains and other support	<u>8,103,661</u>	<u>310,906</u>	<u>120,272</u>	<u>(321,456)</u>	<u>8,213,383</u>
Expenses and losses					
Program services					
Women's Center	903,324				903,324
Children's Center	550,806				550,806
Synergy House	902,613				902,613
Youth Resiliency Center and Street Outreach	1,005,663	352,572		(300,000)	1,058,235
Children's Advocacy Center	202,684				202,684
Community Education	116,243				116,243
Family Care	1,234,635				1,234,635
Thrift Store	271,295				271,295
Transitional Living	606,002				606,002
Permanent Housing	441,332				441,332
Total program expenses	6,234,597	352,572		(300,000)	6,287,169
Administration	807,498	10,767	10,923	(21,456)	807,732
Fundraising	823,666				823,666
Total expenses and losses	<u>7,865,761</u>	<u>363,339</u>	<u>10,923</u>	<u>(321,456)</u>	<u>7,918,567</u>
Change in unrestricted net assets	<u>237,900</u>	<u>(52,433)</u>	<u>109,349</u>		<u>294,816</u>
Temporarily Restricted Net Assets					
Contributions and gifts	2,136,438				2,136,438
Interest and investment income	11,260				11,260
Net unrealized and realized losses on investments	(17,740)				(17,740)
Net assets released from restrictions	(783,445)				(783,445)
Change in temporarily restricted net assets	<u>1,346,513</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,346,513</u>
Change in Net Assets Before Transfers (to) from Affiliate	<u>1,584,413</u>	<u>(52,433)</u>	<u>109,349</u>	<u>-</u>	<u>1,641,329</u>
Transfers (to) from Affiliate	<u>221,804</u>	<u>(169,219)</u>	<u>(52,585)</u>	<u>-</u>	<u>-</u>
Change in Net Assets	<u>1,806,217</u>	<u>(221,652)</u>	<u>56,764</u>	<u>-</u>	<u>1,641,329</u>
Net Assets, Beginning of Year	<u>1,176,775</u>	<u>(1,359,558)</u>	<u>5,543,772</u>	<u>-</u>	<u>5,360,989</u>
Net Assets, End of Year	<u>\$ 2,982,992</u>	<u>\$ (1,581,210)</u>	<u>\$ 5,600,536</u>	<u>\$ -</u>	<u>\$ 7,002,318</u>

CITY OF PARKVILLE

Policy Report

Date: June 14, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve a purchase order with FTC Equipment LLC for the new pump and adapter at the South National Pump Station.

BACKGROUND:

The City of Parkville maintains six pump stations to serve the wastewater needs of the community. The current maintenance routine includes checking all of the pump stations on a regular schedule of at least three times per week.

Each pump station contains two centrifugal pumps that work in together to pump the wastewater to the gravity system. Periodically, pumps need to be repaired, either through regular maintenance or emergency situations. Having the two pumps in the system allows for continuous service for the lift station. However, using only one pump in the system while the other pump is being repaired is taxing on the remaining pump, and increases the chance that the City would have no pumping if a pump failure were to occur.

The 2015 Capital Improvements Program (CIP) included budget available to purchase four spare pumps, these pumps would serve McAfee, River Hills, Pinecrest and South National Pump Stations. On March 17, 2015, the Board of Aldermen approved the purchase of two spare pumps for the McAfee and River Hills pump stations. The spare pump for the Pinecrest Pump Station was deferred because of the discussions with the developer of Lake Point Lodge project. At the time, the City was working with the developer to cost share in a pump upgrade. The South National Pump Station was deferred because of the extent of the improvements necessary on the existing pump station to allow proper pump fit in the pump chamber. The modifications to the South National Pump Station were planned for the 2017 Capital Improvements Program.

On January 19, 2016, the Board of Aldermen approved a contract with Mid-America Pump for the on-call pump maintenance and repair services. The South National Pump Station was one of the first pumps inspected under the preventative maintenance contract with Mid-America Pump. The inspection found issues with one of the two pumps at the South National Pump Station. The repair is outside the scope of the routine maintenance contract.

Staff received a quote from Mid-America Pump for the repair of the existing Flygt pump at the South National Pump Station. The cost of the repair of the Flygt pump was \$12,157.72, while the cost for a new pump was \$29,959.21. Since the South National Pump Station was planned for modifications in 2017, repairing the existing pump or purchasing a new pump would temporarily serve the pump station until the modification can be completed.

Staff investigated other alternatives for the repair to the South National Pump Station. One alternative is to purchase a new ABS pump with a pump adapter to fit the existing pump station configuration. The ABS pump could be incorporated into the design of the future pump station modifications.

The ABS pump would be a sole source purchase since the manufacturer has designated service areas for its vendors. FTC is the local representative for ABS pumps. The company provided a quote of for a new ABS pump and adapter for \$11,002.26, which includes freight and installation.

BUDGET IMPACT:

The cost for the pump and adapter, including installation, is \$11,002.26. As a separate item on the agenda for June 21, 2016, a recommendation will be made to amend the Sewer Fund budget to utilize reserves and reduce the fund working capital for this unexpected expense. Staff anticipates saving approximately \$6,000 in the Sewer Fund operating budget for pump stations maintenance (30-501.06-12-00) in 2016 that can help offset this purchase.

ALTERNATIVES:

1. Approve the purchase order with FTC Equipment LLC for the new pump and adapter for the South National Pump Station.
2. Approve the work authorization with Mid-America Pump for the repair of the existing pump at the South National Pump Station.
3. Provide alternative direction to staff.
4. Postpone the item.

STAFF RECOMMENDATION:

Due to the condition of the existing pump, a repair or replacement is needed for the pump station to work properly. Staff recommends purchasing a new ABS pump and adapter to assist with the short-term pumping needs at the South National Pump Station. The new pump can then be used in the future pump station modifications.

FINANCE COMMITTEE RECOMMENDATION:

At the meeting on June 13, 2016, the Finance Committee, by a vote of 5-0, recommended that the Board of Aldermen approve the purchase order with FTC Equipment LLC for the new pump and adapter for the South National Pump Station in an estimated amount of \$11,500. Since the Finance Committee meeting, a revised quote that includes freight and installation was provided. Staff recommended deferring the design of new pumps and controls for the 45 Hwy Pump Station to 2017 to save \$6,200 to help offset this expense. The Finance Committee recommended utilizing working capital reserves for this purchase and completing all other projects scheduled in the 2016 CIP.

POLICY:

The Purchasing Policy, Resolution No. 10-02-14, requires the Board of Aldermen to approve all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to approve a purchase order with FTC Equipment LLC for the new pump and adapter for the South National Pump Station in the amount of \$11,002.26.

ATTACHMENTS:

1. Purchase Order for New Pump
2. Quote from FTC Equipment (new ABS pump)
3. Quote from Mid-America Pump (repair Flygt pump)

PURCHASE ORDER
(non-construction)

CITY OF PARKVILLE (PURCHASER)
8880 Clark Avenue
(816) 741-7676

Date: June 21, 2016

Upon proper acceptance, we agree to purchase from you upon terms and conditions set forth below and on the attached pages hereto.

VENDOR FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127
Phone: (816) 833-7200 Fax: (816) 833-1074

SHIP TO: South National Pump Station, 10327 Magnolia Ln, Parkville, MO 64152

INVOICE TO: Parkville City Hall, Attn: Richard Wilson, 8880 Clark Ave., Parkville, MO 64152

ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 6 pages including attachments. Purchaser agrees to pay the total sum of **Eleven thousand two dollars and twenty-six cents** (\$ **11,002.26**) for such materials, subject to any additions or deductions agreed upon in writing. **Freight charges are included in purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Purchaser will provide Vendor with a Tax Exemption Certificate upon request.** Payment is to be made within thirty (30) days after delivery of goods and receipt of invoice.

ITEMS:

1 - ABS Model XFP101G-VX.6 PE230/2, Premium Efficient Motor, 460 V, 3 PH, 31 HP, Vortex Impeller

1 – Guide Rail Adapter, 4” discharge, (2” rails), AFP to Flygt (Includes SS Hardware Kit)

1 – SS Kellum Grip (for 1” OD Cable)

1 – CA462 110-230V-AC Seal Leak/Overtemp relay, din rail mounted, includes built in MiniCAS converter

1 – Wiring and Start-Up Services

Freight and Installation included

See Attachment "A" – Terms and Conditions
See Attachment "B" – Insurance Requirements

SCHEDULE OF DELIVERY:

F.O.B. South National Pump Station, 10327 Magnolia Lane
Parkville, Missouri 64152

Delivery to be scheduled with City Plant Operator, Richard Wilson, at
(816) 891-0003.

NOTE: All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order. Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.

CITY OF PARKVILLE, MISSOURI. ("Purchaser")

FTC EQUIPMENT, LLC. ("Vendor")

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

FTC Equipment, LLC

5238 Winner Road
 Kansas City, MO 64127

Phone: 816-833-7200
 Fax: 816-833-1074

Quote

Date	Estimate #
6/9/2016	8542

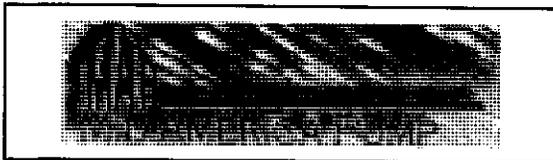
Name/Address
City of Parkville Attn: Accounts Payable 8880 Clark Avenue Parkville, MO 64152

Ship To
City of Parkville WWTP 12303 NW FF Highway Parkville, MO 64152

Terms	Rep	FOB	FTC Job #
Net 30	House	Factory	

Qty	U/M	Item	Description	Rate	TOTAL
			Facility: South National PS Location: Flygt Pump Replacement		
			Existing Equipment: Flygt: CP3170HT/NP3171HT		
1	EA	Pump Package	Replacement Pump Package	10,417.26	10,417.26
1	EA	XFP101G-VX.6-PE230/2	ABS XFP101G VX.6 PE230/2, Premium Efficient Motor, 460 V, 3 PH, 31 HP, Vortex Impeller	0.00	0.00
1	EA	62665304	Guide Rail Adapter, 4" discharge, (2" rails), AFP to Flygt	0.00	0.00
			(Includes SS Hardware Kit)		
1		Misc	SS Kellum Grip (For 1" OD Cable)	0.00	0.00
1	EA	16907006	CA462 110-230V-AC Seal Leak/Overtemp relay, din rail mounted, includes built in MiniCAS converter	0.00	0.00
1		Misc	Wiring and Start-Up Services	0.00	0.00
1		Misc	Installation	300.00	300.00
1		Freight	Estimated Freight	285.00	285.00
			Note: This price would be the same for either pump		
			Pump Availability: XFP101G-CB1.4-PE185/2: 2 in factory stock XFP101G-VX.6-PE230/2: ~3 Weeks All Other Items: Stock		

We appreciate the opportunity to be of service to you! TERMS AND CONDITIONS: Terms are net 30 days. Accounts not paid within terms are subject to a 1.5% service charge per month. Prices quoted are valid for 30 days from the date of this quote. Prices do not include any applicable taxes or freight charges. Freight is FOB factory. A convenience fee of 4% will be added to all credit card transactions.	Subtotal	\$11,002.26
	Sales Tax (8.35%)	\$0.00
	TOTAL	\$11,002.26



5600 Inland Drive
 Kansas City, Kansas 66106
 Phone 913-287-3900
 Fax 913-287-6641

REPAIR PROPOSAL

SKP: **5361**
 Customer PO #:
 Prepared By #: **Brad Saul**
 Date: **5/23/2016**

Repair Estimate: **\$12,157.72**
 Replacement Price: **\$29,959.21**
 Estimated Delivery:

Customer Information

Bill To:	Contact Info:	Ship To:
Company Name: City of Parkville	First Name: Richard	Company: <input type="text"/>
Address: WWTP	Last Name: Wilson	Address: <input type="text"/>
City: Parkville	Phone: (816) 215-5690	City: <input type="text"/>
State/Zip Code: MO	Fax: <input type="text"/>	State/Zip Code: <input type="text"/>

Description of Problem

This is for repair of one of the Nationals lift station pumps, that was pulled when station was PM'd.

Repair Description

Upon inspection we found that the: power cable is extremely spongy and wet, megs bad; terminal board megs and meters bad; impeller was worn slightly; wear rings are grooved/worn slightly, but only have .086 clearance; seal oil was dirty/watery; lower seal faces are grooved/smeared/cracked; upper seal faces are worn/smeared; lower bearing is washed out and rough; stator is a little wet but megs and meters good; upper bearing is contaminated/rough; shaft fits at the lower seal area, lower bearing and upper bearing are either pitted or grooved.

Appears that the water entered in through the end of the power cable and around the grommet because of the cable being so spongy. This caused water to build up in the cable and around the terminal board, causing them to short to ground and cause the pump to trip out.

Repair to include:
 New Repair kit - bearings, mechanical seals, orings, bearing protectors
 New Power cable and grommet
 Wash, bake and testing of the stator
 Machine work to repair the lower seal, lower and upper bearing fits
 Labor to inspect; clean up and assemble; install and test
 MLS and truck charges

Adder for new wear rings is \$837.08, this is not included the repair cost

If you would like to use an after market repair kit, please deduct \$2189.65 from the repair total, this would make the repair \$9968.07

Does not include anything not listed above, please see terms and conditions to the right

Pump Information

Pump Make: **Flygt**
 Model: **3170.090-6060**
 Style: **Submersible pump**
 Pump RPM:
 Motor RPM: **1800**
 Seal
 Packing
 Serial No: **0050007**
 HP: **30**
 Voltage: **460**
 Coupling:

Application Information

Pumpage:
 Head:
 Flow:
 Temp:
 Viscosity:
 Specific Gravity:
 Hazardous Rotation Left
 MSDS Rotation Right

Terms and Conditions

- 1 Freight Charges Not Included
- 2 Taxes Not Included
- 3 Expedite Fees Not Included
- 4 Payment Terms - Net 30
- 5 Warranty Period - 90 Days
- 6 Proposal Vaild for 30 Days
- 7 Teardown/Inspection/Field Service Hours/MLS will be charged if Equipment is Not Repaired or Replaced through Mid-America Pump

CITY OF PARKVILLE

Policy Report

Date: June 14, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve a work authorization with North Hills Engineering for the engineering design, project management, and construction administration for the Main Street Sanitary Sewer Realignment.

BACKGROUND:

There is approximately 250 feet of collapsed sanitary sewer main located within the BNSF Railroad right-of-way, between Main Street and East Street. The existing pipe contains large holes and voids. This pipe is not a good candidate for pipe lining, because there is no manhole on the lower end of the pipe to gain access for lining. It is difficult to get into this area to replace the collapsed pipe, since the majority of the pipe is located within the railroad right-of-way. The plan is to install a new manhole in Main Street and realign the sewer main so that it is located outside of the railroad right-of-way. The six-year Capital Improvements Program (CIP) included the realignment of the sanitary sewer in 2017.

This sewer line was previously televised around 2007. Staff was aware of the continuous issues with the existing pipe and annually cleans the grease and mud accumulated in the sewer line. In May, the existing pipe between Main Street and East Street was cleaned as part of the annual preventative maintenance program with H&H Septic. Previously, the discharge from the cleaning produced grease, mud, and a small amount of rock. The recent cleaning produced more rock. This is evidence that there are issues with the pipe that are more severe than previously realized. Staff recommends accelerating the schedule of the pipe repair due to the visible deterioration of the pipe.

On August 5, 2014, the Board of Aldermen approved a five-year agreement with North Hills Engineering (NHE) for on-call contract engineering services with Jay Norco. The agreement allows the City to execute individual work authorizations for supplemental engineering services for specific projects and studies. Staff recommends a work authorization with North Hills Engineering to include the engineering design, project management and construction administration for the Main Street sanitary sewer realignment project. There will be a separate agenda item for the Board of Aldermen to consider for the construction contract once the engineering design and bid documents are completed.

BUDGET IMPACT:

The work associated with the Main Street sanitary sewer improvements is programmed in the 2017 Capital Improvements Program (CIP). Due to the deteriorated condition of the pipe, staff recommends accelerating the schedule of this project, with the majority of the work to be completed in 2016. There may be a possibility that the majority of the construction could be planned for early 2017. As a separate action item on the agenda for June 21, 2016, staff recommends a budget amendment to reflect this change in the CIP.

The updated estimated cost associated with this project is \$145,000, which includes engineering design, project management and construction administration. The proposed WA with NHE is in the amount of \$12,525, which includes design and construction administration. The remaining

project costs are estimated at \$132,475 which includes construction and related expenses such as survey work.

The engineering and construction costs for the Main Street sewer improvements can be covered by the working capital balance in the Sewer Fund. This expense combined with other smaller adjustments throughout the year results in projected capital expenses in the Sewer Fund in 2016 of \$838,200, compared to a budgeted amount of \$734,500. The year-end balance in the Sewer Fund is projected to be approximately \$119,000 less than budgeted, but this impact can be mitigated in future years by corresponding reductions in the 2017 CIP. The changes are reflected in the proposed budget amendment and the updated forecast sheet for the Sewer Fund included as Attachment 4.

ALTERNATIVES:

1. Approve the work authorization with North Hills Engineering for the engineering design, project management, and construction administration of the Main Street Sanitary Sewer Improvements.
2. Approve the work authorization with North Hills Engineering for the design of the Main Street sanitary sewer improvements; and direct staff to reduce other expenditures in 2016 and/or delay construction to 2017 account for the cost.
3. Do not approve the work authorization and continue with the original plan to complete the work in 2017.
4. Provide alternative direction to staff.
5. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of the work authorization with North Hills Engineering for the engineering design, project management and construction administration for the Main Street sanitary sewer improvements.

FINANCE COMMITTEE RECOMMENDATION:

At the meeting on June 13, 2016, the Finance Committee, by a vote of 5-0, recommended that the Board of Aldermen approve the work authorization with North Hills Engineering for the engineering design, project management, and construction administration of the Main Street Sanitary Sewer Improvements. At the Finance Committee meeting, staff presented alternative ways to assist with covering the expenses. The Finance Committee expressed a desire to preserve the existing projects listed in the 2016 Capital Improvements Program and recommended using working capital reserves for the unexpected Main Street realignment project expense.

POLICY:

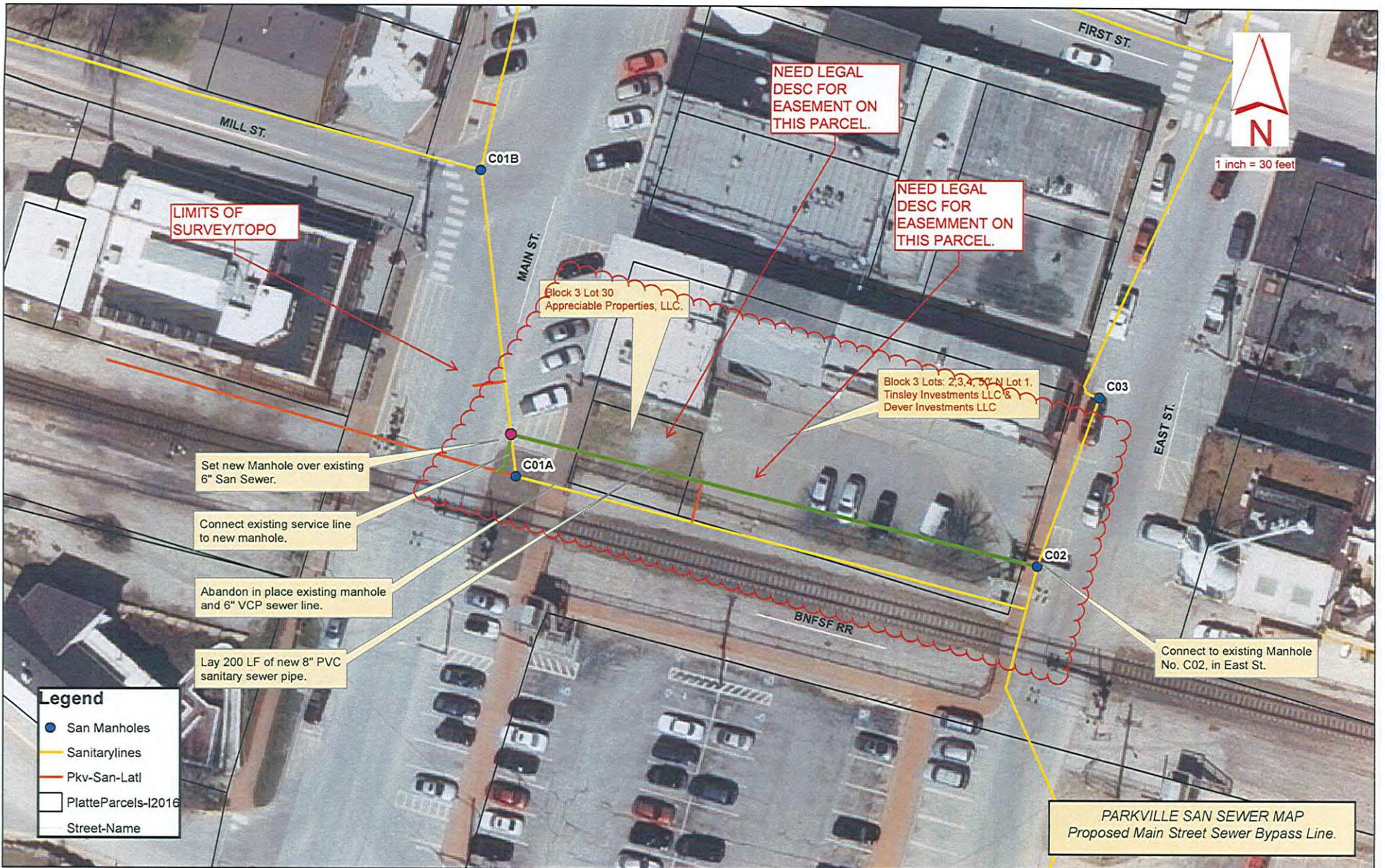
The Purchasing Policy, Resolution No. 10-02-14, requires the Board of Aldermen to approve all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to approve Work Authorization No. 59 with North Hills Engineering for the engineering design, project management and construction administration of the Main Street sanitary sewer improvements in the amount of \$12,525.

ATTACHMENTS:

1. Project Map 1
2. Preliminary Project Cost Estimate
3. Work Authorization No. 59
4. Revised Sewer Fund Forecast



LIMITS OF SURVEY/TOPO

NEED LEGAL DESC FOR EASEMENT ON THIS PARCEL.

NEED LEGAL DESC FOR EASEMENT ON THIS PARCEL.

Block 3 Lot 30
Appreciable Properties, LLC.

Block 3 Lots: 2,3,4,5 & N Lot 1.
Tinsley Investments LLC &
Dever Investments LLC

Set new Manhole over existing 6" San Sewer.

Connect existing service line to new manhole.

Abandon in place existing manhole and 6" VCP sewer line.

Lay 200 LF of new 8" PVC sanitary sewer pipe.

Connect to existing Manhole No. C02, in East St.

- Legend**
- San Manholes
 - Sanitarylines
 - Pkv-San-Lat1
 - PlatteParcels-I2016
 - Street-Name

PARKVILLE SAN SEWER MAP
Proposed Main Street Sewer Bypass Line.



1 inch = 30 feet

MAIN ST. SEWER RE-ALIGNMENT - BUDGETARY ESTIMATE

JN 5-17-16

Project Includes: Setting new Manhole in Main Street and laying new 8" PVC sewer line north of the BNSF railroad ROW, connecting to existing manhole in East St.

Preliminary Project Cost Estimate - 2016

New MH in Main St.				13000
Concrete trench cap				1000
Concrete curb replacement				900
Sanitary Sewer	250	\$	100	25000
Sawcutting				8000
Pavement Restoration	250	10 \$	11 \$	27,500
Sewer Lateral reconnections		2 \$	2,200	4400
Fill of old manhole and pipe with flowable fill.				2500
Install pipeline patch in existing main line, to disconnect abandoned line.				3000
Adder for storage, Hauling				6000
Traffic Control				7000
<hr/>				
Subtotal				98300
Construction Contingency		10%		9830
Contractor O&P:		15%		14745
<hr/>				
Estimated Total Construction:				122875
Survey, Legal Descriptions				7000
Engineering, Bid phase				10300
Construction Administration, inspection part time.				2300
Legal Assistance, Easements				2500
<hr/>				
				144975

WORK PLANNING / AUTHORIZATION FORM

Number: WA-59

Project / Work Description:

Design and Project Management for Main Street Sanitary Sewer Re-Alignment

Purpose: To design and administer construction of repairs/replacement of sanitary sewer system.

This WA covers the design, document preparation, bidding, and construction administration of the Re-Alignment Project.

The Main Street Re-Alignment Sewer Project was programmed for 2017, but deterioration has accelerated the schedule.

The project will address the urgent need to the City sewers along the BNSF RR tracks, between Main & East St's.

The project will include a new manhole in Main St., a bypass sewer line, new service connections, and decomm. Work.

Engineering & Proj. Mgt. Budget \$12,600

Total Project Budget: \$145,000

Service Provider: North Hills Engineering, Inc.

Terms: Subject to the provisions of the August 5, 2014 Engineering Services Agreement between the City and North Hills Engineering Incorporated

Primary Tasks - Line Repairs Portion:

Project Management and Coordination Meetings with City Staff (5 month project.)	6
Visit the Sites of work to evaluate access, disturbance, easements required, etc.	8
Perform field measurements and survey shots to verify key dimensions.	4
Survey Coordination -using 3rd Party surveying consultant.	4
Finalize work package and extent of work, need for alternate bid options.	4
Prepare preliminary opinion of probable construction cost	3
Meet with affected residents to discuss the project, access reqts., and gather feedback.	3
Meet with Contractors and vendors to discuss current requirements and project specifics.	8
Prepare writtten technical specifications for the work proposed.	16
Assemble and coordinate/review bidding and contract documents, using City format.	8
Use large-project City standard contract.	
Prepare drawings to describe the work. Use surveyors line work, show access.	46
Prepare extents of easements or access agreements recommended.	2
(Prepate polygons for 3rd party RLS to perform. Likely two parcels.)	
Coordinate information with City Attorney for review of easements / access agreements.	2
Design Review Meeting with Public Works Director, respond to comments, make revisions.	3
Meet with public to obtain signed access agreements and easements.	6
Set up project at local plan room, for internet distribution, also advertise on City website.	3
Meet with bidders and address questions during the advertisement period, prepare addenda.	5
Review bids, check qualifications and experiece, and recommend award to City	2
Respond too change requests, claims, prepare change orders as required.	4

Construction Phase:

Construction administration and review of pay requests.	8
Conduct Meetings with Contractor - Pre-Con, progress, final.	10
Periodic visits to observe the work. (Part Time Inspection)	12

Excluded:

Services of City Attorney for easement document preparation (Only if easements are needed, not expected.)
Execution of Easements, recording. (by City Staff).

Estimated Consultant Fee:

Design Phase:	137 Hours x	\$ 75.00 / hour =	\$ 10,275.00
Construction Phase:	30 Hours x	\$ 75.00 / hour =	\$ 2,250.00

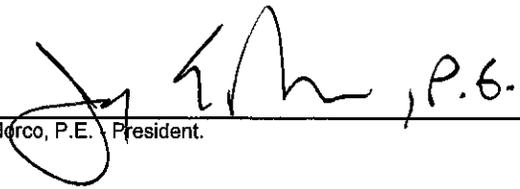
Budget: Sewer Budget / CIP

Schedule:

Estimated Completion Date: 11/1/2016

Project Deadlines: n/a

Submitted By:


Jay Norco, P.E. President.

5/18/16

Date

Authorization:

Mayor

Date

Sewer Fund (30)

Last Updated 06/15/2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Amended	2016 YTD	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<i>Beginning Fund Balance</i>	\$ 493,616	\$ 605,952	\$ 516,873	\$ 1,020,362	\$ 1,104,409	\$ 794,313	\$ 797,784	\$ 797,784	\$ 797,784	\$ 227,358	\$ 243,906	\$ 405,117	\$ 335,007	\$ 356,829
Revenues														
<i>Projected Rate Increase</i>			3.00%	3.00%	3.00%	2.50%	2.50%		2.50%	3.00%	3.00%	3.00%	2.50%	0.00%
Sewer Charges	962,603	937,785	1,016,426	1,027,940	1,020,684	1,014,750	1,014,750	305,789	1,014,750	1,045,193	1,076,548	1,108,845	1,136,566	1,136,566
Sewer Tap Fees	33,000	30,000	43,500	30,000	39,000	36,000	36,000	10,500	36,000	36,540	37,088	37,644	38,209	38,782
Sewer Impact Fees	30,800	28,000	42,000	28,000	36,400	33,600	33,600	9,800	33,600	34,104	34,616	35,135	35,662	36,197
MOAW Bill Collection Payment	715	686	562	650	643	650	650	-	650	650	650	650	650	650
Grinder Pump Administrative Fee	4,620	3,850	4,620	-	4,620	4,620	4,620	1,540	4,620	4,620	4,620	4,620	4,620	4,620
Interest Income	6,611	5,872	4,361	4,400	4,956	4,800	4,800	1,600	4,800	4,872	4,921	4,970	5,020	5,070
Transfer from Sewer CIP (33)	-	-	294,984	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	16	1,000	200	74	200	200	10	200	203	206	209	212	215
Sewer Fund Revenues:	1,038,349	1,006,209	1,407,454	1,091,190	1,106,376	1,094,620	1,094,620	329,239	1,094,620	1,126,182	1,158,649	1,192,073	1,220,939	1,222,100
Total Sources:	1,531,965	1,612,161	1,924,326	2,111,552	2,210,785	1,888,933	1,892,404	1,127,023	1,892,404	1,353,540	1,402,555	1,597,190	1,555,946	1,578,930
Expenditures														
Operating Expenses	453,316	449,989	462,065	519,812	494,544	520,116	538,596	187,321	537,893	529,780	539,630	549,669	559,901	570,330
Capital Expenses	18,146	5,636	59,988	802,275	459,088	734,500	838,200	214,465	838,128	293,300	168,000	419,700	348,500	212,400
Debt Service	198,952	202,233	191,504	332,785	357,870	185,495	185,495	44,236	185,495	180,953	182,095	182,947	178,651	179,311
Transfer to General Fund - Admin Fee	75,000	100,000	100,000	101,500	101,500	103,530	103,530	34,510	103,530	105,601	107,713	109,867	112,064	114,305
Other Transfers	180,600	337,431							-					
Sewer Fund Expenditures:	926,014	1,095,288	813,557	1,756,372	1,413,001	1,543,641	1,665,821	480,532	1,665,046	1,109,634	997,438	1,262,183	1,199,116	1,076,347
Estimated Working Capital (deficit):	605,952	516,873	1,110,769	355,180	797,784	345,292	226,583	646,491	227,358	243,906	405,117	335,007	356,829	502,583
TARGET*	\$331,031	\$339,730	\$332,020	\$488,113	\$481,796	\$341,407	\$346,027		\$345,851	\$339,798	\$343,931	\$347,831	\$346,642	\$350,470

* Target represents desired working capital of 90 days of operations in addition to the current fiscal year debt service payments as required by the Reserve Policy adopted December 3, 2013, by Resolution No. 12-01-13.

CITY OF PARKVILLE Policy Report

Date: Tuesday, June 14, 2016

Prepared By:
Matthew Chapman
Human Resources/Finance Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve the renewal of Property & Liability and Worker's Compensation & Employer's Liability coverage with Midwest Public Risk (MPR) for July 1, 2016 through June 30, 2017.

BACKGROUND:

The City of Parkville has been a member of MPR for property and liability coverage since January 1997 and for workers' compensation since April 1997. The City has an insuring agreement in place with MPR which renews automatically each year unless canceled with a 90 day notice. The insurance renewal occurs on July 1 of each year.

Staff evaluated alternative coverage options in 2014 after receiving higher than expected invoices for the 2014-2015 coverage years in Property and Liability and Worker's Compensation coverage. Through a negotiation process, MPR adjusted its rates and offered a much more competitive proposal for the 2015-16 coverage year. On February 3, 2015, the Board of Aldermen approved renewing coverage with MPR through June 30, 2016.

The City received invoices for all lines of coverage provided by MPR for the 2016-2017 coverage period. The quoted prices are in line with the previous price negotiation and well within the City's budget for this coverage. The City's invoice for Property and Liability coverage was \$1,660 over the budgeted amount or 1.6%. However, the Worker's Compensation invoice came in \$11,500 or nearly 17% under budget. Staff continues to work closely with MPR to ensure the city is receiving the lowest possible rates for all necessary coverages. Staff is very satisfied with the overall customer service and responsiveness of MPR and desires to maintain the relationship with the provider so long as costs remain competitive. MPR conducts on-site quarterly training for all staff on any topic the City requests and provides risk management services at no additional cost. MPR has been a valued partner with the City since 1997. Staff recommends continuing insurance coverage with MPR for the 2016-2017 coverage year.

During the June 13, 2016, Finance Committee meeting questions were raised related to services and information provided by MPR. Staff was asked to obtain the necessary information and report back with the findings. Mayor Johnston asked staff to determine what options were available for elected or appointed officials training. MPR offered several options ranging in price from no cost to approximately \$400 depending on the type of training offered.

All of the available options would last approximately one hour and could be held at city hall as a work session prior to a regular Board meeting. Staff will work with MPR to scope and schedule a Board of Aldermen training session in the near future. If the event is well received, the City may budget funds in 2017 if needed to extend the training to other boards and committees.

Alderman Sportsman requested that staff work with MPR to determine where Parkville ranks in claims history as compared to peer cities. Staff is continuing to work with MPR to obtain the most accurate information and will provide those results as soon as they are available.

BUDGET IMPACT:

The total paid for all lines of coverage for the 2015-2016 coverage period was \$148,798.81. The Board of Aldermen previously approved the renewal of coverage with MPR through June 30, 2016 and payment for the 2015-2016 coverage period in the amount of \$150,397 based on a quote provided by MPR. When the actual invoice was received in June of 2015 the amount due was \$1,598.19 less than the quoted amount. Based on the invoices submitted by MPR, the cost for insurance coverages related to the 2016-2017 period would be \$158,199.13 or a 6.3% increase over the previous coverage period. The amount of \$168,040 was budgeted in 2016 for Worker's Compensation and Property & Liability coverage.

ALTERNATIVES:

1. Approve the renewal of Workers' Compensation and Property & Liability coverage in the amount of \$158,199.13.
2. Do not approve the renewal and provide alternative direction to staff.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the renewal of Workers' Compensation and Property & Liability insurance coverage with Midwest Public Risk for July 1, 2016, through June 30, 2017, in the amount of \$158,199.13.

FINANCE COMMITTEE RECOMMENDATION:

At the meeting on June 13, 2016, the Finance Committee, on a vote of 5-0, recommended that the Board of Aldermen approve the renewal of Workers' Compensation and Property & Liability insurance coverage with Midwest Public Risk for July 1, 2016, through June 30, 2017, in the amount of \$158,199.13.

POLICY:

The Purchasing Policy, Resolution No. 10-02-14, requires the Board of Aldermen to approve all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to approve the renewal of Workers' Compensation and Property & Liability insurance coverage with Midwest Public Risk for July 1, 2016 through June 30, 2017, in the amount of \$158,199.13.

ATTACHMENT:

1. MPR Worker's Compensation and Property & Liability Invoices
-



Invoice No. PL20160501.46
 Invoice Date: May 1, 2016
 Due Date: June 30, 2016

Matthew Chapman
 Comptroller/City Collector
 City of Parkville
 8880 Clark Avenue
 Parkville, MO 64152

FY 16-17 PROPERTY AND LIABILITY CONTRIBUTIONS
 City of Parkville (MPR 036)

PROPERTY				
Effective Date	Expiration Date	Description	Total Insured Values	Member Contribution
7/1/2016	7/1/2017	Real Property	\$8,426,657.00	\$10,265.87
		Contents	\$881,827.00	\$1,074.30
		EDP	\$ 0.00	\$ 0.00
		Auto	\$771,668.26	\$ 940.09
		Boats	\$ 0.00	\$ 0.00
		Inland Marine	\$485,575.60	\$ 591.56
		Other Property	\$814,452.00	\$ 992.22
		Total Insured Values	\$11,380,179.86	
Property Total Contributions Due:				\$13,864.03

LIABILITY			
Effective Date	Expiration Date	Coverage Description	Member Contribution
7/1/2016	7/1/2017	General Liability	\$23,760.14
		Sewer Liability	\$3,065.82
		Auto Liability	\$17,628.49
		Crime	\$1,532.91
		Law Enforcement	\$ 0.00
		Public Officials	\$30,658.25
Liability Total Contributions Due:			\$76,645.62
Total Property and Liability Contributions Due:			\$90,509.65

Note: Property pricing was determined using property schedules on the MPR file sharing site.

Questions: Please contact Megan Richardson at 816.292.7572 or megan@mprisk.org

Please make checks payable to:
 Midwest Public Risk of Missouri
 19400 E Valley View Parkway
 Independence, MO 64055
 A return envelope is enclosed



Invoice No. WC20160501.60
Invoice Date: 5/1/2016
Due Date: 6/30/2016

Matthew Chapman
Comptroller/City Collector
City of Parkville
8880 Clark Avenue
Parkville, MO 64152

FY 16-17 WORKERS' COMPENSATION CONTRIBUTION

City of Parkville

Standard Premium (see page 2 for details)	\$67,019.28
Premium Discount - 5%	(\$3,350.96)
Second Injury Fund – 6%	\$4,021.16
Total Workers' Compensation Contributions Due:	\$67,689.48

Questions: Please contact Megan Richardson at 816-292-7572 or megan@mprisk.org

**Please make checks payable to:
Midwest Public Risk of Missouri
19400 E Valley View Parkway
Independence, MO 64055**

A return envelope is enclosed



19400 East Valley View Parkway
 Independence, MO 64055
 (816) 292-7500

Invoice Date: 5/1/2016

City of Parkville

Effective: 7/1/2016

Expiration: 7/1/2017

Class Code	Description	Estimated Payroll	Rate	Manual Premium	Experience Mod	Standard Premium
7403	Airport		7.22	\$ 0.00		\$ 0.00
8601	Architects/Engineers		.41	\$ 0.00		\$ 0.00
8820	Attorney - All Employees		.26	\$ 0.00		\$ 0.00
8391	Auto Repair - Brakes		3.28	\$ 0.00		\$ 0.00
8393	Auto Repair - Body		2.27	\$ 0.00		\$ 0.00
9015	Buildings NOC		4.14	\$ 0.00		\$ 0.00
7380	Bus Driver		5.90	\$ 0.00		\$ 0.00
9220	Cemetery		7.22	\$ 0.00		\$ 0.00
8810	Clerical	\$676,640.00	.22	\$1,488.61		\$1,518.38
9061	Club NOC		2.16	\$ 0.00		\$ 0.00
8742	Collectors		.50	\$ 0.00		\$ 0.00
9083	Concessions		1.47	\$ 0.00		\$ 0.00
9082	Cooks		1.78	\$ 0.00		\$ 0.00
8869	Day Care Professional		1.44	\$ 0.00		\$ 0.00
8831	Dog Catcher		2.02	\$ 0.00		\$ 0.00
7539	Electric Power		4.21	\$ 0.00		\$ 0.00
7705	EMS Drivers		5.86	\$ 0.00		\$ 0.00
7710	Fire Fighters & Drivers		7.96	\$ 0.00		\$ 0.00
7714	Fire Fighters - Volunteers		7.96	\$ 0.00		\$ 0.00
9058	Food Service		2.33	\$ 0.00		\$ 0.00
7590	Garbage Refuse		4.43	\$ 0.00		\$ 0.00
9403	Garbage Collection & Driver		9.21	\$ 0.00		\$ 0.00
7502	Gas Co. Local Distribution & Drivers		5.45	\$ 0.00		\$ 0.00
9060	Golf Club Operation		1.72	\$ 0.00		\$ 0.00
9033	Housing Authority & Sales		2.32	\$ 0.00		\$ 0.00
6836	Marina & Driver - State		5.31	\$ 0.00		\$ 0.00
9410	Municipal/County NOC	\$107,841.00	4.23	\$4,561.67		\$4,652.90
9101	Museum/Public Library		4.92	\$ 0.00		\$ 0.00
9102	Parks	\$160,375.00	4.85	\$6,976.31		\$7,115.84
7720	Police Officers & Drivers	\$798,268.00	4.22	\$33,686.91		\$34,360.65
8832	Public Health Nurse - Clinic		.43	\$ 0.00		\$ 0.00
8835	Public Health Nurse - Home Health		3.2	\$ 0.00		\$ 0.00
8264	Recycling		7.39	\$ 0.00		\$ 0.00
7580	Sewage (Treatment Plant)		3.10	\$ 0.00		\$ 0.00
9402	Sewer Cleaning		5.58	\$ 0.00		\$ 0.00
6306	Sewer Construction		10.43	\$ 0.00		\$ 0.00
8017	Store-Retail NOC		1.98	\$ 0.00		\$ 0.00
9402	Street Cleaning		5.58	\$ 0.00		\$ 0.00
5506	Street & Road	\$238,889.00	7.95	\$18,991.68		\$19,371.51
9015	Swimming Pool		4.14	\$ 0.00		\$ 0.00
8868	Teachers/Youth Division		.54	\$ 0.00		\$ 0.00
9156	Theatre		3.05	\$ 0.00		\$ 0.00
9154	Theatre NOC		2.28	\$ 0.00		\$ 0.00
6319	Water Distribution		5.72	\$ 0.00		\$ 0.00
7520	Waterworks Operations		5.96	\$ 0.00		\$ 0.00
9063	YMCA NOC		1.30	\$ 0.00		\$ 0.00
TOTALS		\$1,982,013.00		\$65,705.18	1.02	\$67,019.28

CITY OF PARKVILLE
Policy Report

Date: Wednesday, June 15, 2016

Prepared By:
Emily Crook
Billing Clerk

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Approval of Accounts Payable Invoices, 1st of the Month Checks, Electronic Funds Transfer (EFT) Payments, Credit and Debit Card Processing Fees, and Payroll Expenditures from 6/2/2016 through 6/15/2016.

BACKGROUND:

Attached are the statements of approved payments, per the City's Purchasing Policy, for the period from June 02, 2016 through June 15, 2016. All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of city funds.

BUDGET IMPACT:

Accounts Payable	\$386,677.97
Insurance Payments	\$0.00
1 st of the Month	\$2,350.00
EFT Payments	\$906.30
Processing Fees	\$564.54
Payroll	\$54,652.92
TOTAL	\$445,151.73

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 \$445,151.73 of city funds to pay salaries and accounts.

ATTACHMENTS:

1. Accounts Payable
2. 1st of the Month
3. EFT Payments
4. Processing Fees
5. Payroll
6. Carquest Purchases
7. Lowe's Purchases
8. Price Chopper Purchases
9. Sam's Club Purchases

5/09/2016 9:01 AM
 PACKET: 05611 Regular Payments-05/09/2016
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

A / P CHECK REGISTER

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01081	Consolidated Public Water Supply District #1 I-Apr 2016	WWTP Water Service-SW	R	5/09/2016		48.30CR	035311	48.30
00036	Deffenbaugh Industries I-057177948585	WWTP Trash Hauling-SW	R	5/09/2016		29.71CR	035312	
	I-0724107-4858-5	WWTP Trash Service-SW	R	5/09/2016		29.71CR	035312	59.42

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	107.72	107.72
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	107.72	107.72

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

6/07/2016 11:10 AM
 PACKET: 05645 Regular Payments-06/07/2016
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

A / P CHECK REGISTER

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
01999	Absolute Comfort Technologies, Inc. I-2961-12263	Generator Repair-CIP	R	6/08/2016		6,698.77CR	035430
00625	Alan Schank I-6/3	Shelter Reservation Refund-AD	R	6/08/2016		50.00CR	035431
00620	City of Riverside, MO I-1	MOAM water rate cost share-AD	R	6/08/2016		10,000.00CR	035432
00378	Damon Pursell Const. I-196658 I-196853	Yard Waste Drop-Off-ST Yard Waste Drop-off-ST	R R	6/08/2016 6/08/2016		215.00CR 160.00CR	035433 035433
02175	eNet I-4593 I-4601 I-4603	May/June Server Back-Up-IT April IT Services-IT Phone Syst/Printer/GFI-IT	R R R	6/08/2016 6/08/2016 6/08/2016		354.00CR 2,082.50CR 1,374.91CR	035434 035434 035434
01016	FTC Equipment I-9387	Spirit Fountain Pump Repair-PK	R	6/08/2016		2,765.93CR	035435
02407	Gunter Construction Company I-Pay App #2B	Route 9 Downtown Markers-95	R	6/08/2016		4,360.45CR	035436
00055	H&H Septic Service, Inc. I-38629 I-38630	Repair to Riss Service Line-SW Repairs to SL Downtown-SW	R R	6/08/2016 6/08/2016		850.00CR 1,280.00CR	035437 035437
01830	IPMA-HR Greater KC Chapter I-6/6	Chapman IPMA-HR KC Member-AD	R	6/08/2016		175.00CR	035438
02312	Janice Davis I-05252016	Contract Admin Assistant-PW	R	6/08/2016		136.50CR	035439
02443	Julius Kaaz I-Pay App #1	Curb/Sidewalk Program-TP	R	6/08/2016		41,040.00CR	035440
01483	Missouri Department of Revenue I-49866	Monthly Sales Tax Report-AD	R	6/08/2016		35.00CR	035441
02442	Nancy Gower I-6/3	Shelter Reservation Refund-AD	R	6/08/2016		60.00CR	035442

6/07/2016 11:10 AM

A / P CHECK REGISTER

PACKET: 05645 Regular Payments-06/07/2016

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
01272	Olsson Associates I-253157	Hazard Mitigate Grant Assis-PW	R	6/08/2016		908.43CR	035443
02374	Platte County Regional Sewer District I-2016-002	Sewer Collection-SW	R	6/08/2016		3,961.43CR	035444
00218	Platte County Sheriff's D I-Apr-16	Prisoner Boarding-CT	R	6/08/2016		853.59CR	035445
01967	The Waldinger Corporation I-5621598-2	HVAC Maintenance Call-AD	R	6/08/2016		261.00CR	035446
02071	TranSystems Corporation I-INV-0002968400	Route 9 Entryway-95	R	6/08/2016		1,888.41CR	035447
02181	Zerger & Mauer LLP I-552	NID Judicial Forclosures-AD	R	6/08/2016		221.47CR	035448

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	19	0.00	79,732.39	79,732.39
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:	19	0.00	79,732.39	79,732.39

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05647 Regular Payments-06/07/2016

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02407	Gunter Construction Company							
	I-Pay App 5	Route 9 Entryway-95	R	6/08/2016		36,894.60CR	035449	36,894.60

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	36,894.60	36,894.60
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	36,894.60	36,894.60

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05647 Regular Payments-06/07/2016

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02407	Gunter Construction Company							
	I-Pay App 5	Route 9 Entryway-95	R	6/08/2016		36,894.60	CR 035449	36,894.60

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	36,894.60	36,894.60
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	36,894.60	36,894.60

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05651 Federal Withholdings - 6/10/16

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 201606104158	Federal Withholding	D	6/10/2016		8,092.13CR	000000	
	I-T3 201606104158	FICA W/H	D	6/10/2016		9,188.48CR	000000	
	I-T4 201606104158	Medicare W/H	D	6/10/2016		2,148.88CR	000000	19,429.49

* * 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	19,429.49	19,429.49
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	19,429.49	19,429.49

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05657 Regular Payments-06/15/2016

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00123	Sam's Club I-06/08/2016 Stmt	06/08/2016 Stmt	D	6/21/2016		206.93CR	000000	206.93
00314	Pitney Bowes-Purchase Power I-June 2016	Postage	D	6/21/2016		400.00CR	000000	400.00
01614	KCPL I-Due 06/14/2016 I-Due 06/15/2016 I-Due 06/17/2016 I-Due 06/20/2016	Electric Due 06/14/2016 Electric Due 06/15/2016 Electric Due 06/03/2016 Electric Due 06/20/2016	D D D D	6/21/2016 6/21/2016 6/21/2016 6/21/2016		326.08CR 4,856.66CR 20,041.84CR 127.27CR	000000 000000 000000 000000	25,351.85
01849	Fleet Services - Police I-45679482	Police Fuel-PD	D	6/21/2016		1,942.74CR	000000	1,942.74
01850	Fleet Services - General Account I-45640698	City Fuel	D	6/21/2016		1,144.18CR	000000	1,144.18
00002	A & M Printing I-57484 I-57486	Dog Park Closed Signs-PK Electronics Recycle Poster-ST	R R	6/22/2016 6/22/2016		5.40CR 73.00CR	035453 035453	78.40
00016	Above & Beyond I-14368	Depot Fountain-PK	R	6/22/2016		92.85CR	035454	92.85
00004	ADH Hitch & Truck Access I-110981	Entry Sign Tree Planting-PK	R	6/22/2016		93.50CR	035455	93.50
00934	Allen's Water Service I-141	Maintenance Shop Water-ST	R	6/22/2016		200.00CR	035456	200.00
02336	Alysen Abel I-Exp Rpt 6/13/2016	Reimburse Spr '16 MPA Class-PW	R	6/22/2016		500.00CR	035457	500.00
00738	Barbour Concrete I-55716	Mill St Drain Rep Conc Slab-TP	R	6/22/2016		350.00CR	035458	350.00
00343	Barry Road Tire & Service I-153012 I-153158	Patrol Car Tires-PD Patrol Car Tires-PD	R R	6/22/2016 6/22/2016		437.60CR 71.12CR	035459 035459	508.72
00012	Carquest Auto Parts Store I-05/31/2016 Stmt	05/31/2016 Stmt	R	6/22/2016		150.45CR	035460	150.45

PACKET: 05657 Regular Payments-06/15/2016

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02340	Cintas First Aid & Safety I-9009735647	First Aid Kit Restock-ST	R	6/22/2016		109.21CR	035461	109.21
00977	Curious Eye Productions I-032-016	April CEP Hours/Meeting Vid-PI	R	6/22/2016		1,000.00CR	035462	1,000.00
00378	Damon Pursell Const. I-197064	Yard Waste Drop-Off-ST	R	6/22/2016		84.00CR	035463	84.00
02065	Data Technologies, Inc. I-06/06/2016	ACH Software Agreement-SW	R	6/22/2016		875.00CR	035464	875.00
00156	Dave's Foreign Car Repair LLC I-134,227 I-134215	V606 Belts & Cooling-PD V600 Alternator/Brakes-PD	R R	6/22/2016 6/22/2016		273.74CR 292.50CR	035465 035465	566.24
01762	Eagle Elevator Corp. I-0616069	Quarterly Maintenance-AD	R	6/22/2016		110.00CR	035466	110.00
01181	Four Star Electric I-57486	Electric Pedastal Repair-PK	R	6/22/2016		85.00CR	035467	85.00
02168	Gail Gene Derr I-865952	Old PV Cemetary Mow-AD	R	6/22/2016		690.00CR	035468	690.00
00052	Glen's Automotive Service Center, Inc I-95940 I-96157	Light Tower Repair-ST 2008 Truck Brake Repair-TP	R R	6/22/2016 6/22/2016		179.44CR 571.50CR	035469 035469	750.94
02447	Graybar I-984815292	McKeen Utility Cover-PK	R	6/22/2016		83.67CR	035470	83.67
00055	H&H Septic Service, Inc. I-38483C	Clean Storm Sewer Pipe-TP	R	6/22/2016		812.50CR	035471	812.50
02131	Heritage Tractor, Inc. I-1607133	997 Arm Repair-PK	R	6/22/2016		188.70CR	035472	188.70
02448	Hi-G Excavating LLC I-06102016	PLP Wetland Mowing-PK	R	6/22/2016		1,650.00CR	035473	1,650.00
00494	Holliday Sand & Gravel Co I-199893	Playground Sand-PK	R	6/22/2016		38.16CR	035474	38.16

PACKET: 05657 Regular Payments-06/15/2016

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01349	K & R's GT Muffler & Brake LLC I-15164	'03 Brake Repair-PK	R	6/22/2016		244.76CR	035475	244.76
02021	KAT Nurseries I-7880 I-7898 I-9784 I-9859 I-KWON 8868	Crabapple Trees-PK Flowers-PK Topsoil-PK Topsoil-PK Mulch-PK	R	6/22/2016		568.50CR 148.60CR 140.00CR 140.00CR 84.00CR	035476 035476 035476 035476 035476	1,081.10
00716	KC Metro Crime Commission I-Contract 2016	TIPS Hotline Ann Contract-PD	R	6/22/2016		500.00CR	035477	500.00
01896	KC Wireless Inc I-48163 I-48164	Install DVM-800 Vid System-CIP Install DVM-800 Vid System-CIP	R	6/22/2016		160.00CR 160.00CR	035478 035478	320.00
01888	Kevin Chrisman I-Exp Rpt 06/03/2016	Chrisman Exp Rpt-PD	R	6/22/2016		16.00CR	035479	16.00
01133	Lakeside Nature Center I-01/20/2016	Wildlife Program for Camp-NS	R	6/22/2016		130.00CR	035480	130.00
01235	Landmark Newspaper, The I-23580 I-23584	Zoning Code/Sub Reg Updates-CD CUP Public Hearing Notice-CD	R	6/22/2016		115.54CR 41.85CR	035481 035481	157.39
00524	Lynn Peavey Company I-319009	Evidence Supplies/Equipment-PD	R	6/22/2016		319.05CR	035482	319.05
00232	Martin Marietta I-1361918 I-17690295	Rock for Storm Drain Mill-TP Trail Maintenance-PK	R	6/22/2016		50.40CR 17.01CR	035483 035483	67.41
00084	McConnell & Associates Co I-39774	Street Patching Tack Coat-TP	R	6/22/2016		106.92CR	035484	106.92
00942	McKeeever's Price Chopper I-06/09/2016 Stmt	06/09/2016 Stmt	R	6/22/2016		495.07CR	035485	495.07
02446	McLoughlin & Eardley Group, Inc I-0201757-IN	Equip for New Patrol Car-CIP	R	6/22/2016		965.08CR	035486	965.08

PACKET: 05657 Regular Payments-06/15/2016

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHCK AMOUNT
02228	Metro Rolloff Container Services LLC							
	I-4208	Recycle/HHW Trash Contain-ST	R	6/22/2016		600.00CR	035487	
	I-4314	ROW Trash 76th Street-TP	R	6/22/2016		75.00CR	035487	675.00
00880	Mid-America Pump							
	I-48263	National PS Maintenance-SW	R	6/22/2016		565.00CR	035488	565.00
01879	Midwest Public Risk							
	I-PL20160501.46	16/17 Prop & Liabile Coverage	R	6/22/2016		90,509.65CR	035489	
	I-WC20160501.60	16/17 Worker's Comp Insure	R	6/22/2016		67,689.48CR	035489	158,199.13
00088	Miller's Heritage Landscape							
	I-19767	Irrigation Service-PK	R	6/22/2016		45.00CR	035490	45.00
00159	Missouri American Water							
	I-Due 06/24/2016	Water Due 06/24/2016	R	6/22/2016		150.43CR	035491	150.43
01483	Missouri Department of Revenue							
	I-50170	May 2016 Sales Tax Report-AD	R	6/22/2016		35.00CR	035492	35.00
02357	Occupational Medicine Mosaic Life Care							
	I-22888	Pre-employment Drug Screens	R	6/22/2016		108.00CR	035493	
	I-23104	Pre-employment Drug Screen-PW	R	6/22/2016		36.00CR	035493	144.00
01362	Patricia Harris							
	I-06/09/2016	Harris Day Camp Last Lunch-NS	R	6/22/2016		124.66CR	035494	124.66
02271	Payless Office Products, Inc.							
	I-2737487-0	5 Boxes Copy Paper-AD	R	6/22/2016		147.50CR	035495	147.50
02243	Pest Management Supply							
	I-174621	Mosquito Deterrent-PK	R	6/22/2016		102.80CR	035496	
	I-ORD0174622	Mosquito Spray-ST	R	6/22/2016		259.96CR	035496	362.76
02001	Peterson Heating and Cooling, Inc.							
	I-4014	Trane Diagnostic Evaluation-PK	R	6/22/2016		105.00CR	035497	105.00
00107	Platte Rental & Supply							
	I-27284	Weed Eater Parts-PK	R	6/22/2016		63.59CR	035498	
	I-27295	Chainsaw Wrench-PK	R	6/22/2016		99.47CR	035498	
	I-27754	Tiller Rental-PK	R	6/22/2016		97.00CR	035498	260.06

PACKET: 05657 Regular Payments-06/15/2016

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02444	Raceday Timing Solutions I-6/13/2016	Damage Deposit Refund-AD	R	6/22/2016		500.00CR	035499	500.00
00114	Rampart Security, Inc. I-S 852	Security Sys Batt Replace-TP	R	6/22/2016		35.00CR	035500	35.00
02445	Richard Kaiser I-919035002	Kaiser Sewer Refund-SW	R	6/22/2016		11.18CR	035501	11.18
01390	Riss Lake Homes Association I-Junw 2016	GP Transfer June 2016-SW	R	6/22/2016		25,069.22CR	035502	25,069.22
00154	T-Ray Specialties Inc. I-28166	Restroom Supplies-PK	R	6/22/2016		331.65CR	035503	
	I-28365	Trash Bags-PK	R	6/22/2016		359.02CR	035503	
	I-28387	Toilet Paper/Paper Towels-PK	R	6/22/2016		197.28CR	035503	887.95
01967	The Waldinger Corporation I-5630475	HVAC Repair-AD	R	6/22/2016		373.00CR	035504	373.00
00838	The Work Zone, Inc. I-42178	Park Signs-PK	R	6/22/2016		838.00CR	035505	838.00
01546	Thoroughbred Ford I-23403	2013 Truck Moulding-TP	R	6/22/2016		99.22CR	035506	99.22
02180	Timothy Blakeslee I-Exp Rpt 06/08/2016	BOA Meeting Food-AD	R	6/22/2016		20.00CR	035507	20.00
02317	UMB Bank, N.A. I-143896	June HSA Fees	R	6/22/2016		22.50CR	035508	22.50
01083	UMB Bank, N.A. I-06/25/2016	2004C Bond Payment-SW	R	6/22/2016		14,745.37CR	035509	14,745.37
02409	UniFirst Corporation I-2260438030	Mat Rental/Cleaning-AD	R	6/22/2016		54.40CR	035510	54.40
01573	Urban Tree Specialists I-11834	Storm Damage Tree Removal-PK	R	6/22/2016		290.00CR	035511	
	I-11835	Storm Damage Tree Removals-PK	R	6/22/2016		995.00CR	035511	
	I-12007	WWTP Tree Removal-SW	R	6/22/2016		2,475.00CR	035511	3,760.00

PACKET: 05657 Regular Payments-06/15/2016

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00150	Vance Bros Inc							
	I-477456	Asphalt for Street Patching-TP	R	6/22/2016		159.00CR	035512	
	I-478268	Asphalt for Street Patching-TP	R	6/22/2016		181.50CR	035512	340.50
00401	Welds Supply Inc							
	I-104623	Grinding Wheel-PK	R	6/22/2016		13.76CR	035513	13.76

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	61	0.00	221,003.76	221,003.76
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	0.00	29,045.70	29,045.70
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:	66	0.00	250,049.46	250,049.46

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

6/15/2016 2:28 PM

A / P CHECK REGISTER

PACKET: 05659 Regular Payments-06/15/2016
VENDOR SET: 01
BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02057	Lowe's Accounts Receivable							
	I-Stmt 06/02/2016	Stmt 06/02/2016	D	6/21/2016		419.97CR	000000	419.97
02436	Bonnie Buckmaster							
	I-Exp Rpt 06/14/2016	Buckmaster Expense Report-PW	R	6/22/2016		44.34CR	035514	44.34

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	44.34	44.34
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	419.97	419.97
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	464.31	464.31

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

6/15/2016 1:27 PM
 PACKET: 05656 July 1st of Months
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

A / P CHECK REGISTER

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00519	Friends of Parkville Animal Shelter I-0716-Animal Co	Animal Control-AD	R	6/22/2016		500.00CR	035450	500.00
00577	Sarah E Recker, Law Offic I-0716-Pub Defen	Public Defender	R	6/22/2016		600.00CR	035451	600.00
01407	Witt, Hicklin & Snider PC I-0716-Prosecuto	City Proccescutor-CT	R	6/22/2016		1,250.00CR	035452	1,250.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	2,350.00	2,350.00
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	2,350.00	2,350.00

6/15/2016 1:59 PM
 PACKET: 05543 Direct Payables EFT 06/15
 VENDOR SET: 01 City Vendors
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Direct Item EFT Register

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====							
01-02201	ICMA Retirement Coproration						
I-0716-Retiremen	7/01/2016	AP	Lauren Palmer Retirement DUE: 7/01/2016 DISC: 7/01/2016 Lauren Palmer Retirement	554.00	1099: N 10 501.01-22-00	Retirement	554.00
I-ICM201605264157	5/27/2016	AP	457 DEF COMP DUE: 5/27/2016 DISC: 5/27/2016 457 DEF COMP	166.15	1099: N 10 501.01-22-00	Retirement	166.15
I-ICM201606104158	6/10/2016	AP	457 DEF COMP DUE: 6/10/2016 DISC: 6/10/2016 457 DEF COMP	166.15	1099: N 10 501.01-22-00	Retirement	166.15
=== VENDOR TOTALS ===				886.30			
=====							
01-02396	Melissa McChesney*						
I-0716-Allowance	7/01/2016	AP	Cell Phone Allowance DUE: 7/01/2016 DISC: 7/01/2016 Cell Phone Allowance	10.00	1099: N 10 501.03-05-00	Mobile Phones &	10.00
=== VENDOR TOTALS ===				10.00			
=====							
01-01729	Toni Rizutti*						
I-0716-Reimburse	7/01/2016	AP	Cell Phone Reimbursement DUE: 7/01/2016 DISC: 7/01/2016 Cell Phone Reimbursement	10.00	1099: N 10 510.03-05-00	Mobile Phone &	10.00
=== VENDOR TOTALS ===				10.00			
=== PACKET TOTALS ===				906.30			

Accounts:	1	Sewer	Total
Monthly Fees:	\$264.43	\$300.11	\$564.54
\$ Collected on CC:	\$5,961.50	\$10,732.14	\$16,693.64

6/15/2016 3:20 PM
 VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 6/07/2016 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00012	Carquest Auto Parts Store							
I-05/31/2016 Stmt	05/31/2016 Stmt	R	6/22/2016			035460		
10 505.06-21-00	Vehicle Repair & Maintenance		Battery Replacment V	101.83				
40 520.06-21-00	Vehicle & Equipment Maintenanc		Grease/Oil Filter-TP	37.60				
10 525.05-21-00	Equipment & Handtools		Flex Tool/Tire Brush	11.02				150.45

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	150.45	0.00	150.45
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 505.06-21-00	Vehicle Repair & Maintenance	101.83
10 525.05-21-00	Equipment & Handtools	11.02
	*** FUND TOTAL ***	112.85
40 520.06-21-00	Vehicle & Equipment Maintenanc	37.60
	*** FUND TOTAL ***	37.60

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	150.45	0.00	150.45
BANK: AP	TOTALS:		1	150.45	0.00	150.45
REPORT TOTALS:			1	150.45	0.00	150.45

6/15/2016 3:22 PM
 VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 5/30/2016 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02057	Lowe's Accounts Receivable							
	I-Stmt 06/02/2016							
	10 535.06-05-03	Trail Maintenance	D 6/21/2016			000000		
	10 535.07-51-00	Mosquito & Weed Control	Work Day Supplies-NS	69.26				
	10 525.05-21-00	Equipment & Handtools	Paint Supplies-NS	41.57				
	10 525.06-13-00	Spirit Fountain	Tools-PK	169.67				
			Lightbulbs/Plants-PK	139.47				419.97

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	419.97	0.00	419.97
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 525.05-21-00	Equipment & Handtools	169.67
10 525.06-13-00	Spirit Fountain	139.47
10 535.06-05-03	Trail Maintenance	69.26
10 535.07-51-00	Mosquito & Weed Control	41.57
	*** FUND TOTAL ***	419.97

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	419.97	0.00	419.97
BANK: AP	TOTALS:		1	419.97	0.00	419.97
REPORT TOTALS:			1	419.97	0.00	419.97

6/15/2016 3:23 PM
 VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 5/30/2016 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00942	McKeever's Price Chopper							
I-06/09/2016 Stmt	06/09/2016 Stmt	R	6/22/2016			035485		
10 520.05-21-00	Handtools			32.61				
10 501.09-21-00	Misc-Other			399.90				
10 525.05-41-01	Restroom Supplies			18.77				
10 520.07-43-02	HHW Collection Event			27.53				
10 20070	Vol. Employee Fund W/H			16.26				495.07

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	495.07	0.00	495.07
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 20070	Vol. Employee Fund W/H	16.26
10 501.09-21-00	Misc-Other	399.90
10 520.05-21-00	Handtools	32.61
10 520.07-43-02	HHW Collection Event	27.53
10 525.05-41-01	Restroom Supplies	18.77
	*** FUND TOTAL ***	495.07

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	495.07	0.00	495.07
BANK: AP	TOTALS:		1	495.07	0.00	495.07
REPORT TOTALS:			1	495.07	0.00	495.07

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00123	Sam's Club							
I-06/08/2016 Stmt	06/08/2016 Stmt	D	6/21/2016			000000		
10 520.07-43-00	Spring/Fall Cleanup			18.25				
10 501.09-20-02	Exec Session Meeting Supplies			188.68				206.93
00123	Sam's Club							
I-05/17/16	Food/Supplies Volunteer Rec-AD	V	6/08/2016			035419		188.68
00123	Sam's Club							
M-CHECK	Sam's Club	VOIDED	V 6/08/2016			035419		188.68CR

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	188.68	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	206.93	0.00	206.93
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	1 VOID DEBITS	0.00		
	VOID CREDITS	188.68CR		
		188.68CR	0.00	

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 501.09-20-02	Exec Session Meeting Supplies	188.68
10 520.07-43-00	Spring/Fall Cleanup	18.25
	*** FUND TOTAL ***	206.93

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			2	206.93	0.00	206.93
BANK: AP	TOTALS:		2	206.93	0.00	206.93
REPORT TOTALS:			2	206.93	0.00	206.93

CITY OF PARKVILLE

Policy Report

Date: June 10, 2016

PREPARED BY:

Matthew Chapman
Finance/Human Resources Director

REVIEWED BY:

Lauren Palmer
City Administrator

ISSUE:

Adopt an ordinance to repeal and replace Ordinance No. 2830 to amend the salary schedule to add a part-time position of code enforcement officer and a full-time position of financial analyst.

BACKGROUND:

On December 1, 2015, the Board of Aldermen approved Resolution No. 12-01-15 to adopt the revised City of Parkville Personnel Manual. Section C-2 of the Personnel Manual delegates authority to the city administrator, "to hire, discipline, and terminate all subordinate employees of the City of Parkville." On December 15, 2015, the Board of Aldermen approved Ordinance No. 2830 to classify all employee positions and establish compensation for such classifications. Hiring decisions by the city administrator are limited to the positions and salary ranges that are budgeted and adopted in the salary schedule.

The full-time department assistant within the Community Development Department recently resigned. In addition to administrative support functions, this position had responsibilities for code enforcement duties within the job description. After consulting with subordinate staff and human resources, the community development director recommends reclassifying this position into two part-time positions: a department assistant and a code enforcement officer. The department assistant would assume the administrative support functions for the department including serving as the secretary for the Planning and Zoning Commission. The code enforcement officer would be exclusively dedicated to identifying, recording, tracking, and citing nuisance violations related primarily to property maintenance, signage, and zoning. Staff determined it is advantageous to have an employee exclusively focused on code enforcement since that position requires considerable time outside of the office. The hope is to recruit a candidate with International Code Council (ICC) certification, or the ability to obtain certification in a reasonable period. Both positions would be advertised for 25 hours per week, which results in an additional 10 hours per week of service over the existing 40 hours per week full-time position. As the position of code enforcement officer does not currently exist in the City of Parkville's Salary Schedule, an amendment to Ordinance No. 2830 is required.

With the impending retirement of Steve Berg after nearly 36 years of service to the City, staff recommends replacing the part-time treasurer position with a full-time financial analyst position. Workload has increased substantially in the Finance Department, particularly with new and expanded duties related to human resources, sewer utility billing, special assessments, and routine growth in the city's finances. Mr. Berg is unique in that he is only available for part-time work, but staff determined that a second full-time department position is warranted. Full-time work is also most likely to recruit qualified candidates.

Mr. Berg's retirement announcement prompted an evaluation of department duties to determine the best structure for meeting all department responsibilities. The financial analyst will retain some of the duties of the treasurer position and inherit some duties from the finance/human resources director position. Other duties currently assigned to the treasurer will now be handled

by the finance director. As the position of financial analyst does not currently exist in the City of Parkville's Salary Schedule, an update to Ordinance No. 2830 is required.

The position of city treasurer is defined in state statute for fourth class cities and Chapter 130 of the Parkville Municipal Code. Staff consulted with other communities and the city attorney and determined that the city does not have to designate that job title as long as someone on staff is assigned the powers and duties. Upon Mr. Berg's retirement, staff will recommend that the finance/human resources director be assigned the responsibility to perform, or designate and oversee, the powers and duties of city treasurer. The city did something similar to assign the powers and duties of the city collector.

BUDGET IMPACT:

The total annual budget in 2016 for salary and benefits for the full-time department assistant position is \$41,200. The starting annual salary expense for the part-time department assistant position is \$17,745, and the starting salary for the part-time code enforcement officer is proposed at \$22,464 based on regional comparative data. Because both positions would be part-time, no city-sponsored benefits would be offered. The change is anticipated to be budget neutral with a small contingency in case a salary offer above the minimum of the range is warranted based on experience and qualifications. Starting annual salary for the financial analyst is recommended at \$45,000, and a prorated portion was included in the 2016 Budget.

ALTERNATIVES:

1. Adopt an ordinance to add the part-time position of code enforcement officer and the full-time position of financial analyst to the 2016 Salary Schedule.
2. Adopt the ordinance to amend the salary schedule subject to changes requested by the Board of Aldermen.
3. Reject adopt the ordinance to add the part-time position of Codes Enforcement Officer and full-time position of Financial Analyst to the 2016 Salary Schedule
4. Provide alternative direction to staff.
5. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the adoption of an ordinance to repeal and replace Ordinance No. 2830 to add the part-time position of code enforcement officer and full-time position of financial analyst to the 2016 Salary Schedule.

POLICY:

Section B-3 of the City of Parkville's Personnel Manual requires the Board of Aldermen to adopt a pay plan with minimum and maximum amounts for each classification. The salary for any new, promoted or transferred employee shall be determined by the city administrator in consultation with the human resources director and department head of the employee within the approved salary ranges of the position. The Board of Aldermen Rules of Order state that the first and second readings of an ordinance may be considered at the same meeting for a time sensitive matter. This action is considered time sensitive since staff is ready to advertise for both positions.

SUGGESTED MOTION:

I move to approve Bill No. 2879, an ordinance repealing and replacing Ordinance No. 2830 to add a part-time position of code enforcement officer and a full-time position of financial analyst to the salary schedule, on first reading.

I move to approve Bill No. 2879 on second reading by title only to become Ordinance No. ____.

ITEM 5A
For 06-21-16
Board of Aldermen Meeting

ATTACHMENTS:

1. Proposed Ordinance
2. Ordinance No. 2830 – Current Salary Schedule
3. Job Description – Code Enforcement Officer
4. Job Description – Financial Analyst

AN ORDINANCE CLASSIFYING ALL EMPLOYEE POSITIONS AND ESTABLISHING COMPENSATION FOR SUCH CLASSIFICATIONS

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

SECTION 1. The following pay ranges are established for permanent full-time city employees. All classifications followed by (E) are exempt under the Fair Labor Standards Act (FLSA):

Classification	Department	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Laborer	Public Works	\$27,040	\$35,582	\$13.00	\$17.11
Billing Clerk	Admin/Sewer	\$27,102	\$35,644	\$13.03	\$17.14
Department Assistant	Admin/Various	\$27,560	\$39,728	\$13.25	\$19.10
Skilled Laborer	Public Works	\$30,814	\$42,550	\$14.81	\$20.46
Court Clerk	Municipal Court	\$34,000	\$45,298	\$16.35	\$21.78
Assistant to the City Administrator	Administration	\$35,000	\$47,121	\$16.83	\$22.65
Crew Leader	Public Works	\$36,424	\$53,418	\$17.51	\$25.68
Officer	Police	\$37,000	\$49,157	\$17.79	\$23.63
Building Inspector	Community Development	\$38,323	\$55,731	\$18.42	\$26.79
Detective	Police	\$38,965	\$52,674	\$18.73	\$25.32
Superintendent	Public Works	\$42,888	\$55,065	\$20.62	\$26.47
Sergeant	Police	\$42,906	\$55,147	\$20.63	\$26.51
Financial Analyst	Administration	\$45,000	\$64,400	\$21.63	\$30.96
Building Official	Community Development	\$46,721	\$65,249	\$22.46	\$31.37
City Clerk (E)	Administration	\$50,440	\$65,500	\$24.25	\$31.49
Operations Director (E)	Public Works	\$50,440	\$70,038	\$24.25	\$33.67
Captain (E)	Police	\$52,100	\$72,540	\$25.05	\$34.88
Finance/Human Resources Director (E)	Administration	\$54,400	\$73,440	\$26.15	\$35.31
Community Development Director (E)	Community Development	\$62,834	\$82,600	\$30.21	\$39.71
Public Works Director (E)	Public Works	\$68,882	\$84,675	\$33.12	\$40.71
Chief (E)	Police	\$70,977	\$87,234	\$34.12	\$41.94

SECTION 2. The following pay plan is established for temporary and part-time positions:

Classification	Department	Hourly	
		Minimum	Maximum
Intern	Various	\$10.00	\$15.00
Planner	Community Development	\$12.00	\$15.00
Receptionist	Administration	\$12.65	\$18.17
Seasonal Laborer	Public Works	\$13.00	\$15.00
Department Assistant	Various	\$13.25	\$19.10
Administrative Court Clerk	Municipal Court	\$13.50	\$19.53
Code Enforcement Officer	Community Development	\$17.28	\$24.11

Classification	Department	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
City Treasurer	Administration	\$20,904.00	\$33,288	\$20.10	\$32.01

SECTION 3. The current pay plan is based on a salary survey of comparable positions (when available) for the following peer communities: Fairway, Kansas; Gardner, Kansas; Grain Valley, Missouri; Gladstone, Missouri; Harrisonville, Missouri; Kearney, Missouri; North Kansas City, MO; Merriam, Kansas; Mission Hills, Kansas; Platte City, Missouri; Pleasant Hill, Missouri; Raymore, Missouri; Riverside, Missouri; Roeland Park, Kansas; Smithville, Missouri; Spring Hill, Kansas; and Sugar Creek, Missouri. Salary survey data were collected from the Mid-America Regional Council (MARC) Compensation Survey System (CSS).

SECTION 4. All employees shall normally receive a rate of pay no less than the minimum of the pay grade and no higher than the maximum of the pay grade.

SECTION 5. The following annual salaries are established for elected and appointed officials:

Mayor	\$14,400
Alderman	\$5,400
Municipal Judge	\$18,000
City Administrator	such amount as established by the Board of Aldermen through a contract between the City and the City Administrator

SECTION 6. The 2016 Salary Schedule for current employees is attached hereto and hereby incorporated by reference. The 2016 Salary Schedule includes a 2% cost-of-living adjustment and a 1% merit raise for eligible employees in accordance with Section 2.G. of the Parkville Personnel Manual (Resolution No. 12-02-13). Employees who have reached the maximum of their salary ranges will be eligible for a one-time bonus equal to the approved cost-of-living adjustment pending receipt of a satisfactory performance review.

SECTION 7. All provisions of ordinances and resolutions in conflict with this ordinance relative to the classification and compensation of employees of the City of Parkville, Missouri, including Ordinance No. 2830, are hereby repealed.

SECTION 8. This ordinance shall take effect on June 22, 2016.

PASSED and APPROVED this 21st day of June 2016.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

2016 City of Parkville Salary Schedule

Last Name	Title	Department	Hourly Rate	Annual Salary
Abel	Public Works Director	Public Works	\$36.40	\$75,705
Barnard	Superintendent	PW Parks	\$24.85	\$51,679
Berg	City Treasurer	Administration	\$31.99	\$33,269
Blair	Construction Inspector	Public Works	\$24.72	Hourly
Blakeslee	Assistant to the City Administrator	Administration	\$17.93	\$40,295
Buckmaster	Department Assistant	Public Works	\$14.00	Hourly
Burch	Officer	Police	\$18.32	\$38,110
Cassell	Officer	Police	\$18.91	\$39,342
Chapman	Human Resources/Finance Director	Administration	\$27.67	\$57,555
Chrisman	Chief	Police	\$40.92	\$85,116
Crook	Billing Clerk	Admin/Sewer	\$13.29	\$27,647
Eckerle	Administrative Court Clerk	Court	\$14.89	Hourly
Fetters	Officer	Police	\$18.23	\$37,925
Gault	Building Inspector	Community Development	\$22.91	\$47,647
Gee	Officer	Police	\$19.78	\$41,149
Giarratana	Building Official	Community Development	\$28.43	\$59,140
Hauth	Receptionist	Administration	\$13.03	Hourly
Heckadon	Officer	Police	\$19.19	\$39,906
Hubbell	Detective	Police	\$23.18	\$48,215
Johnson	Skilled Laborer	PW Streets	\$19.13	\$39,974
Jordan	Captain	Police	\$29.93	\$61,000
Lachky	Community Development Director	Community Development	\$31.67	\$65,875
Liberty	Department Assistant	Police	\$20.17	\$41,958
Lovell	Skilled Laborer	PW Streets	\$18.07	\$37,584
McChesney	City Clerk	Administration	\$24.25	\$50,440
Pence	Officer	Police	\$18.91	\$39,342
Phelan	Laborer	PW Parks	\$13.13	\$27,308
Pils	Laborer	PW Streets	\$12.59	\$27,248
Rich	Officer	Police	\$17.88	\$37,185
Rizzuti	Court Clerk	Court	\$16.84	\$35,020
Schank	Operations Director	PW Streets	\$31.83	\$67,216
Shadid	Sergeant	Police	\$22.32	\$46,426
Soendker	Della	Administration	\$13.00	Hourly
Sollars	Officer	Police	\$18.32	\$38,110
Spring	Officer	Police	\$19.38	\$40,303
Stone	Sergeant	Police	\$22.32	\$46,426
Tomlin	Officer	Police	\$20.19	\$44,104
Whitby	Laborer	PW Streets	\$13.39	\$27,851
White	Skilled Laborer	PW Streets	\$19.13	\$39,794
Zimmerman	Laborer	PW Parks	\$13.00	\$27,040

AN ORDINANCE CLASSIFYING ALL EMPLOYEE POSITIONS AND ESTABLISHING COMPENSATION FOR SUCH CLASSIFICATIONS

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

SECTION 1. The following pay ranges are established for permanent full-time city employees. All classifications followed by (E) are exempt under the Fair Labor Standards Act (FLSA):

Classification	Department	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Laborer	Public Works	\$27,040	\$35,582	\$13.00	\$17.11
Billing Clerk	Admin/Sewer	\$27,102	\$35,644	\$13.03	\$17.14
Department Assistant	Admin/Various	\$27,560	\$39,728	\$13.25	\$19.10
Skilled Laborer	Public Works	\$30,814	\$42,550	\$14.81	\$20.46
Court Clerk	Municipal Court	\$34,000	\$45,298	\$16.35	\$21.78
Assistant to the City Administrator	Administration	\$35,000	\$47,121	\$16.83	\$22.65
Crew Leader	Public Works	\$36,424	\$53,418	\$17.51	\$25.68
Officer	Police	\$37,000	\$49,157	\$17.79	\$23.63
Building Inspector	Community Development	\$38,323	\$55,731	\$18.42	\$26.79
Detective	Police	\$38,965	\$52,674	\$18.73	\$25.32
Superintendent	Public Works	\$42,888	\$55,065	\$20.62	\$26.47
Sergeant	Police	\$42,906	\$55,147	\$20.63	\$26.51
Financial Analyst	Administration	\$45,000	\$64,400	\$21.63	\$30.96
Building Official	Community Development	\$46,721	\$65,249	\$22.46	\$31.37
City Clerk (E)	Administration	\$50,440	\$65,500	\$24.25	\$31.49
Operations Director (E)	Public Works	\$50,440	\$70,038	\$24.25	\$33.67
Captain (E)	Police	\$52,100	\$72,540	\$25.05	\$34.88
Finance/Human Resources Director (E)	Administration	\$54,400	\$73,440	\$26.15	\$35.31
Community Development Director (E)	Community Development	\$62,834	\$82,600	\$30.21	\$39.71
Public Works Director (E)	Public Works	\$68,882	\$84,675	\$33.12	\$40.71
Chief (E)	Police	\$70,977	\$87,234	\$34.12	\$41.94

SECTION 2. The following pay plan is established for temporary and part-time positions:

Classification	Department	Hourly	
		Minimum	Maximum
Intern	Various	\$10.00	\$15.00
Planner	Community Development	\$12.00	\$15.00
Receptionist	Administration	\$12.65	\$18.17
Seasonal Laborer	Public Works	\$13.00	\$15.00
Department Assistant	Various	\$13.25	\$19.10
Administrative Court Clerk	Municipal Court	\$13.50	\$19.53

Classification	Department	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
City Treasurer	Administration	\$20,904.00	\$33,288	\$20.10	\$32.01

SECTION 3. The current pay plan is based on a salary survey of comparable positions (when available) for the following peer communities: Fairway, Kansas; Gardner, Kansas; Grain Valley, Missouri; Gladstone, Missouri; Harrisonville, Missouri; Kearney, Missouri; North Kansas City, MO; Merriam, Kansas; Mission Hills, Kansas; Platte City, Missouri; Pleasant Hill, Missouri; Raymore, Missouri; Riverside, Missouri; Roeland Park, Kansas; Smithville, Missouri; Spring Hill, Kansas; and Sugar Creek, Missouri. Salary survey data were collected from the Mid-America Regional Council (MARC) Compensation Survey System (CSS).

SECTION 4. All employees shall normally receive a rate of pay no less than the minimum of the pay grade and no higher than the maximum of the pay grade.

SECTION 5. The following annual salaries are established for elected and appointed officials:

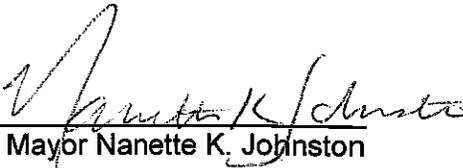
Mayor	\$14,400
Alderman	\$5,400
Municipal Judge	\$18,000
City Administrator	such amount as established by the Board of Aldermen through a contract between the City and the City Administrator

SECTION 6. The 2016 Salary Schedule for current employees is attached hereto and hereby incorporated by reference. The 2016 Salary Schedule includes a 2% cost-of-living adjustment and a 1% merit raise for eligible employees in accordance with Section 2.G. of the Parkville Personnel Manual (Resolution No. 12-02-13). Employees who have reached the maximum of their salary ranges will be eligible for a one-time bonus equal to the approved cost-of-living adjustment pending receipt of a satisfactory performance review.

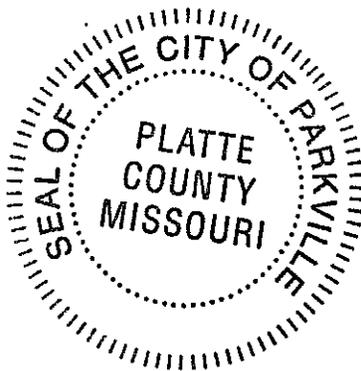
SECTION 7. All provisions of ordinances and resolutions in conflict with this ordinance relative to the classification and compensation of employees of the City of Parkville, Missouri are hereby repealed.

SECTION 8. This ordinance shall take effect on January 1, 2016.

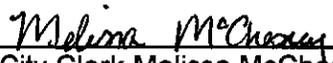
PASSED and APPROVED this 15th day of December 2015.



Mayor Nanette K. Johnston



ATTESTED:



City Clerk Melissa McChesney

2016 City of Parkville Salary Schedule

Last Name	Title	Department	Hourly Rate	Annual Salary
Abel	Public Works Director	Public Works	\$36.40	\$75,705
Barnard	Superintendent	PW Parks	\$24.85	\$51,679
Berg	City Treasurer	Administration	\$31.99	\$33,269
Blair	Construction Inspector	Public Works	\$24.72	Hourly
Blakeslee	Assistant to the City Administrator	Administration	\$17.93	\$37,295
Burch	Officer	Police	\$18.32	\$38,110
Cassell	Officer	Police	\$18.91	\$39,342
Chapman	Human Resources/Finance Director	Administration	\$27.67	\$57,555
Chrisman	Chief	Police	\$40.92	\$85,116
Coleman	Receptionist	Administration	\$13.03	Hourly
Crook	Billing Clerk	Admin/Sewer	\$13.29	\$27,647
Davis	Department Assistant	Public Works	\$13.65	Hourly
Eckerle	Administrative Court Clerk	Court	\$14.89	Hourly
Fetters	Officer	Police	\$18.23	\$37,925
Gault	Building Inspector	Community Development	\$22.91	\$47,647
Gee	Officer	Police	\$19.78	\$41,149
Giarratana	Building Official	Community Development	\$28.43	\$59,140
Hauth	Receptionist	Administration	\$13.03	Hourly
Heckadon	Officer	Police	\$19.19	\$39,906
Hubbell	Detective	Police	\$23.18	\$48,215
Johnson	Skilled Laborer	PW Streets	\$18.78	\$39,794
Jordan	Captain	Police	\$29.93	\$62,250
Liberty	Department Assistant	Police	\$20.17	\$41,958
Lovell	Skilled Laborer	PW Streets	\$18.07	\$37,584
McChesney	City Clerk	Administration	\$24.25	\$50,440
Pence	Officer	Police	\$18.91	\$39,342
Phelan	Laborer	PW Parks	\$13.13	\$27,308
Pils	Laborer	PW Streets	\$12.59	\$26,195
Rich	Officer	Police	\$17.88	\$37,185
Rizzuti	Court Clerk	Court	\$16.84	\$35,020
Schank	Operations Director	PW Streets	\$31.83	\$67,216
Shadid	Sergeant	Police	\$22.32	\$46,426
Sollars	Officer	Police	\$18.32	\$38,110
Spring	Officer	Police	\$19.38	\$40,303
Stone	Sergeant	Police	\$22.32	\$46,926
Tomlin	Officer	Police	\$20.19	\$42,004
Whitby	Laborer	PW Streets	\$13.39	\$27,851
White	Skilled Laborer	PW Streets	\$19.13	\$39,794

CITY OF PARKVILLE JOB DESCRIPTION

Code Enforcement Officer

Title: Code Enforcement Officer

Department: Community Development
Department

Supervisor: Community Development Director

FLSA Status: Part-time, Non-Exempt

Salary Range: \$17.28-\$24.11 per hour

Schedule: 24 hours per week scheduled between 8:00 am – 5:00 pm, Monday – Friday, with hours outside these times as needed. Must be available to attend evening Municipal Court meetings as needed

This description represents a body of work typically performed in this position, but does not necessarily represent all of the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of main duties: The Code Enforcement Officer serves as the primary customer service contact for zoning, subdivision and property maintenance code complaints and enforcement. The Code Enforcement Officer will routinely inspect properties within the City for code compliance, respond to code complaints, and take necessary actions to enforce the City's zoning, subdivision and property maintenance codes. The Code Enforcement Officer, with support of other department staff, will follow all applicable policies, laws and restrictions, adequately document violations, notify appropriate parties, issue and/or post notices and orders, set reasonable deadlines and conditions for compliance, inspect properties following those deadlines, prepare summaries, evidence, and statements of probable cause, work with city staff, the police department, court staff, prosecutor, the municipal judge and others, and all other duties as necessary to enforce the City's zoning, subdivision and property maintenance codes. The Code Enforcement Officer, with the support of the Building Official, Community Development Director and other department staff, shall help promote code compliance through the City webpage, social media, periodic updates to the Board of Aldermen, and coordination with partner jurisdictions and entities, neighborhood and business associations, and others. The Code Enforcement Officer will maintain related official records and will complete other duties as assigned.

Minimum Qualifications: The Code Enforcement Officer shall have a high school diploma, or equivalent, with experience in Microsoft Word, Excel and Outlook and ability to type at least 40 words per minute. Some college or a college degree and prior experience with code enforcement are preferred. Certification credentials by the International Code Council (ICC), American Association of Code Enforcement (ACE), or any other approved organization as a Code Enforcement Officer is strongly preferred. If applicant does not possess desired certification credentials at time of hire, ability to obtain certification credentials through ICC, ACE or other approved organization as a Code Enforcement Officer within one year of hiring is required. The Code Enforcement Officer must possess a valid driver's license.

Essential Job Functions:

1. File and maintain electronic and printed records. (daily)
2. Communicate progress with the Community Development Director. (daily)

3. Attend Municipal Court meetings and testify regarding code cases (as needed)
4. Research topics and issues and prepare summaries as directed. (as needed)
5. Assist with drafting staff reports, policy reports, ordinances, minutes and other department reports. (as needed)
6. Respond to questions and complaints regarding zoning, subdivision and property maintenance code violations. (as received)
7. Inspect properties throughout the City for zoning, subdivision and property maintenance code violations. (on a regular schedule covering all properties within the City at least once annually)
8. Inspect all streets and highways within the City for temporary sign violations and document and remove those signs as appropriate. (weekly)
9. Inspect properties where violations are found or reported. (as needed)
10. Document found or reported violations. (as needed)
11. Research and notify property owners, building owners, business owners, tenants, agents and other associated parties as appropriate as to the violation, required mitigation and conditions, orders, deadlines, and consequences. (as needed)
12. Post, mail, publish required notices of violations as required. (as needed)
13. Re-inspect violations to determine compliance and document the same. (as needed)
14. Prepared subsequent notices, orders, statements of probable cause, evidence, and summaries as necessary to enforce the codes. (as needed)
15. Work with city staff, the police department, court staff, prosecutor, the municipal judge and others as necessary to enforce the codes. (as needed)
16. Coordinate with other staff to promote code compliance through the City webpage, social media, newsletters, updates to the Director, and coordination with partner jurisdictions and entities, neighborhood and business associations, and others (routinely)
17. Assist the Community Development Director and department staff in reviewing the zoning, subdivision and property maintenance codes and identifying needed clarification, modification or changes as necessary to properly enforce these codes (as needed)
18. Maintain electronic and printed records of best available information, markings, photographs, evidence and other records as necessary to adequately demonstrate compliance and address disputes (as needed)
19. Attend and participate in department, City and outside training and education as necessary to obtain and maintain the skills necessary to perform essential job duties (as approved)
20. Perform other related duties as assigned (as needed)

Primary Responsibilities:

- Communicate effectively with the Community Development Director, department employees, prosecuting attorney, municipal court staff and members of the public.
- Perform inspections as necessary to enforce the City's zoning, subdivision and property maintenance codes.
- Respond to inquiries, complaints and requests in an objective, fair and impartial manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings, and issue notices of violations, statements of probable cause and other communications as necessary for code enforcement.
- Maintain complex logs, records and files.
- Work with the police, municipal court staff, city prosecutor, and other city staff as necessary to prosecute and mitigation code violations.
- Perform related work and special assignments at the direction of the Director.

Required Knowledge, Skills and Abilities:

- Ability to quickly read, comprehend and apply City codes and regulations to ensure compliance.
- Ability to self-motivate and work independently, as necessary.
- Ability to follow and complete written and verbal assignments and to report updates as appropriate; including preparing clear and concise reports.
- Ability to make oral presentations and testify in Municipal Court.
- Ability to be fair and impartial.
- Strong writing and communication skills. Ability to produce grammatically correct and factual written reports, records and correspondence.
- Skill in time management and organization; must have excellent and prompt follow through on public code complaints.
- Skill in researching, analyzing and interpreting written material, maps, drawings, photographs, codes, ordinances, regulations and other similar materials related to zoning, nuisance abatement, and health and safety issues.
- Knowledge of pertinent codes, ordinances, laws and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Knowledge of procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Knowledge of legal actions applicable to code enforcement compliance.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness with the public, department employees and other City officials.
- Ability to multi-task and perform with evolving priorities.
- Physical and technical ability to safely operate a motor vehicle, and other equipment requirement to perform the job duties.

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls. A city vehicle is utilized routinely in the job and some duties are required to be performed outside the office, exposing the employee to weather, in some cases including inclement weather conditions.

Employee Signature/Date

Supervisor Signature/Date

City Administrator Signature/Date

Finance/HR Director Signature/Date

CITY OF PARKVILLE JOB DESCRIPTION
Financial Analyst

Title: Financial Analyst

Department: Administration

Supervisor: Finance/Human Resources Director

FLSA Status: Full-time, Non-Exempt

Pay Grade: \$45,000-\$64,400

Schedule: 8:00 a.m. – 5:00 p.m., Monday - Friday, with additional hours as needed, especially during peak work periods (i.e. annual audit, budget)

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of main duties: Under the supervision of the Finance/Human Resources Director, the Financial Analyst shall assist with delivering financial services to the city including accounting, budgeting, revenue forecasting, debt management, and financial reporting and analysis. The Financial Analyst prepares budget projections for revenues and all debt issues as part of the budget process, and also calculates and proposes the tax levy for the following year. The Financial Analyst has primary responsibilities for bank accounts, city investments, and debt management. The Financial Analyst produces appropriate distributions for sales tax, tax increment financing (TIF), and property tax revenue. The Financial Analyst produces financial and other reports as required. The Financial Analyst prepares and submits Federal tax deposits and State and Federal quarterly reports, and reconciles them with year end W-2 and W-3 filings.

Minimum Qualifications: The Financial Analyst shall be a graduate of an accredited university or college, having a degree in finance, accounting, mathematics or a similar field, or comparable employment experience. A minimum of two years experience in municipal accounting or public finance is preferred, including experience working with an accounting software package.

Essential Job Functions:

1. Keep and maintain original bank statements. (monthly)
2. Verify and approve all bond and bond fee payments. (as needed)
3. Perform the financial operations of the City using an established central accounting system with commonly accepted governmental accounting principles. (daily)
4. Calculate and initiate all Federal Tax deposits, and maintain year-to-date accuracy of those deposits. (semi-weekly)
5. Prepare and submit Federal 941 and State Wage quarterly reports. (quarterly)
6. Calculate distributions of various taxes collected by state and county authorities for distribution into correct revenue categories for the City. This applies specifically to sales and TIF taxes and property taxes. (monthly)
7. Update the accounting system as needed. (monthly)

8. Prepare reports regarding sales tax and TIF receipts, the semi-annual financial report and the annual TIF report to the State. Assists in the preparation of the monthly financial report. (monthly)
9. Assist in the budget process by preparing revenue projections for the coming year. Also prepare the budgets for each of the City debt issues, and calculate any related tax levies. (annually)
10. Calculate and prepares tax property tax levy proposals based on the assessed valuation and the State Auditor's pro-forma calculations under state law. (annually)
11. Calculate and distribute sales tax and TIF revenues to appropriate City funds. Track sales tax receipts and assist with compliance enforcement of sales tax remissions to State. (as needed)
12. Assist with audit process by supplying auditor with information as requested. (as needed)
13. Oversee the City restricted funds, including the TIF, debt service, and Fewson Project Funds. (as needed)
14. Manage the city's investments in accordance with any applicable statutory or locally adopted investment policies. (as needed)
15. Research for special projects. (as needed)
16. Analyze and find solutions for problems and errors that arise in the accounting system. (as needed)
17. Track and properly assign all special assessments and report the same in a timely manner to the county collector in accordance with adopted agreements. (annually, or as needed as property is subdivided)
18. Prepare and enter journal entries (as needed). Track revenue and compare current revenue with previous years so that revenue trends can be recognized, and revenue projections made. (as needed)
19. Prepare the semi-annual financial report, suitable for publication. (bi-annually)
20. Assist with set up and maintenance of bonds and debt instruments. (as needed)
21. Perform miscellaneous duties as needed or assigned by the City Administrator or Finance/Human Resources Director. (as needed)

Primary Responsibilities:

A. Money Handling:

1. Arrange for all City funds to be held in City bank accounts so as to be available to cover expenditures of the City.
2. Project cash flow needs so that time deposits will be available when needed.
3. Verify each month that all savings account balances agree with accounting system balances. Locate and correct errors when they occur.
4. Assign interest earnings to appropriate accounts and funds. Pro-rate interest earnings between funds, when required.
5. Maintain pledged securities at banks with balances exceeding Federal Deposit Insurance Corporation (FDIC) insurance.
6. Keep bank statement originals and verify bank account balances and activity.
7. The Financial Analyst does NOT normally physically handle cash or checks.

B. Payroll:

1. Prepare and execute the electronic payroll tax payments twice each month.

2. Prepare and submit quarterly IRS reports and Missouri wage reports.
3. Reconcile quarterly reports to the year-end W-3 reports.

C. Budgeting:

1. Prepare revenue projections for the following year for the purpose of budgeting the revenue for the coming year.
2. Provide and calculates all amounts needed to set the annual budgets for each of the debt issues to which the City is subject.

Required Knowledge, Skills and Abilities:

- Principals and practices of municipal finance, fund accounting, and their application using a sophisticated governmental accounting software package.
- Knowledge of accounting practices and financial policies.
- Knowledge of financial and investment management practices appropriate for municipalities
- Good math skills as may be related to accounting practices.
- Strong knowledge and aptitude in Microsoft Excel
- Strong analytical and problem-solving skills relating to mathematical and accounting problems.
- Knowledge of research methods, techniques, and report preparation and presentation.
- Ability to prepare complex financial reports in a timely and accurate manner.
- Ability to maintain complex records and extensive data sets, and prepare related reports.
- Budget preparation and presentation skills.
- Ability to perform assigned duties within broad parameters defined by general organizational policies and accepted practices with limited direct oversight. End results determine effectiveness of job performance.
- Position has significant fiscal oversight and responsibility.
- Ability to prepare effective written documentation and reports.
- Ability to research and comprehend legal issues that relate to City finances.
- Ability to multi-task and perform with evolving priorities.
- Ability to work either independently or as a team player, as needed.

Work Environment and Equipment Utilized: Standard office equipment and Microsoft Office software is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

Employee Signature/Date

Supervisor Signature/Date

City Administrator Signature/Date

CITY OF PARKVILLE

Policy Report

Date: June 16, 2016

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Stephen Lachky
Community Development Director

ISSUE:

Approve the release of requests for proposals (RFPs) for development of properties within the Brush Creek Drainage and Brink Meyer Road Neighborhood Improvement Districts (NID).

BACKGROUND:

In 2014, permanent financing was obtained for the expenses incurred for the Brush Creek Drainage and Brink Meyer Road Neighborhood Improvement Districts (NIDs), with the first payments due for each on March 1, 2015. The NIDs involve ten tracts containing a total of 337.77 acres located at the intersection of 45 Highway and Interstate 435 (see Attachment 1). Parcels within each tract are subject to annual NID assessments. All parcels are subject to the Brush Creek NID assessments and one (Tract 9) is also subject to the Brink Meyer Road NID assessments. NID debt represents a limited general obligation of the City. The City is obligated to pay any bond debt service which is not paid through the assessments. However, the City may not raise taxes (without voter consent) for that purpose, thus the limited nature of the obligation.

After two years, the city has collected approximately 64% of assessments for the Brush Creek NID, but has not received assessments for the Brink Meyer NID. As of December 2015, two properties were delinquent on all NID assessments: Tract 1 and Tract 9. On August 18, 2015, the Board, by a vote of 6-0, authorized legal counsel to execute and file one or more petitions for judicial foreclosure in Platte County Circuit Court against both owners.

1st Petition – 45 Park Place, LLC (Peoples Bank)

State statute provides that the, “entire remaining assessment may become due and payable and may be recoverable in such foreclosure proceeding at the option of the governing body.” The Board opted to accelerate all the assessment payments in the foreclosure petition for 45 Park Place. The owner declined to respond to the petition, and on February 5, 2016, the court awarded a default judgment to the City. On May 24, 2016, a sheriff’s sale was held and the city took deed to the property for a credit bid (no cash exchange) of \$10,000. All past and future assessments were cleared in the foreclosure process, so the City will not have to make future assessment payments. However, the City still carries the limited general obligation debt and must find alternative means to satisfy its annual payments. The total amount of the accelerated assessments is \$5,750,284 (\$1,356,169 for the Brush Creek NID and \$4,394,115 for the Brink Meyer NID). This amount is based on the assumption that the City will exercise the seven-year call provision on the bonds, thereby eliminating future interest costs.

2nd Petition – Grounded Properties, LLC (Bank of Blue Valley)

The Board directed staff to petition for only the current delinquent assessment (2014 payment) for Tract 1 owned by Grounded Properties, LLC. Bank of Blue Valley offered to settle the foreclosure action by conveying the property directly to the City through a Deed-in-Lieu agreement. The agreement excludes Lot 5 of Tract 1 (just south of Tract 3) since the bank

recently redeemed the delinquent assessments for that parcel (approximately \$5,000). Staff is working with the bank to revise and confirm the legal description for the property to be conveyed. The bank asked for a final opportunity for legal review, and on June 15, 2016, the President & CEO stated the document could be executed within a week.

Over the last three years there have been numerous discussions with property owners, commercial brokers, and interested developers about these properties. There is strong interest in pad sites for various types of office and light industrial uses, particularly on the southwest corner of the intersection. Unfortunately, it has been difficult to find a developer partner to manage the development of the site. Developers have been reluctant to expend funds on design and engineering to prepare concepts when the land is not assembled.

Tract 9 on the southeast corner of the intersection is arguably the most developable piece of property. It is zoned for multi-family residential and has the best terrain and access to utilities to service the property. However, this tract also carried the highest assessment burden (approximately \$5,000 per acre per year) because it is within both the Brush Creek and Brink Meyer NIDs. Resolving the judicial foreclosure is a game-changer for this property. The city is now able to market the property as "assessment free" which will likely generate renewed interest from developers.

Staff worked closely with the city's legal counsel, financial advisor, bond counsel, Parkville Economic Development Council, and Platte County Economic Development Council to determine the best course of action to spur development in this area. The top recommendation was to file judicial foreclosure to accelerate the process that would otherwise be handled through the county's regular tax sale. Now that the city controls two significant pieces of land, it is appropriate to issue a development request for proposals (RFP) to solicit and evaluate interest from developers. This is a very common approach that municipalities use to find partnerships for developing city property, especially when public incentives are offered. On September 15, 2015, the Board approved Resolution No. 09-04-15 to express its intent to use economic development incentives to promote development in the NIDs.

Staff crafted two development RFPs: one for the 45 Park Place property on Tract 9 on the southeast corner of the intersection and one for the properties west of I-435. The latter RFP is being issued in cooperation with Bank of Blue Valley since the bank still controls much of the property on the west side. Staff sees value in a comprehensive development plan for this area and believes the site will be more appealing to developers if all of the undeveloped land is available. The bank agreed to state pre-negotiated sale prices for each of its properties to streamline the process and ensure predictability for proposers.

In general, responses to either RFP must include the developer's statement of interest, qualifications, experience, financial capability, development concept, land purchase price, and request for public incentives. Proposals will be evaluated on the following criteria: (1) developer qualifications, experience, and creative vision; (2) quality of development plan and compatibility with development objectives; (3) developer financial capabilities and the ability to successfully execute a project from concept to completion and ongoing operation. The RFP states that the city's top development objective is to promote development that ensures adequate revenues to support future debt payments. Secondary objectives include compatibility with the Parkville Master Plan and sensitivity to the area as a community gateway.

The schedule involves a 90-day response period that is necessary to give developers adequate time to prepare concepts and, if needed, recruit project partners. During this time, staff will hold pre-proposal conferences for both RFPs in order to answer initial questions from prospective developers. Proposals are due in mid-September. Staff and Mayor Johnston recommend

appointing two selection committees to review proposals and interview short-listed finalists. Ideally in November, the selection committee will make a recommendation to the Board of Aldermen on a preferred developer, development concept, and a non-binding letter of intent to authorize future negotiations. A development agreement would be negotiated and presented to the Board of Aldermen after the first of the 2017 year. The development agreement would outline the project schedule and tie any incentives to performance milestones.

BUDGET IMPACT:

There is no direct budget impact associated with this action. There will be minor printing and administrative costs associated with the RFP process that can be absorbed within the administration operating budget. Any development and incentive costs requested in proposals will be subject to future negotiations and action by the Board of Aldermen.

ALTERNATIVES:

1. Authorize staff to release the development RFPs as proposed and appoint selection committees as proposed to review responses and recommend a preferred developer to the Board of Aldermen.
2. Authorize staff to release the development RFPs as proposed and/or appoint the selection committees subject to changes requested by the Board of Aldermen.
3. Do not authorize the release of the RFPs and provide alternative direction to staff.
4. Postpone the item.

POLICY:

Staff does not ordinarily seek Board approval to release RFPs or bids, but rather waits to present responses with a recommendation to make a purchase or contract for services. In this case, Board action is requested to signal concurrence with the approach to formally solicit development proposals and offer public incentives. Board action is also needed to appoint the selection committees.

STAFF RECOMMENDATION:

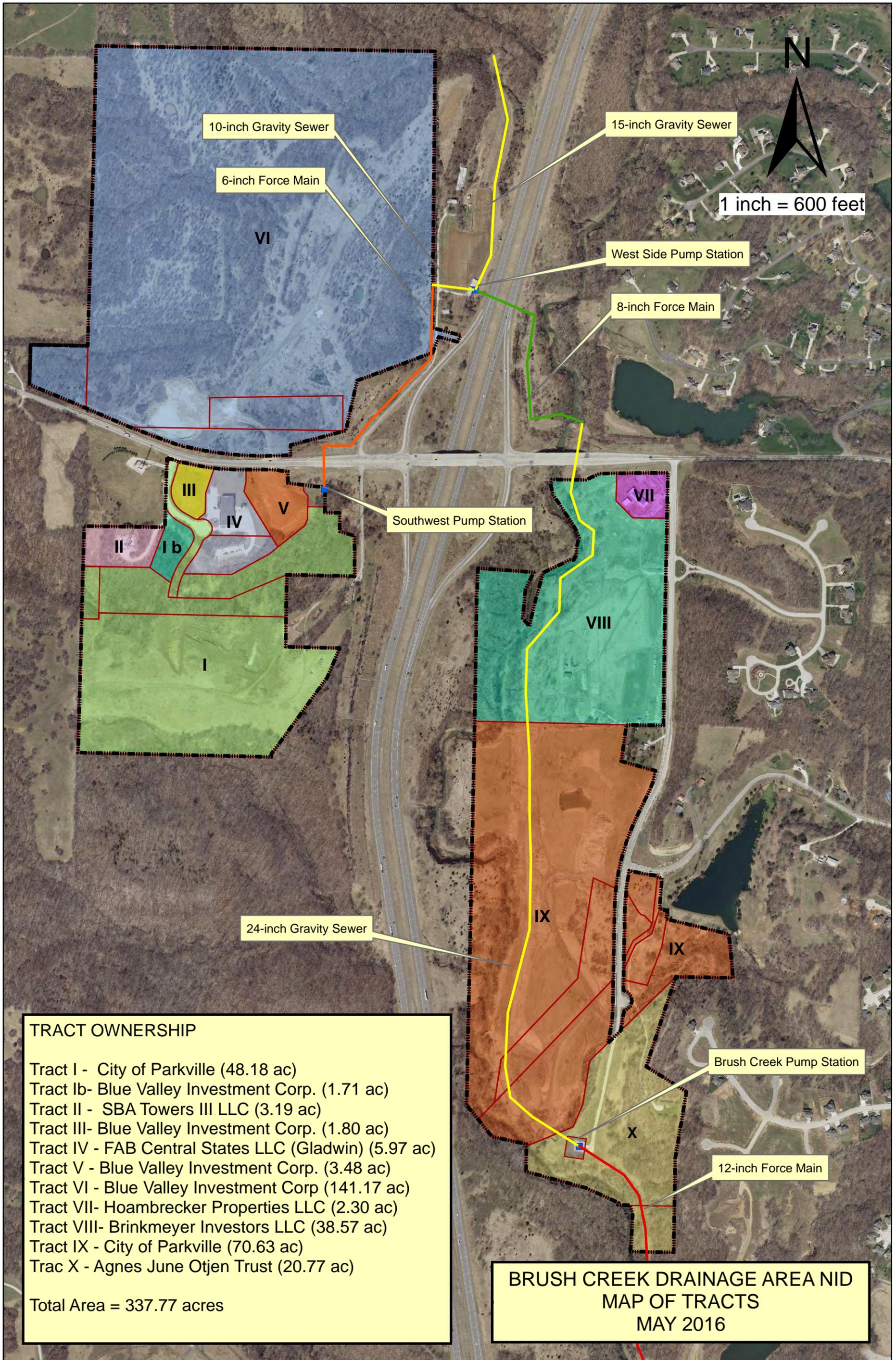
Staff recommends that the Board authorize the release of development RFPs as proposed and appoint selection committees as proposed to review responses and recommend a preferred developer to the Board of Aldermen.

SUGGESTED MOTION:

I move to authorize staff to release the development RFPs as proposed and appoint selection committees as proposed to review responses and recommend a preferred developer to the Board of Aldermen.

ATTACHMENTS:

1. Brush Creek NID Map
 2. 45 Park Place Development RFP (attachments available upon request)
 3. West of I-435 Development RFP (attachments available upon request)
 4. Proposed Selection Committees
-



TRACT OWNERSHIP

- Tract I - City of Parkville (48.18 ac)
- Tract Ib- Blue Valley Investment Corp. (1.71 ac)
- Tract II - SBA Towers III LLC (3.19 ac)
- Tract III- Blue Valley Investment Corp. (1.80 ac)
- Tract IV - FAB Central States LLC (Gladwin) (5.97 ac)
- Tract V - Blue Valley Investment Corp. (3.48 ac)
- Tract VI - Blue Valley Investment Corp (141.17 ac)
- Tract VII- Hoambrecker Properties LLC (2.30 ac)
- Tract VIII- Brinkmeyer Investors LLC (38.57 ac)
- Tract IX - City of Parkville (70.63 ac)
- Trac X - Agnes June Otjen Trust (20.77 ac)

Total Area = 337.77 acres

**BRUSH CREEK DRAINAGE AREA NID
MAP OF TRACTS
MAY 2016**



Request for Proposals: Development of 45 Park Place in Parkville, Missouri

1. INTRODUCTION

The City of Parkville, Missouri (“City”) is a fourth-class city located in the southern portion of Platte County, Missouri along the Missouri River. The population of Parkville is 6,296 based on the 2015 census population estimate. Parkville is home to Park University, Parkville Commons, English Landing Park, the National Golf Club, Riss Lake, and the historic downtown Main Street area. The City of Parkville has 40 permanent employees supplemented by various contracted, seasonal, and intern employees. The City offers a full range of municipal services including street maintenance, public parks, sewer utility, community development, police, and municipal court. The 2016 City Budget and most recent audit are available online: <http://parkvillemo.gov/financialdocuments/>.

The RFP is being issued in cooperation with the Parkville Economic Development Council (PEDC). PEDC is a not-for-profit 501(c)6 organization with a mission to help maintain and enhance the valued quality of life of Parkville by encouraging and coordinating responsible economic activity and community improvement. The Board of Directors is comprised of community investors representing business, utilities, higher education, and local government.

2. PROJECT OVERVIEW

The City is soliciting through this Request for Proposals (“RFP”) a qualified developer or development team (“Developer”) to design, construct, finance, own, and manage a development on an approximately 73 acre parcel owned by the City (“Project Area”). The City intends to convey the Project Area to a private partner but is not simply disposing of a piece of publicly owned property. Rather, the goal is to encourage development that will be an asset to the Interstate 435 and Route 45 corridor and the west side of Parkville by meeting the objectives outlined in the RFP. Interested parties, having the creative vision, demonstrated experience, and financial capability to plan, develop, and manage projects of the type and scope as described in this RFP are encouraged to reply.

3. LOCAL AND REGIONAL MARKET CHARACTERISTICS

Parkville is located in the southern portion of Platte County, approximately 20 miles north of downtown Kansas City, Missouri. The Project Area is ideally located near the southeast intersection of two major arterial highways – Interstate 435 and Route 45, approximately 12 miles from downtown Parkville and 9 miles north of the Village West development in Kansas City, Kansas. Although the current population in Parkville is relatively small, the region is growing at a rate that meets or exceeds the national average. There are approximately 11.2 million residents within a four-hour drive of Parkville, which includes large metropolitan areas such as Omaha, Des Moines, Wichita, and St. Louis. In addition, Parkville is conveniently located within 13 miles of Kansas City International Airport.

Parkville is a growing suburban community that benefits from convenient access to Downtown Kansas City, Missouri; several employment centers; and a wide array of retail, dining, entertainment and cultural options. The median household income in Parkville is \$113,652 and is among the highest in the Kansas City Metropolitan Statistical Area (MSA). Over 96% of Parkville residents are high school graduates, and 61% of residents have a bachelor’s degree or higher. The median housing value is \$335,500. In 2015, the Kansas City Business Journal listed Parkville as the 4th most affluent city in the Kansas City metropolitan area, based on a 12-part formula that

analyzed per capita income, size/value of homes, and more. Many professional and personal service firms are located within the City due to close proximity to executive housing, convenient regional access via Interstates 29, 435 and 635, and the presence of Park University. From 2003 through 2007, taxable retail sales for the City of Parkville grew by nearly 80 percent, reaching \$90 million. Sales tax receipts to the City's General Fund grew by 19% from 2012 to 2015, and taxable retail sales are now approximately \$97 million per year.

4. PROJECT AREA BACKGROUND AND HISTORY

The Project Area was originally part of a broader development concept for approximately 340 acres encompassing three quadrants of the interchange at I-435 and Route 45 (see Attachment 1 – Brush Creek Drainage NID Map). In 2006, the City of Parkville responded to petitions and began the process to create two Neighborhood Improvement Districts (NIDs) in accordance with Sections 67.453 – 67.465 RSMo. The NIDs were undertaken for a public sewer and a road project. Due to a variety of factors, including the recent economic recession, private development has not occurred according to the original schedule and vision. The majority of properties are now owned or controlled by banks or the City of Parkville. The City issued 20-year general obligation bonds for both NIDs in 2014 with the first debt payments due in 2015.

1. Limited General Obligation Bonds – Brush Creek Drainage Neighborhood Improvement District – Series 2014A - \$5,375,000. The Brush Creek Drainage NID extended sewer utilities to all three quadrants.
2. Limited General Obligation Bonds – Brink Meyer Road Neighborhood Improvement District – Series 2014B - \$3,675,000. The Brink Meyer Road NID financed the extension of Brink Myers Road and a related retaining wall to serve the southeast quadrant of the intersection.

The debt is backed by special assessments collected on properties within the NIDs. The NIDs include ten tracts of approximately 340 acres of developable land on three quadrants of the intersection of Interstate 435 and Highway 45. Three of the ten tracts are already developed. All tracts are within the corporate city limits of Parkville and the Brush Creek Drainage NID. The Project Area is generally identified as Tract 9 within the larger development area (see Attachment 2 – Map of Tracts 9 and 10). Only Tract 9 is within the boundaries of both the Brink Meyer Road NID and the Brush Creek Drainage NID.

In 2014, the City partnered with the Parkville EDC to complete a Market Feasibility & Economic Impact Analysis for a Sports Complex and/or Commercial Development in the Project Area. The study concluded that there is strong regional demand for recreational sports facilities, but that the site could not support a competitive tournament facility that would serve as an economic attraction. The highest and best alternative use was reported as multi-family residential with supporting neighborhood commercial services. The report includes a market, economic, and fiscal analysis to support the conclusions.

Due to delinquent assessments, the City filed a petition for judicial foreclosure against the Project Area in December 2015. The City subsequently took ownership of the Project Area following a sheriff's sale on May 24, 2016. **All past, current and future NID assessments due within the Project Area were "cleared" as part of the judicial foreclosure process.** Although the property is now marketed as entirely assessment-free, the City still carries exposure of approximately \$7.2 million in principal and interest over the 20-year life of the NID bonds, as referenced above. This amount would be reduced to approximately \$6 million if the City was able to take advantage of an optional early redemption as soon as 2022. The City seeks a development partnership to offset the debt exposure through a combination of property sale proceeds and new economic activity. The City is realistic about the significant debt burden; the Board of Aldermen is on record as supporting public incentives to spur development in this area (see Attachment 3 – Incentives Resolution).

The Project Area is currently zoned "R-4" Multiple-Family Residential District with a Community Unit Plan (CUP) overlay (see Attachment 4 – Zoning Map and Attachment 5 – Land Use Map). In general, the district provides for medium-density, multiple-family residence and is usable for construction of garden-type apartments in appropriate

locations. Single-family dwelling units are also permitted in the district. The Project Area was previously approved for approximately 500 residential units with a mix of apartments, townhomes, condominiums, and single-family homes (see Attachments 6 and 7 for previously approved plans).

The City will entertain an application for rezoning, or amendment to the existing CUP, for other uses compatible with the development objectives outlined herein. The City prides itself on having an efficient and responsive development application process; staff will make every reasonable effort to streamline application and plan reviews in order to accelerate the process.

The Project Area is adjacent to Brush Creek and setbacks apply to minimize flooding and ensure stable creek banks (see Attachment 8 – FEMA Floodplain Map). Platte County desires to extend the Southern Platte Pass trail on Route 45 south along Brush Creek to eventually connect in with a Parkville “loop trail” along the Missouri River. Platte County has expressed willingness to discuss a public-private partnership to complete a mutually-beneficial multi-modal trail amenity. The trail could be located within the Brush Creek setbacks.

The site has convenient access to all major utilities:

- Sanitary Sewer – Platte County Regional Sewer District
- Water – Consolidated Public Water Supply District #1 of Platte County
- Electric – Kansas City Power & Light
- Gas – Spire Gas Company d/b/a Missouri Gas Energy

The City makes no warranties as to the environmental conditions on the site.

5. DEVELOPMENT OBJECTIVES

A Developer’s concept proposal for the site should demonstrate a vision that is consistent with and complementary to the development objectives as described here.

- A. The City’s primary objective is to promote development that ensures adequate revenues to support future debt payments for the Series 2014A and Series 2014B limited general obligation bonds. To that end, proposed projects should be compatible with and contribute to the economic vitality of western Parkville.
- B. The City’s secondary objective is to promote development in the Project Area that is compatible with the community’s vision and expectations. Projects should comply with the City’s adopted Parkville Master Plan, including but not limited to the following guiding principles:
 - a. Incorporates **sustainable** practices that balance stewardship of human, financial, and environmental resources for present and future generations.
 - b. Preserve and enhance Parkville’s small town **community character** through quality public spaces, building form, scale, placement, architectural design, and distinct features that reinforce the street as civic space.
 - c. Practices **environmental stewardship** by preserving open space, natural features, and stormwater management.
 - d. Maintains and preserves **civic and open spaces** to provide outdoor recreation, visual enjoyment, and to enhance public health and welfare. Integrate conversation areas, floodplains, green spaces, woodlands and parks as part of the built environment.
 - e. Promotes **integrated land use** through well-designed and interconnected uses; provides a range of quality housing choices.
 - f. Provide a balanced and interconnected **transportation** network that enhances connectivity, circulation and safety; incorporates transportation alternatives (bicycle, pedestrian); and minimizes any adverse traffic impact on the surrounding area.

Note: Developers are encouraged to review and consult the Parkville Master Plan for additional guidance related to specific development concepts.

- C. The Project Area is located adjacent to I-435 within the primary western entry into Parkville on Route 45. This location is envisioned as a “gateway” into Parkville from the west. Proposed

projects should be sensitive to the visibility of the area and make a welcoming statement for Parkville or include appropriate screening as needed.

6. PROPOSAL AND EVALUATION CRITERIA

A. Instructions to Applicants:

1. The response to this RFP should be delivered as follows: Seven (7) hard copies plus one (1) electronic PDF file version (on a CD or flash drive) shall be submitted to the address below in a sealed package clearly marked to the attention of Lauren Palmer and must be received at the address below by 5:00 PM Central Time on September 16, 2016.

Lauren Palmer
City Administrator
City of Parkville
8880 Clark Ave.
Parkville, MO 64152

2. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.
3. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.
4. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any Developer submitting a proposal.
5. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
6. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. If a Developer contends that any part of its proposal is proprietary or confidential and, therefore, is limited from disclosure under the Missouri Sunshine Law, the Developer must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the City. The City reserves the right to determine whether or not material deemed proprietary or confidential by the Developer is, in fact, protected under the Missouri Sunshine Law. The City will comply with requests for confidentiality to the extent allowed by law, but no guarantee of privacy or confidentiality is offered or implied.
7. Questions regarding the RFP should be directed, via email, to Lauren Palmer – lpalmer@parkvillemo.gov. Communication (other than through the process described herein) with the City, PEDC, the selection committee, or the general public relative to this project prior to the announcement of a selection is strictly prohibited.

B. Proposal Requirements and Evaluation Criteria

Proposals will be evaluated on the following criteria: (1) Developer qualifications, experience, and creative vision; (2) quality of development plan and compatibility with development objectives; (3) Developer financial capabilities and the ability to successfully execute a project from concept to completion and ongoing operation. The following are the contents that all proposals must include for the city to evaluate adherence to the selection criteria. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. Note: The sequence of the listing is not intended to reflect relative weight of each category.

1. Transmittal Letter: The transmittal letter should not exceed two pages and should contain:

- a. The name, title and contact information of the individual or individuals with authority to bind the Developer. This person should also sign the transmittal letter.
- b. The address and legal form of the Developer.
- c. A statement that if selected, the Developer will negotiate in good faith with the City.
- d. The transmittal letter must also include a statement that the Developer is not in arrears in the payment of any obligation due and owing to the State of Missouri, the City of Parkville, or Platte County, including tax payments and employee benefits, and that it shall not become so during the term of the agreement if selected.
- e. A statement that the proposal is valid for a minimum of 120 days from the date of submission.
- f. Developers must include a statement that the project will conform to all applicable federal, state and local laws and ordinances, and that the Developer accepts responsibility to ensure compliance with applicable federal, state, and local laws and regulations.

2. Statement of Qualifications:

The City seeks a Developer with solid experience and capability, proven through a record of delivering projects that reflect many, if not all of the development objectives outlined in the RFP. Developers should include in their submissions a summary that demonstrates the Developer understands the requirements of this RFP as well as a description of how the Developer proposes to integrate the physical, managerial and financial components required to ensure the success of its proposed development project.

3. Description of the Project Team

It is essential that the City fully understand the experience and capabilities of the Developer's Project Team. The Project Team is defined as the lead developer plus any other development partners and key team members such as architects, engineers, contractors, brokers, etc. who are critical for a complete and reliable response to this RFP (collectively, the "Project Team"). Provide complete information that explains the relationship among all team members and their respective roles and contributions. Provide a description of the Development Team organizational structure, identification of principals, and length of time in business. An organization chart would be an appropriate attachment. Proposal shall include a statement on the availability and commitment of the Developer and assigned professional who will undertake the project.

4. Qualifications and Experience

Provide a summary of the Project Team's experience with projects similar to the project being proposed for this Site. Highlight projects where members of the Project Team have previously collaborated. Projects included for reference should be described only once, and the description should include: project size - by total land and building area; project scope; location; development value; project length from inception to completion; roles of Project Team member(s) during project execution, and client references, including authorization to contact those references provided. For each reference, indicate the contact person's role in the completed project and the time period of his or her involvement. In addition, photos, site plans, and renderings of these projects would be helpful. While completed projects are preferred, relevant "in process" projects which are in the construction phase or later, may be included.

Resumes of all key Project Team members to be involved in the project are required and should include: relevant experience, details regarding the specific role proposed for the project, education, and professional licensing.

5. Project Plan

Developers are to submit a conceptual description of the proposed project that includes the intended uses for the proposed development for the Project Area and size of the uses. It is very important that the Developer describes how this project will meet the development objectives outlined herein. The narrative must include information regarding an approach to predevelopment activities, phasing, construction, marketing, lease-up, and operations. A general estimated time line for project implementation is to be included. This description of the proposed project should include a conceptual site plan. The City anticipates negotiating a development agreement with the preferred Developer that will require the Developer to submit additional materials and successfully complete the City's development application process.

6. Sale Price

Proposal will express an amount the Developer is willing to pay for the Project Area.

7. Incentives

Proposal will include a statement indicating whether the proposed development would be contingent upon any local or state government support or action other than review and approval of the development application (i.e. regulation changes, public infrastructure improvements, public funding-grants, loans, tax increment financing, special benefit/taxing districts, etc.).

If incentives are requested, the proposal must include a basic pro forma financial statement to outline the financial assumptions and projections of the development concept, including the funding gap to be bridged with public incentives.

8. Financial Capability

Developer must indicate that it has the financial capability for the proposed project to be developed. Proposals should describe the Developer's experience in obtaining private equity and debt for developments similar in scale to the project described in the proposal. Indicate the source(s) of both debt and equity financing for each referenced project the Developer listed to under Section 6.B.4. – Qualifications and Experience. Describe the Developer's commitment on a long-term basis and capability to provide capital for this project.

Although not required in response to this RFP, any Developer selected for an interview should be prepared to provide supporting financial documentation. The Developer and/or any development partner having an equity stake of 20% or greater in the business entity to be formed for this project, should be prepared to provide, upon request, current interim financial statements and audited annual financial statements for their respective firm's last three fiscal years. An appropriately authorized officer/managing member of each firm providing financial information should certify that their respective statements present an accurate representation of that firm's financial condition as of the date of the statements.

9. Disclosure

Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City. The Developer must describe the nature of any litigation, arbitrations, mediations, or controversy in which it is currently or recently involved.

7. PROPOSED PROCESS AND TIMELINE (subject to change)

- June 22, 2016 RFP issued and posted on the City of Parkville website.
- July 20, 2016 A non-mandatory pre-proposal conference will be held from 1:30 p.m. to 3:00 p.m. at City Hall (8880 Clark Ave.). Respondents are invited to ask questions of PEDC and City staff to learn more about Parkville and the Project Area.

- September 16, 2016 Receipt of proposals due by 5:00 PM Central Time.
- Sept. – Oct. 2016 A selection committee comprised of community officials will evaluate the proposals and select a short-listed group of finalists for interviews.

- October 2016 Short-listed Developers are interviewed (at City's option).
- October 2016 Preferred firm is notified of selection.
- November 2016 Board of Aldermen takes action on recommended Developer, development concept, and a non-binding letter of intent; authorizes staff to proceed with development agreement negotiations.

- Nov. – Dec. 2016 Development agreement negotiations.
- January 3, 2017 Recommendation to the Board of Aldermen on a final development agreement

8. CONCURRENT REQUESTS FOR PROPOSALS

The City concurrently released a separate Request for Proposals (RFP) for tracts on the west side of I-435 north and south of Route 45. These tracts were also part of the original development concept that included the Project Area, and a portion of Tract 1 is under the ownership of the City of Parkville. The City views these as distinct and separate development opportunities but, due to proximity, each may have development implications for the other. Developers are encouraged to respond to both or either RFPs made available at <http://parkvillemo.gov/community/bids-proposals/>.

9. CONDITIONS AND LIMITATIONS

By submitting a proposal in response to this RFP, the respondent expresses its intent to comply with the established timeline. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" Developer will require subjective judgments. The City reserves the right to request clarification of information provided in proposals as a response to this RFP without changing the terms of this RFP.

The City has the right, in its sole and absolute discretion, to reject any and all proposals received in response to this RFP and to cancel this RFP at any time, for any or no reason, prior to entering into any binding agreements. Responses to this RFP vest no legal or binding rights in the Developers nor does it or is it intended to impose any legally binding obligations upon the City, officials or employees of the City unless and until final legal binding agreements are negotiated and executed. This RFP does not commit the City to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the selected Developer and the City.

Any commitment made by the City will be subject to the appropriation of funds by the Board of Aldermen to carry out any such commitments and the execution of a contract acceptable to the City. The City will not be responsible for any costs incurred by the Developers or Project Team member related to any response to this RFP and will not reimburse any costs to the Developer or Project Team member.

Thank you in advance for your interest in the City of Parkville.

ATTACHMENTS

1. Brush Creek Drainage NID Map (Project Area is generally depicted as Tract IX)
2. Map of Tracts IX and X within Brush Creek Drainage NID

3. Resolution No. 09-04-15 – A Resolution of Intent to Use Economic Development Incentives to Promote Appropriate Development in the Brush Creek Drainage and Brink Meyer Road Neighborhood Improvement Districts
4. Zoning Map
5. Land Use Map
6. Approved Development Plan – 45 Park Place
7. Approved Community Unit Plan (2006)
8. FEMA Floodplain Map
9. Existing Gas Service

OTHER RESOURCES

(available online at <http://parkvillemo.gov/community/bids-proposals/>)

1. [Complete Parkville Master Plan](#)
2. [Parkville Municipal Code - Chapter 425 – “R-4” Multiple-Family Residential District Regulations](#)
3. [Subdivision Regulations](#)
4. [Market Feasibility & Economic Impact Analysis for a Sports Complex and/or Commercial Development](#)
5. [FAQs: Development at the Intersection of Interstate 435 and Missouri Route 45](#)
6. Local Tax Rates
7. City of Parkville Total Debt and Debt Capacity
8. Bond Purchase Agreement -Series 2014A Limited General Obligation Bonds – Brush Creek Drainage Neighborhood Improvement Project *(full bond transcript available for review upon request by contacting the City Clerk’s Office)*
9. Bond Purchase Agreement -Series 2014B Limited General Obligation Bonds - Brink Meyer Road Neighborhood Improvement Project *(full bond transcript available for review upon request by contacting the City Clerk’s Office)*

END OF REQUEST FOR PROPOSALS



Request for Proposals: Development of the Southwest and Northwest Corners of the Intersection of I-435 and Route 45 in Parkville, Missouri

1. INTRODUCTION

The City of Parkville, Missouri (“City”) is a fourth-class city located in the southern portion of Platte County, Missouri along the Missouri River. The population of Parkville is 6,296 based on the 2015 census population estimate. Parkville is home to Park University, Parkville Commons, English Landing Park, the National Golf Club, Riss Lake, and the historic downtown Main Street area. The City of Parkville has 40 permanent employees supplemented by various contracted, seasonal, and intern employees. The City offers a full range of municipal services including street maintenance, public parks, sewer utility, community development, police, and municipal court. The 2016 City Budget and most recent audit are available online: <http://parkvillemo.gov/financialdocuments/>.

The RFP is being issued in cooperation with the Parkville Economic Development Council (PEDC) and Bank of Blue Valley (Overland Park, KS). PEDC is a not-for-profit 501(c)6 organization with a mission to help maintain and enhance the valued quality of life of Parkville by encouraging and coordinating responsible economic activity and community improvement. The Board of Directors is comprised of community investors representing business, utilities, higher education, and local government. Bank of Blue Valley has an ownership interest in portions of all of the tracts within the Project Area.

2. PROJECT OVERVIEW

The City is soliciting through this Request for Proposals (“RFP”) a qualified developer or development team (“Developer”) to design, construct, finance, own, and manage a development on an approximately 195 acres of property on four tracts owned by the City of Parkville, Grounded Properties, LLC, and Blue Valley Investment Corporation. Grounded Properties, LLC and Blue Valley Investment Corporation are affiliated with Bank of Blue Valley (“Bank”). All four tracts are considered the “Project Area.”

The City and Bank intend to convey the Project Area to a private partner to encourage development that will be an asset to the Interstate 435 and Route 45 corridor and the west side of Parkville by meeting the objectives outlined in the RFP. Interested parties, having the creative vision, demonstrated experience, and financial capability to plan, develop, and manage projects of the type and scope as described in this RFP are encouraged to reply. Developers may propose projects for all or a portion of the Project Area.

3. LOCAL AND REGIONAL MARKET CHARACTERISTICS

Parkville is located in the southern portion of Platte County, approximately 20 miles north of downtown Kansas City, Missouri. The Project Area is ideally located near the southeast intersection of two major arterial highways – Interstate 435 and Route 45, approximately 12 miles from downtown Parkville and 9 miles north of the Village West development in Kansas City, Kansas. Although the current population in Parkville is relatively small, the region is growing at a rate that meets or exceeds the national average. There are approximately 11.2 million residents within a four-hour drive of Parkville, which includes large metropolitan areas such as Omaha, Des Moines, Wichita, and St. Louis. In addition, Parkville is conveniently located within 13 miles of Kansas City International Airport.

Parkville is a growing suburban community that benefits from convenient access to Downtown Kansas City, Missouri; several employment centers; and a wide array of retail, dining, entertainment and cultural options. The median household income in Parkville is \$113,652 and is among the highest in the Kansas City Metropolitan Statistical Area (MSA). Over 96% of Parkville residents are high school graduates, and 61% of residents have a bachelor's degree or higher. The median housing value is \$335,500, and over 96% of residents are high school graduates or higher. In 2015, the Kansas City Business Journal listed Parkville as the 4th most affluent city in the Kansas City metropolitan area, based on a 12-part formula that analyzed per capita income, size/value of homes, and more. Many professional and personal service firms are located within the City due to close proximity to executive housing, convenient regional access via Interstates 29, 435 and 635, and the presence of Park University. From 2003 through 2007, taxable retail sales for the City of Parkville grew by nearly 80 percent, reaching \$90 million. Sales tax receipts to the City's General Fund grew by 19% from 2012 to 2015, and taxable retail sales are now approximately \$97 million per year.

4. PROJECT AREA BACKGROUND AND HISTORY

The Project Area was originally part of a broader development concept for approximately 340 acres encompassing three quadrants of the interchange at I-435 and Route 45 (See Attachment 1 – Brush Creek Drainage NID Map). In 2006, the City of Parkville responded to petitions and began the process to create two Neighborhood Improvement Districts (NIDs) in accordance with Sections 67.453 – 67.465 RSMo. The NIDs were undertaken for a public sewer and a road project. Due to a variety of factors, including the recent economic recession, private development has not occurred according to the original schedule and vision. The majority of properties are now owned or controlled by banks or the City. The City issued 20-year general obligation bonds for both NIDs in 2014 with the first debt payments due in 2015.

1. Limited General Obligation Bonds – Brush Creek Drainage Neighborhood Improvement District – Series 2014A - \$5,375,000. The Brush Creek Drainage NID extended sewer utilities to all three quadrants.
2. Limited General Obligation Bonds – Brink Meyer Road Neighborhood Improvement District – Series 2014B - \$3,675,000. The Brink Meyer Road NID financed the extension of Brink Myers Road and a related retaining wall to serve the southeast quadrant of the intersection.

The debt is backed by special assessments collected on properties within the NIDs. The NIDs include ten tracts of approximately 340 acres of mostly undeveloped land on three quadrants of the intersection of Interstate 435 and Highway 45. Three of the ten tracts are already developed. The Project Area is generally identified as Tracts 1, 3, 5 & 6 within the larger development area (see Attachments 2a – Map of Tracts 1 – 5; and 2b - Map of Tract 6). The Project Area is within the corporate city limits of Parkville and the Brush Creek Drainage NID. The Project Area is not within the Brink Meyer Road NID.

Due to delinquent assessments, in December 2015, the City filed a petition for judicial foreclosure against Grounded Properties, LLC (controlled by Bank of Blue Valley) for Tract 1 which comprises approximately 50 acres within the Project Area. The City subsequently took ownership of Tract 1 (excluding Lot 5 – depicted as Tract 1b in Attachment 1) through a negotiated deed-in-lieu settlement agreement. Bank of Blue Valley (through its affiliates) owns and is current on NID assessments for Tract 1b (1.71 acres), Tract 3 (1.80 acres), Tract 5 (3.48 acres), and Tract 6 (141.17 acres) within the Project Area. Tract 2 west of the Project Area is owned by SBA Towers III, LLC and is a telecommunications tower site. Tract 4, situated between Tracts 3 and 5, is owned by FAB Central States, LLC. It is developed as a light manufacturing site for Gladwin Machinery. The Project Area is subject to annual NID assessments of \$1,160.40 per acre through tax year 2033, as follows:

- Tract 1 (excluding Lot 5) - \$55,884.85 per year or \$1,117,698 total (for 20 years due to outstanding delinquencies)

- Tract 1b (Lot 5) - \$2,007.50 per year or \$36,134.86 (18 years remaining)
- Tract 3 – \$2,088.73 per year or \$37,597.14 total (18 years remaining)
- Tract 5 - \$4,038.20 per year or \$72,787.60 total (18 years remaining)
- Tract 6 - \$163,813.67 per year or \$2,948,646.03 (18 years remaining)

The City seeks a development partnership to offset its debt exposure through a combination of property sale proceeds and new economic activity. The City is realistic about the financial challenges posed to developers from the NID assessments; the Board of Aldermen is on record as supporting public incentives to spur development in this area (see Attachment 3 – Incentives Resolution).

The Parkville Master Plan projects office/business park future land use for the south portion of the Project Area, and a mixture of mixed use district, mixed use residential neighborhood, and moderate density residential mix for the north portion of the Project Area. Office/business park use is primarily intended for office, research, limited retail, and limited flex industrial uses spaced in an office park setting. This land use is intended to promote the economic viability of employment uses. Mixed use district use is primarily intended for a mixture of neighborhood and community-serving office and retail services, live/work, institutional, civic, and medium to higher density residential uses intermixed in a master planned development through compatible planning and building design. Mixed use residential neighborhood is primarily intended for a variety of moderate-density, residential land uses including small lot single-family, attached residential dwellings primarily consisting of two-unit houses, townhomes, multiplexes, and garden apartment/condo dwellings, and institutional and civic uses intermixed through a master planned neighborhood design. Moderate density residential mix use is primarily intended for single-family development, supported by a variety of other building types where appropriate. Small lot or cluster single-family development, and attached residential development primarily consisting of two-unit houses, townhomes, multiplexes, and garden apartment/condo dwellings may be intermixed to provide greater housing diversity and choice.

The south portion of the Project Area is currently zoned “B-P” Business Park District (see Attachment 4 – Zoning Map and Attachment 5 – Land Use Map). In general, the district provides for a mixture of office, research and development, warehousing, distribution, light industrial and limited retail and service uses in a planned business park setting. Retail sales and services are allowed provided they would support other businesses within the park. The north portion of the Project Area currently retains County zoning designations — County “R-7” Single-Family High Density District, County “RMD” Residential Multiple Dwelling District, County “RE” Rural Estates District, and County “CH” Highway Commercial District — since annexation into Parkville in the early 2000s, and has not since been rezoned into city districts. The City will entertain applications for rezoning the Project Area or sections of the Project Area to another district for other uses compatible with the Parkville Master Plan and the development objectives outlined herein. The city prides itself on having an efficient and responsive development application process; staff will make every reasonable effort to streamline application and plan reviews in order to accelerate the process.

Tracts 1 through 4, and part of Tract 5, previously received preliminary plan and engineering approval for Vertical Ventures III. The concept was for a light industrial office park development subject to design standards, common utilities, shared stormwater improvements, open space, etc. Attachments 6 through 40 include supporting documents from the previously approved plans including the preliminary site plan, preliminary grading plan, preliminary road plan, utilities plans, and stormwater analysis for this portion of the Project Area. The development was to be managed by a business association that handled maintenance of shared improvements.

Tract 1 has a steep grade change on the south side of the property. The original development concept involved taking fill dirt from Tract 6 for grading and site work on Tract 1. The concept for Tract 6 was envisioned as having a mix of single and multi-family residential development, with high-density commercial retail development abutting I-435 and 45 Hwy. The City, Parkville EDC, and Bank have

fielded numerous inquiries about the Project Area within the past three years. There appears to be significant demand for light industrial pad sites (3 to 7 acres) with convenient interstate access and opportunities for screened outdoor storage. The Parkville EDC is prepared to assist with recruiting and negotiating letters of intent for tenants within a business park development.

The Project Area has convenient access to all major utilities:

- Sanitary Sewer – Platte County Regional Sewer District
- Water – Consolidated Public Water Supply District #1 of Platte County
- Electric – Kansas City Power & Light
- Gas – Empire Gas Company

For more information on the location of existing utility easements, lines and previously proposed extensions to provide service to the Project Area, see attachments.

The City makes no warranties as to the environmental conditions on the site.

5. DEVELOPMENT OBJECTIVES

A Developer's concept proposal for the site should demonstrate a vision that is consistent with, and complementary to the development objectives as described here.

- A. The City's primary objective is to promote development that ensures adequate revenues to support future debt payments for the Series 2014A and Series 2014B limited general obligation bonds. To that end, proposed projects should be compatible with and contribute to the economic vitality of western Parkville.
- B. The City's secondary objective is to promote development within the Project Area that is compatible with the community's vision and expectations. Projects should comply with the City's adopted Parkville Master Plan, including but not limited to the following guiding principles:
 - a. Incorporates **sustainable** practices that balance stewardship of human, financial, and environmental resources for present and future generations.
 - b. Preserve and enhance Parkville's small town **community character** through quality public spaces, building form, scale, placement, architectural design, and distinct features that reinforce the street as civic space.
 - c. Practices **environmental stewardship** by preserving open space, natural features, and stormwater management.
 - d. Maintains and preserves **civic and open spaces** to provide outdoor recreation, visual enjoyment, and to enhance public health and welfare. Integrate conversation areas, floodplains, green spaces, woodlands and parks as part of the built environment.
 - e. Promotes **integrated land use** through well-designed and interconnected uses; provides a range of quality housing choices.
 - f. Provide a balanced and interconnected **transportation** network that enhances connectivity, circulation and safety; incorporates transportation alternatives (bicycle, pedestrian); and minimizes any adverse traffic impact on the surrounding area.
- C. The Project Area is visible from I-435 and Route 45. The intersection is the primary "gateway" into Parkville from the west. Proposed projects should be sensitive to the visibility of the area and make a welcoming statement for Parkville or include appropriate screening as needed.

6. PROPOSAL AND EVALUATION CRITERIA

A. Instructions to Applicants:

1. The response to this RFP should be delivered as follows: Eight (8) hard copies plus one (1) electronic PDF file version (on a CD or flash drive) shall be submitted to the address below in a sealed package clearly marked to the attention of Lauren Palmer and must be received at the address below by 5:00 PM Central Time on September 16, 2016.

Lauren Palmer
City Administrator
City of Parkville
8880 Clark Ave.
Parkville, MO 64152

2. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.
3. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.
4. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any Developer submitting a proposal.
5. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
6. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. If a Developer contends that any part of its proposal is proprietary or confidential and, therefore, is limited from disclosure under the Missouri Sunshine Law, the Developer must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the City. The City reserves the right to determine whether or not material deemed proprietary or confidential by the Developer is, in fact, protected under the Missouri Sunshine Law. The City will comply with requests for confidentiality to the extent allowed by law, but no guarantee of privacy or confidentiality is offered or implied.
7. Questions regarding the RFP should be directed, via email, to Lauren Palmer – lpalmer@parkvillemo.gov. Communication (other than through the process described herein) with the City, Bank, PEDC, the selection committee, or the general public relative to this project prior to the announcement of a selection is strictly prohibited.

B. Proposal Requirements and Evaluation Criteria

Proposals will be evaluated on the following criteria: (1) Developer qualifications, experience, and creative vision; (2) quality of development plan and compatibility with development objectives; (3) Developer financial capabilities and the ability to successfully execute a project from concept to completion and ongoing operation. The following are the contents that all proposals must include for the city to evaluate adherence to the selection criteria. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. Note: The sequence of the listing is not intended to reflect relative weight of each category.

1. Transmittal Letter: The transmittal letter should not exceed two pages and should contain:
 - a. The name, title and contact information of the individual or individuals with authority to bind the Developer. This person should also sign the transmittal letter.
 - b. The address and legal form of the Developer.
 - c. A statement that if selected, the Developer will negotiate in good faith with the City.
 - d. The transmittal letter must also include a statement that the Developer is not in arrears in the payment of any obligation due and owing to the State of Missouri, the City of

Parkville, or Platte County, including tax payments and employee benefits, and that it shall not become so during the term of the agreement if selected.

- e. A statement that the Proposal is valid for a minimum of 120 days from the date of submission.
- f. Developers must include a statement that the Project will conform to all applicable federal, state and local laws and ordinances, and that the Developer accepts responsibility to ensure compliance with applicable federal, state, and local laws and regulations.

2. Statement of Qualifications:

The City seeks a Developer with solid experience and capability, proven through a record of delivering projects that reflect many, if not all of the development objectives outlined in the RFP. Developers should include in their submissions a summary that demonstrates the Developer understands the requirements of this RFP as well as a description of how the Developer proposes to integrate the physical, managerial and financial components required to ensure the success of its proposed development project.

3. Description of the Project Team

It is essential that the City fully understand the experience and capabilities of the Developer's Project Team. The Project Team is defined as the lead developer plus any other development partners and key team members such as architects, engineers, contractors, brokers, etc. who are critical for a complete and reliable response to this RFP (collectively, the "Project Team"). Provide complete information that explains the relationship among all team members and their respective roles and contributions. Provide a description of the Development Team organizational structure, identification of principals, and length of time in business. An organization chart would be an appropriate attachment. Proposal shall include a statement on the availability and commitment of the Developer and assigned professional who will undertake the project.

4. Qualifications and Experience

Provide a summary of the Project Team's experience with projects similar to the Project being proposed for this Site. Highlight projects where members of the Project Team have previously collaborated. Projects included for reference should be described only once, and the description should include: project size - by total land and building area; project scope; location; development value; project length from inception to completion; roles of Project Team member(s) during project execution, and client references, including authorization to contact those references provided. For each reference, indicate the contact person's role in the completed project and the time period of his or her involvement. In addition, photos, site plans, and renderings of these projects would be helpful. While completed projects are preferred, relevant "in process" projects which are in the construction phase or later, may be included.

Resumes of all key Project Team members to be involved in the Project are required and should include: relevant experience, details regarding the specific role proposed for the Project, education, and professional licensing.

5. Project Plan

Developers are to submit a conceptual description of the proposed project that includes the intended uses for the proposed development for the Project Area and size of the uses. It is very important that the Developer describes how this project will meet the development objectives outlined herein. The narrative must include information regarding an approach to predevelopment activities, phasing, construction, marketing, lease-up, and operations. A general estimated time line for project implementation is to be included. This description of the proposed project should include a conceptual site plan. The City anticipates negotiating a development agreement with

the preferred Developer that will require the Developer to submit additional materials and successfully complete the City's development application process.

6. Sale Price

Proposal will express intent to purchase and develop either Tract 1 (excluding Tract 1b - Lot 5), Tract 1b (Lot 5), Tract 3, Tract 5, or Tract 6, or some combination of the same. The Bank pre-approved the following sale prices:

- Tract 1b – \$75,000
- Tract 3 – \$150,000
- Tract 5 - \$250,000
- Tracts 1b, 3, and 5 combined - \$350,000
- Tract 6 – \$2,000,000

The Proposal must state the amount the Developer is willing to pay for Tract 1 (excluding Lot 5). Proposals that state intent to cohesively develop multiple tracts will be given highest priority in the selection process.

7. Incentives

Proposal will include a statement indicating whether the proposed development would be contingent upon any local or state government support or action other than review and approval of the development application (i.e. regulation changes, public infrastructure improvements, public funding-grants, loans, tax increment financing, special benefit/taxing districts, etc.).

If incentives are requested, the proposal must include a basic pro forma financial statement to outline the financial assumptions and projections of the development concept, including the funding gap to be bridged with public incentives.

8. Financial Capability

Developer must indicate that it has the financial capability for the proposed project to be developed. Proposals should describe the Developer's experience in obtaining private equity and debt for developments similar in scale to the project described in this RFP. Indicate the source(s) of both debt and equity financing for each referenced project the Developer listed to under Section 6.B.4. – Qualifications and Experience. Describe the Developer's commitment on a long-term basis and capability to provide capital for this Project.

Although not required in response to this RFP, any Developer selected for an interview should be prepared to provide supporting financial documentation. The Developer and/or any development partner having an equity stake of 20% or greater in the business entity to be formed for this Project, should be prepared to provide, upon request, current interim financial statements and audited annual financial statements for their respective firm's last three fiscal years. An appropriately authorized officer/managing member of each firm providing financial information should certify that their respective statements present an accurate representation of that firm's financial condition as of the date of the statements.

9. Disclosure

Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City. The Developer must describe the nature of any litigation, arbitrations, mediations, or controversy in which it is currently or recently involved.

7. PROPOSED PROCESS AND TIMELINE (subject to change)

- June 22, 2016 RFP issued and posted on the City of Parkville website.
- July 20, 2016 A non-mandatory pre-proposal conference will be held from 3:00 p.m. to 4:30 p.m. at City Hall (8880 Clark Ave.). Respondents are invited to ask questions of PEDC and City staff to learn more about Parkville and the Project Area.

- September 16, 2016 Receipt of proposals due by 5:00 PM Central Time.
- Sept. – Oct. 2016 A selection committee comprised of community officials will evaluate the proposals and select a short-listed group of finalists for interviews.

- October 2016 Short-listed Developers are interviewed (at City's option).
- October 2016 Preferred firm is notified of selection.
- November 2016 Board of Aldermen takes action on recommended Developer, development concept, and a non-binding letter of intent; authorizes staff to proceed with development agreement negotiations.

- Nov. – Dec. 2016 Development agreement negotiations.
- January 3, 2017 Recommendation to the Board of Aldermen on a final development agreement

8. CONCURRENT REQUESTS FOR PROPOSALS

The City concurrently released a separate Request for Proposals (RFP) for Tract 9 on the southeast corner of the intersection of I-435 and Route 45. Tract 9 was also part of the original development concept that included the Project Area, and it is now under ownership of the City of Parkville. The City views these as distinct and separate development opportunities but, due to proximity, each may have development implications for the other. Developers are encouraged to respond to both or either RFPs made available at <http://parkvillemo.gov/community/bids-proposals/>.

9. CONDITIONS AND LIMITATIONS

By submitting a Proposal in response to this RFP, the respondent expresses its intent to comply with the established timeline. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" Developer will require subjective judgments. The City reserves the right to request clarification of information provided in Proposals as a response to this RFP without changing the terms of this RFP.

The City has the right, in its sole and absolute discretion, to reject any and all Proposals received in response to this RFP and to cancel this RFP at any time, for any or no reason, prior to entering into any binding agreements. Responses to this RFP vest no legal or binding rights in the Developers nor does it or is it intended to impose any legally binding obligations upon the City, officials or employees of the City unless and until final legal binding agreements are negotiated and executed. This RFP does not commit the City to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the selected Developer and the City.

Any commitment made by the City will be subject to the appropriation of funds by the Board of Aldermen to carry out any such commitments and the execution of a contract acceptable to the City. The City will not be responsible for any costs incurred by the Developers or Project Team member related to any response to this RFP and will not reimburse any costs to the Developer or Project Team member.

Thank you in advance for your interest in the City of Parkville.

ATTACHMENTS

1. Brush Creek Drainage NID Map (Project Area is generally depicted as Tracts 1, 3, 5 & 6)
2. a. Map of Tracts 1-5 within Brush Creek Drainage NID
b. Map of Tract 6 within Brush Creek Drainage NID
3. Resolution No. 09-04-15 – A Resolution of Intent to Use Economic Development Incentives to Promote Appropriate Development in the Brush Creek Drainage and Brink Meyer Road Neighborhood Improvement Districts
4. Zoning Map
5. Land Use Map

Tracts 1, 3, & 5

6. Existing Conditions (2006)
7. Preliminary Grading Plan (2005)
8. Preliminary North-South Road Plan (2005)
9. Preliminary Plan (2006)
10. – 15. Preliminary Site Plan
16. – 18. Recorded Final Plat (01-19-2010)
19. – 25. Existing and Proposed Local Road Plans (2009)
26. Watershed Analysis of Original Ground (2005)
27. Watershed Analysis After Proposed Grading (2005)
28. – 31. Existing and Proposed Storm Sewer Plans (2009)
32. – 35. Existing and Proposed Sanitary Sewer Plans (2009)
36. – 37. Existing and Proposed Water Service (2009)
38. Existing and Proposed Electrical Service (2009)
39. Existing and Proposed Telephone and Data Services (2009)
40. Existing and Proposed Lot 2 Site Utility Plan (2009)
41. Real Estate Appraisal for Project Area – June 24, 2011

Tract 6

42. Northwest Corner Development Concept (2007)

OTHER RESOURCES

(available online at <http://parkvillemo.gov/community/bids-proposals/>)

1. [Complete Parkville Master Plan](#)
2. [Parkville Municipal Code - Chapter 443 - "B-P" Business Park District Regulations](#)
3. [Subdivision Regulations](#)
4. [Market Feasibility & Economic Impact Analysis for a Sports Complex and/or Commercial Development](#)
5. [FAQs: Development at the Intersection of Interstate 435 and Missouri Route 45](#)
6. Local Tax Rates
7. City of Parkville Total Debt and Debt Capacity
8. Bond Purchase Agreement -Series 2014A Limited General Obligation Bonds – Brush Creek Drainage Neighborhood Improvement Project (*full bond transcript available for review upon request by contacting the City Clerk's Office*)

END OF REQUEST FOR PROPOSALS

Proposed 45 Park Place (Southeast Corner of I-435/Route 45) Project Selection Committee

1. Mayor (Nan Johnston)
2. Ward 3 Alderman (Bob Lock)
3. City Administrator (Lauren Palmer)
4. Community Development Director (Stephen Lachky)
5. Parkville Economic Development Council Executive Director (Mike Kellam)
6. Platte County Economic Development Council Executive Director (Alicia Stephens)
7. Park Hill School District Superintendent or designee (Jeanette Cowherd)

Proposed West Side of I-435 Project Selection Committee

1. Mayor (Nan Johnston)
2. Ward 3 Alderman (Doug Wylie)
3. City Administrator (Lauren Palmer)
4. Community Development Director (Stephen Lachky)
5. Parkville Economic Development Council Executive Director (Mike Kellam)
6. Platte County Economic Development Council Executive Director (Alicia Stephens)
7. Park Hill School District Superintendent or designee (Jeanette Cowherd)
8. Bank of Blue Valley President or designee (Bob Regnier)

CITY OF PARKVILLE

Policy Report

Date: Wednesday, June 15, 2016

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Matthew Chapman
Finance/Human Resources Director

ISSUE:

Approve first reading of an ordinance to amend Ordinance No. 2829 amending the 2016 Operating Budget and 2016 – 2021 Capital Improvement Program (CIP) for the Sewer Fund and Economic Development Fund.

BACKGROUND:

On December 15, 2015, the Board of Aldermen adopted Ordinance No. 2829 to approve the 2016 Operating Budget and 2016 – 2021 Capital Improvement Program (CIP). During the 2015 audit process, the city's independent auditing team recommended that the Board amend the budget anytime expenditures exceed budget at the fund level. The draft audit report cites five such instances in 2015. In each instance, adequate funds were available for the purchase, and the purchase was authorized by the appropriate authority in accordance with the City's adopted purchasing policy. Based on the recommendation of the auditor, staff will prepare and present budget amendments as needed in the future.

To date in 2016, staff anticipates exceeding budgeted expenditure levels in two funds: the Guest Tax/Economic Development Fund and the Sewer Fund. A budget amendment is recommended to address the expenses described below.

Guest Room Tax/Economic Development Fund

This fund includes collections from the 5% transient guest room tax. It is a relatively small fund since annual revenues are approximately \$1,500 to \$2,000 per year. In general, state statute requires the proceeds to be used for tourism. The city has historically used these funds to support economic development initiatives such as marketing and business promotion that attract visitors and spur economic activity. There were no known expenses budgeted in the fund in 2016. Earlier this spring the Parkville Economic Development Council (EDC) approached the city administrator about sharing the costs for a joint sponsorship for the Platte County Community Development Day. The city participated in this successful event in 2015 and generated several promising leads and contacts for business development. Since the request was time sensitive and there were adequate funds in the Economic Development Fund for this purpose, the city administrator approved the sponsorship request of \$1,000 in accordance with the spending thresholds authorized in the purchasing policy. A budget amendment is recommended to reflect the expense.

Sewer Fund

There were several unanticipated emergency repair needs in the sanitary sewer system in 2016. Staff proposed strategies to delay or defer other projects and expenses to help offset the impact of these crucial repairs. On June 13, 2016, the Finance Committee recommended that working capital reserves in the Sewer Fund be utilized to cover some of these expenses in order to ensure that other planned maintenance projects are completed on schedule in 2016. This will

result in the city exceeding the budgeted expenditures in the Sewer Fund, so a budget amendment is recommended to capture the following changes:

Operating Expenses

1. Emergency repair expenses in the amount of \$24,480 for repairs to the water line serving the wastewater treatment plant. The original contract was approved by the Board of Aldermen on March 1, 2016; an emergency change order was approved by the city administrator and reported to the Board on March 24, 2016.
2. Reduction of \$6,000 for estimated savings in routine pump station repairs.

Capital Expenses

1. Reduction of \$45,290.70 for Phase 2 expenses that were anticipated in 2016 but paid in 2015.
2. Reduction of \$8,652 for expenses associated with the Pinecrest Pump Station Project that were anticipated in 2016 but paid in 2015.
3. Reduction of \$15,275 for savings in the 2016 closed-circuit television (CCTV) sewer maintenance program. The contract was approved by the Board of Aldermen on May 17, 2016.
4. Costs for the sewer plant storage building exceed the budgeted amount by \$9,200. The contract was approved by the Board of Aldermen on April 19, 2016, along with the staff recommendation to defer the purchase of replacement tires for the sludge application equipment to 2017 (savings of \$7,000) to help offset the overage.
5. On April 25, 2016, the Finance Committee approved change order No. 4 with Insituform Technologies in the amount of \$8,339 for Sanitary Sewer Phase 2 repairs.
6. Emergency repair to accelerate the Main Street sewer realignment for a total project cost of \$145,000. On June 13, 2016, the Finance Committee recommended a work authorization for design to initiate the project. The recommendation will be considered by the Board of Aldermen as a separate item on the agenda for June 21, 2016.
7. Emergency replacement pump purchase for the South National Pump Station in the amount of \$11,002.26. The Finance Committee recommended the purchase on June 13, 2016. The recommendation will be considered by the Board of Aldermen as a separate item on the agenda for June 21, 2016.
8. Estimated cost of \$5,000 to repair storm and waterline related damage to the levee protecting the wastewater treatment plant and sludge fields.

Transportation Fund

Ordinance No. 2829 directed staff to monitor expenses and revenues for the first half of the 2016 fiscal year. Any savings generated due to personnel vacancies or other known cost reductions or exceptional revenues would be redirected to increase the funding available for street maintenance. Through this process, on June 7, 2016, the Board of Aldermen approved two change orders to increase the scopes of work for the annual sidewalk and asphalt overlay programs by \$49,000. This change will be accomplished by reducing budgeted monthly transfers from the Transportation Fund to the General Fund in the second half of the 2016 fiscal year. Since the approach was previously approved in the budget ordinance, and since increased street maintenance expenses will be offset by a corresponding transfer reduction, a budget amendment is not required for the Transportation Fund at this time. The independent auditor reviewed and concurred with staff's conclusion.

BUDGET IMPACT:

The impact to both the Economic Development Fund and the Sewer Fund is described in detail in the attachments. In summary, the year-end working capital balance in the Sewer Fund will be reduced from \$345,292 to \$226,583, a difference of \$118,709 or 34%. The year-end balance in

the Economic Development Fund will be reduced from \$2,054 to \$1,397, a difference of \$657 or 32%.

ALTERNATIVES:

1. Approve first reading of an ordinance to amend the 2016 Operating Budget and the 2016 – 2021 Capital Improvement Program as outlined by staff.
2. Approve first reading of an ordinance to amend the 2016 Operating Budget and the 2016 – 2021 Capital Improvement Program with changes directed by the Board of Aldermen.
3. Do not amend the budget and provide alternative direction to staff.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board approve an ordinance amending the Sewer Fund and Economic Development of the 2016 Operating Budget and the 2016-2021 Capital Improvement Program (CIP), on first reading and postpone the second reading to July 5, 2016.

POLICY

Since the budget was adopted by ordinance, an ordinance must be adopted to amend or repeal it.

SUGGESTED MOTION

I move to approve Bill No. 2880, an ordinance amending Ordinance No. 2829 to amend the Sewer Fund and Economic Development of the 2016 Operating Budget and the 2016-2021 Capital Improvement Program, on first reading and postpone the second reading to July 5, 2016.

ATTACHMENTS:

1. Ordinance – Budget Amendment No. 1
 2. Amended Economic Development Fund Budget
 3. Economic Development Fund Forecast
 4. Amended Sewer Fund Budget
 5. Amended Sewer Fund CIP
 6. Sewer Fund Forecast
-

AN ORDINANCE AMENDING ORDINANCE NO. 2829 TO AMEND THE OPERATING BUDGET FOR THE PERIOD FROM JANUARY 1 THROUGH DECEMBER 31, 2016, AND THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2016 THROUGH 2021, FOR THE CITY OF PARKVILLE, MISSOURI

WHEREAS, on December 15, 2016, the Board of Aldermen of the City of Parkville adopted Ordinance No. 2829 to approve and adopt the 2016 Operating Budget and 2016 – 2021 Capital Improvement Program (CIP) for the 2016 fiscal year; and

WHEREAS, new financial information made available during the fiscal year necessitates an amendment to the 2016 Operating Budget and 2016 – 2021 CIP to implement new priorities for city services.

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

Section 1. The Board of Aldermen does hereby amend Ordinance No. 2829 that adopted the 2016 Operating Budget and 2016 – 2021 CIP for the fiscal year 2016.

Section 2. The Board of Aldermen does hereby approve and adopt Budget Amendment No. 1 for the 2016 fiscal year, attached hereto and incorporated herein by reference, implementing changes to the budgets for the Economic Development Fund and Sewer Fund.

Section 2. This ordinance shall become effective upon passage.

PASSED and APPROVED this 5th day of July 2016.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

Economic Development Fund (46) Revenues and Expenses

Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget (original)	2016 Budget (amended)
Revenues	Beginning Fund Balance	Projected carryover from prior year.		309	2,312	312	404	539	882
	Guest Room Tax	Proceeds from the 5% guest room tax applied to overnight hotel/motel room stays.	41001-00	2,003	1,592	1,500	3,254	1,515	1,515
	Parkville EDC Contribution	Partnership funding from the EDC for joint projects such as feasibility studies and outside consultants.	41201-00						
	Transfers	Transfers from other funds.	41003-00	20,000	1,500				
Total Economic Development Fund (46) Revenues				22,312	5,404	1,812	3,658	2,054	2,397
Expenses	Economic Development - PEDC	No longer used. Annual membership dues for the Parkville Economic Development Council. Moved to Administration Department.	07-03-00	20,000					
	Economic Development - Other	Other miscellaneous economic development projects, studies, fees, etc.	07-03-00		5,000		2,776		1,000
Total Economic Development Fund (46) Expenses				20,000	5,000	-	2,776	-	1,000
Ending Fund Balance Economic Development Fund (46)				2,312	404	1,812	882	2,054	1,397

Guest Room Tax/Economic Development (46)

Last Updated 06/15/2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Amended	2016 YTD	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<i>Beginning Fund Balance</i>	\$ (2,692)	\$ 309	\$ 2,312	\$ 404	\$ 404	\$ 539	\$ 882	\$ 882	\$ 882	\$ 2,054	\$ 3,584	\$ 5,130	\$ 6,691	\$ 8,267
Revenues														
Guest Room Tax	3,001	2,003	1,592	1,500	1,843	1,515	1,515	471	1,515	1,530	1,545	1,561	1,577	1,592
Partner Contributions			1,500		1,411									
Transfer from Carry Over	-	-												
Transfer from General Fund	20,000	20,000												
Eco Devo Fund Revenues:	23,001	22,003	3,092	1,500	3,254	1,515	1,515	471	1,515	1,530	1,545	1,561	1,577	1,592
Total Sources:	\$20,309	\$22,312	\$5,404	\$1,904	\$3,658	\$2,054	\$2,397	1,352	2,397	\$3,584	\$5,130	\$6,691	\$8,267	\$9,859
Expenditures														
Advertising	-	-	-				1,000	1,000	1,000					
Economic Development	20,000	20,000	5,000	-	2,776	-				-	-	-	-	-
Eco Devo Fund Expenditures:	20,000	20,000	5,000	-	2,776	-	1,000	1,000	1,000	-	-	-	-	-
Estimated Ending Balance (deficit) :	\$309	\$2,312	\$404	\$1,904	\$882	\$2,054	\$1,397	\$352	\$1,397	\$3,584	\$5,130	\$6,691	\$8,267	\$9,859

Sewer Fund (30) Revenues and Expenses

Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget (original)	2016 Budget (amended)
Rev: Sewer	Beginning Fund Balance	Projected carryover from prior year.		605,952	516,873	1,020,362	1,104,409	794,313	797,784
	Sewer Charges	Charges levied on all utility customers for use of the City's sewer system.	41501-00	931,425	1,016,426	1,027,940	1,020,684	1,014,750	1,014,750
	Sewer Tap Fees	Fees required to connect to the City's sewer system (\$1,500/new home).	41502-00	30,000	43,500	30,000	39,000	36,000	36,000
	Sewer Impact Fees	Fees required to compensate the City for the increased demand on the sewer system (\$1,400/new home).	41502-01	28,000	42,000	28,000	36,400	33,600	33,600
	MOAW Bill Collection Payment	Money received from Missouri American Water for accepting water bills at City Hall.	41503-00	686	562	650	643	650	650
	Grinder Pump Administration Fee	A fee paid by the Riss Lake Home Owner's Association for collecting and remitting monthly Riss Lake Subdivision grinder pump maintenance fees.	41504-00	3,850	4,620		4,620	4,620	4,620
	Transfer from Sewer CIP	No longer used. Transfer from Sewer CIP to close out fund in 2014.	41902-00		294,984				
Revenues: Sewer				1,599,913	1,918,965	1,086,590	2,205,756	1,089,620	1,089,620
Rev: Interest	Interest Income	Interest earned from sewer fund investments.	41701-00	5,872	4,361	4,400	4,956	4,800	4,800
	Revenues: Interest Income				5,872	4,361	4,400	4,956	4,800
Rev: Misc	Miscellaneous	Includes reimbursements from Viking Football Club for water usage at Viking Field.	41804-00	16	1,000	200	74	200	200
	Revenues: Misc				16	1,000	200	74	200
Total Sewer Fund (30) Revenues				1,605,801	1,924,326	2,111,552	2,210,786	1,888,933	1,892,404

Sewer Fund (30) Revenues and Expenses

Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget (original)	2016 Budget (amended)
Exp: Personnel	Salaries	The total salaries for sewer billing duties. A portion of staff salaries are covered by the Sewer Administrative Fee, as related to sewer work performed.	01-01-00	10,276	10,062	13,156	11,691	13,824	13,824
	FICA & Medicare	This is the City's share of FICA & Medicare cost for its employees.	01-21-00	573	770	1,006	839	1,058	1,058
	Professional Development	Cost of educational seminars and conferences attended by Sewer employees.	01-41-00				1,416		
	Retirement	The City's LAGERS contribution for 2016 is 5.9% of general employee salaries.	01-22-00					816	816
Expenses: Personnel				10,849	10,831	14,162	13,946	15,698	15,698
Exp: Insurance	Property & Liability	Premium payment for the City's property & liability coverage.	02-01-00	2,914	3,678	6,000	2,689	2,850	2,850
	Health, Life, & Dental	The City offers health, dental, and life insurance to its employees and subsidizes a portion of the premium. Reflects premium increases for employees.	02-02-00				1,622	2,955	2,955
	Workers Compensation	The workers compensation premium that covers all sewer employees.	02-03-00					500	500
	Unemployment	This covers the cost of any unemployment insurance claims for the Sewer Department.	02-04-00					500	500
Expenses: Insurance				2,914	3,678	6,000	4,312	6,805	6,805
Exp: Utilities	Telephone & Voicemail	The charges for local and long distance telephone service for the sewer plant and lift station dialers.	03-01-00	2,382	2,394	2,600	2,278	1,600	1,600
	Electricity	Electric utility charges for the sewer plant and pump stations.	03-02-00	37,018	36,499	41,000	37,783	46,000	46,000
	Water	Water utility charges for the sewer plant.	03-04-00	5,492	2,083	3,500	1,606	3,500	3,500
	Wi-Fi	The cost of the Wi-Fi hotspot at the sewer plant for internet access.	03-06-00	520	440	480	480	480	480
	Trash Hauling	The charges for trash hauling at the sewer plant (\$70/year for Main Lift Station dumpster and \$356.52/year for Sewer Plant dumpster).	03-09-00	785	297	600	392	600	600
Expenses: Utilities				46,197	41,713	48,180	42,539	52,180	52,180
Exp: Office Expenses	Office Supplies	This includes items such as stationery, pens/pencils, folders, etc. as well as computer accessories, meeting supplies and general consumables.	05-01-00	46	229	100	257	150	150
	Postage	All postage and shipping costs, along with any incidental charges.	05-02-00	6,387	6,868	9,000	5,805	7,000	7,000
	Delinquencies	Administrative costs related to delinquency collections such as water shut off costs, filing property liens, and certified letters.	05-06-00			1,500	826	2,000	2,000
	Printing	Expenses for printing work not performed by City personnel. This includes items such as business cards, forms, letterhead, and books.	05-04-00	1,033	1,032	1,500	1,055	1,300	1,300
Expenses: Office Expenses				7,466	8,130	12,100	7,943	10,450	10,450

Sewer Fund (30) Revenues and Expenses

Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget (original)	2016 Budget (amended)
Exp: Maintenance	Building Maintenance & Repair	General maintenance for the sewer plant. Includes field Dissolved Oxygen (DO) meter, repair of the water hydrant, and replacing steel doors and frames. Includes emergency repair to water line serving the plant.	06-01-00	4,190	4,787	8,500	6,863	12,000	36,480
	Pump Stations Maintenance	General maintenance for six pump stations in the City.	06-12-00	33,450	7,968	20,000	12,992	20,000	14,000
	Vehicle Repair & Maintenance	Maintenance for sewer vehicles.	06-21-00	758	105	500	41	500	500
	Tractor / Lawn Mowing Equipment	Maintenance for the sewer plant tractor and lawn equipment.	06-21-02	449	1,024	500	484	1,000	1,000
	Vehicle Gas & Oil	Fuel for sewer division vehicles.	06-22-00	2,056	1,254	3,000	802	3,000	3,000
	Equipment Gas & Oil	Fuel for sewer equipment, including the tractor, mower, and generator.	06-22-01	791	1,198	1,500	868	1,500	1,500
	Software Support Agreement	Annual software maintenance for Data Tech Summit sewer billing software.	06-33-00		1,768	2,170	1,910	2,000	2,000
Expenses: Maintenance				41,694	18,103	36,170	23,959	40,000	58,480
Exp: City Services	Line Repairs	This covers emergency repairs to sewer lines and manholes. Root control and unexpected clogs. It does not cover repairs budgeted in the sewer CIP.	07-34-00	2,926	5,522	20,000	24,708	20,000	20,000
	One Call Utility Locating	This is a fee charged to the City for every One Call sewer utility locate requested in the City limits.	07-42-00	1,176	2,366	2,000	3,180	2,000	2,000
	One Call Equipment & Supplies	No longer used. All equipment and supplies needed to mark sewer lines at One Call locations.	07-42-01	251					
	MOAW Sewer Billing	No longer used. MOAW discontinued sewer billing. This line item covered the sewer billing software purchase in 2012.	07-81-00	1,680					
	KC Water Dept.	Fees paid to the KCMO Water Department for sewer service provided to some Parkville residents The decrease in 2016 is a result of the decommission of Eastside Pump station.	07-82-00	56,937	62,521	55,655	53,304	26,000	26,000
	Platte County Regional Sewer District	Fees paid to the PCRSD for wastewater treatment for Parkville residents formerly served by Eastside Pump station.					3,961	16,000	16,000
	Odor Control	Chemical used to mitigate odors from sewer lines. Includes the replacement of the odor control carbon at the McAfee Pump Station.	07-91-00	11,034	18,138	19,000	18,851	22,000	22,000
Expenses: City Services				74,004	88,546	96,655	104,004	86,000	86,000
Exp: Professional Fees	Attorney Fees	Fees associated with contract reviews and sewer related legal questions.	08-01-00	576	7,049	10,000		2,500	2,500
	Engineering Fees	This covers the fees for work performed by the City Contract Engineer for the sewer system, including SSES Program engineering and management.	08-03-00	704	1,600	8,500	9,900	10,000	10,000
	Management Contract	Contract with Alliance Water Resources to operate the sewer plant.	08-04-00	263,925	275,395	282,245	282,245	290,483	290,483
	Administration Fee	Administrative salaries for sewer related work, Missouri One Call services, and other sewer related administrative functions.	08-06-00	100,000	100,000	101,500	101,500	103,530	103,530
	Credit Card Fees	Costs associated with processing credit card transactions.	08-07-00		546	2,000	2,732	2,000	2,000
	Sewer Refunds	Refunds for bill over payments	08-08-00				321		
Expenses: Professional Fees				365,205	384,590	404,245	396,698	408,513	408,513
Exp: Other Exp.	Miscellaneous	Miscellaneous includes uncategorized expenses.	09-21-00	292	4,833	2,000	851	2,000	2,000
	DNR Fees	Annual fee to the Missouri Department of Natural Resources based on the number of sewer connections in the City.	09-22-00	1,368	1,641	1,800	1,792	2,000	2,000
Expenditures: Other Expenditures				1,660	6,474	3,800	2,643	4,000	4,000

Sewer Fund (30) Revenues and Expenses									
Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget (original)	2016 Budget (amended)
Exp: Capital Outlay	Equipment & Machinery	For the purchase of operating equipment for the Sewer Plant. Includes rebuilding influent mechanical screen (\$3,000).	04-31-00	862	14,398	33,500	6,615	10,000	3,000
	Sewer Plant Improvements	Improvements and enhancements to the sewer plant. Includes storage building (\$99,200), clarifier floor replacement (\$45,000), and mission control for WWTP (\$12,000).	04-51-00	1,794		90,000	407	147,000	156,200
	Pump Station Improvements	Improvements to pump stations. Includes carryover from Pinecrest wet well (\$8,650). New projects include FF Hwy and McAfee pump station modifications planned for 2016 (\$11,800). Begin design of 45 Hwy Pump Station improvement, to be constructed in 2017 (\$6,200). Emergency pump replacement for S. National (\$11,050).	04-61-00		27,694	191,000	185,637	34,000	37,700
	Line Maintenance	Includes carryover for Sanitary Sewer Phase 2 improvements and 2015 CCTV (\$215,075). New projects include sewer evaluation and mapping (\$6,500), Sanitary Sewer Phase 3 manhole repairs (\$230,000), and 2016 CCTV & Cleaning (\$39,725). Emergency repair for Main St. Sewer Realignment (\$145,000).	06-42-00	2,980	11,566	415,750	197,854	543,500	636,300
	Other Maintenance	Improvements to collection lines.	06-99-00		6,330	72,025	68,575		5,000
Expenditures: Capital Outlay				5,636	59,988	802,275	459,088	734,500	838,200
Exp: Transfers	Transfer to 12-year CIP	No longer used. Funds are transferred to the Sewer CIP to be reserved for capital projects planned over the next 12 years.	20-01-01	289,000					
	Transfer to Debt Service Fund (for Bonds)	No longer used. Funds are transferred to Debt Service for bond payments. Paid off in 2015.	20-02-02	18,456		149,351	151,063		
	Transfer to Debt Service Fund (for SRF)	Funds are transferred to Debt Service for SRF payments.	20-02-03	183,777		183,434	206,807	185,495	185,495
	Transfer to Equipment Fund	No longer used. Transfer to the Equipment Fund to cover sewer related equipment purchases. Replacement truck in 2013.	20-42-00	23,431					
	Transfer to Projects Fund	No longer used. Transfer to the Projects Fund to cover sewer related project expenditures. Repairs to sewer equipment building in ELP in 2013.	20-43-00	25,000					
Expenditures: Transfers				539,664	-	332,785	357,870	185,495	185,495
Total Sewer Fund (30) Expenditures				1,095,289	622,053	1,756,372	1,413,002	1,543,641	1,665,821
Ending Fund Balance Sewer Fund (30)				510,513	1,302,273	355,180	797,784	345,292	226,583

**Capital Improvement Program
FY 2016 - Amended**

Division	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Sewer	Equipment	Replacement	Sludge Application Equipment	Equipment replacement for the tractor (two tires and four wheel rims) and wagon (hoes and hydraulic ram gate) that are used to haul and distribute biosolids on agricultural fields. DEFERRED TO 2017.	100% Sewer Fund	\$ -	\$ -
Sewer	Multi-Year Project	Year 1 of 2	WWTP Headworks Screen Rebuild	Rebuild the influent mechanical bar screen at the WWTP. Screen is used to filter out plastics, rags and debris. Includes replacing the screen links, media shafts, and drive chain links. Begin design/bidding in 2016, construct in 2017.	100% Sewer Fund	\$ 3,000	\$ 3,000
Sewer	Project	New	WWTP Site Improvements	Includes a pole barn to protect and secure tractor, sludge wagon, pumps, and other equipment.	100% Sewer Fund	\$ 99,200	\$ 99,200
Sewer	Project	Maintenance	Clarifier Floor	Includes removal of replacement of the grout topping on the clarifier floor. One will be completed in 2016 and the other in 2018.	100% Sewer Fund	\$ 45,000	\$ 45,000
Sewer	Project	Maintenance	WWTP Mission Control	Mission control is the system for remote alarming and communications. It allows operators to remotely adjust key equipment at the WWTP. This project will upgrade the existing dial-up system and includes a laptop or tablet for remote use by on-call staff.	100% Sewer Fund	\$ 12,000	\$ 12,000
Sewer	Multi-year Project	Year 2 of 2	Pinecrest Pump Station Reconstruction	Complete a project started in 2015 to rebuild the pump station wetwell with new cover, hoist, guiderails, terminal boxes.	100% Sewer Fund	\$ 8,650	\$ 8,650
Sewer	Project	Maintenance	Miscellaneous Pump Station Improvements	Includes installation of FF Hwy Pump Station valves and mission unit, Pinecrest Valve pit lid, emergency replacement pump for S. National, and McAfee level transducer.	100% Sewer Fund	\$ 22,850	\$ 22,850
Sewer	Multi-year Project	Year 1 of 2	45 Hwy Pump Station	Installation of new pumps and controls. Begin design in 2016 with installation in 2016.	100% Sewer Fund	\$ 6,200	\$ 6,200
Sewer	Multi-year Project	Year 2 of 2	Sanitary Sewer Phase 2 Line Repairs	Includes cured-in-place (CIPP) lining and open-cut excavation repairs to gravity sewer pipes based on recommendations from CCTV reports and prior Sanitary Sewer Evaluation Study (SSES). Project was started in 2015 but will be completed in 2016.	100% Sewer Fund	\$ 215,075	\$ 215,075
Sewer	Multi-year Project	Year 1 of 2	Sanitary Sewer Phase 3 Manhole Repairs	Repair or install new manholes to access areas downtown per SSES recommendations. The project is critical for access to older sewer lines.	100% Sewer Fund	\$ 230,000	\$ 230,000
Sewer	Project	New	Sewer Evaluation and Mapping	Review and evaluate existing information about sewers and create updating mapping to assist with line locates and emergency calls. Maps have not been created since 2007.	100% Sewer Fund	\$ 6,500	\$ 6,500
Sewer	Project	New	Main St. Sewer Realignment	Re-align 250 feet of collapsing sewer inside railroad right-of-way between Main St. and East St. This line has large holes and voids and cannot be repaired with cured-in-place pipe. The line must be relocated outside of railroad ROW.	100% Sewer Fund	\$ 145,000	\$ 145,000
Sewer	Project	Maintenance	Levee Repairs	Repair storm and waterline related repairs to the levee protecting the wastewater treatment plant and sludge fields.	100% Sewer Fund	\$ 5,000	\$ 5,000
Sewer	Project	Maintenance	CCTV and Cleaning	Program to clean and televise (closed-circuit television) a portion of the City's sewers each year. Funding is recommended to examine the entire sewer system on an 8-year cycle.	100% Sewer Fund	\$ 39,725	\$ 39,725
Sewer Total						\$ 838,200	\$ 838,200

Sewer Fund (30)

Last Updated 06/15/2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Amended	2016 YTD	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<i>Beginning Fund Balance</i>	\$ 493,616	\$ 605,952	\$ 516,873	\$ 1,020,362	\$ 1,104,409	\$ 794,313	\$ 797,784	\$ 797,784	\$ 797,784	\$ 227,358	\$ 243,906	\$ 405,117	\$ 335,007	\$ 356,829
Revenues														
<i>Projected Rate Increase</i>			3.00%	3.00%	3.00%	2.50%	2.50%		2.50%	3.00%	3.00%	3.00%	2.50%	0.00%
Sewer Charges	962,603	937,785	1,016,426	1,027,940	1,020,684	1,014,750	1,014,750	305,789	1,014,750	1,045,193	1,076,548	1,108,845	1,136,566	1,136,566
Sewer Tap Fees	33,000	30,000	43,500	30,000	39,000	36,000	36,000	10,500	36,000	36,540	37,088	37,644	38,209	38,782
Sewer Impact Fees	30,800	28,000	42,000	28,000	36,400	33,600	33,600	9,800	33,600	34,104	34,616	35,135	35,662	36,197
MOAW Bill Collection Payment	715	686	562	650	643	650	650	-	650	650	650	650	650	650
Grinder Pump Administrative Fee	4,620	3,850	4,620	-	4,620	4,620	4,620	1,540	4,620	4,620	4,620	4,620	4,620	4,620
Interest Income	6,611	5,872	4,361	4,400	4,956	4,800	4,800	1,600	4,800	4,872	4,921	4,970	5,020	5,070
Transfer from Sewer CIP (33)	-	-	294,984	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	16	1,000	200	74	200	200	10	200	203	206	209	212	215
Sewer Fund Revenues:	1,038,349	1,006,209	1,407,454	1,091,190	1,106,376	1,094,620	1,094,620	329,239	1,094,620	1,126,182	1,158,649	1,192,073	1,220,939	1,222,100
Total Sources:	1,531,965	1,612,161	1,924,326	2,111,552	2,210,785	1,888,933	1,892,404	1,127,023	1,892,404	1,353,540	1,402,555	1,597,190	1,555,946	1,578,930
Expenditures														
Operating Expenses	453,316	449,989	462,065	519,812	494,544	520,116	538,596	187,321	537,893	529,780	539,630	549,669	559,901	570,330
Capital Expenses	18,146	5,636	59,988	802,275	459,088	734,500	838,200	214,465	838,128	293,300	168,000	419,700	348,500	212,400
Debt Service	198,952	202,233	191,504	332,785	357,870	185,495	185,495	44,236	185,495	180,953	182,095	182,947	178,651	179,311
Transfer to General Fund - Admin Fee	75,000	100,000	100,000	101,500	101,500	103,530	103,530	34,510	103,530	105,601	107,713	109,867	112,064	114,305
Other Transfers	180,600	337,431							-					
Sewer Fund Expenditures:	926,014	1,095,288	813,557	1,756,372	1,413,001	1,543,641	1,665,821	480,532	1,665,046	1,109,634	997,438	1,262,183	1,199,116	1,076,347
Estimated Working Capital (deficit):	605,952	516,873	1,110,769	355,180	797,784	345,292	226,583	646,491	227,358	243,906	405,117	335,007	356,829	502,583
TARGET*	\$331,031	\$339,730	\$332,020	\$488,113	\$481,796	\$341,407	\$346,027		\$345,851	\$339,798	\$343,931	\$347,831	\$346,642	\$350,470

* Target represents desired working capital of 90 days of operations in addition to the current fiscal year debt service payments as required by the Reserve Policy adopted December 3, 2013, by Resolution No. 12-01-13.

CITY OF PARKVILLE Policy Report

Date: June 14, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve the purchase of a new 5085E John Deere Utility Tractor and Land Pride DB2660 Ditch Bank Mower from Heritage Tractor, Inc. for the Operations Division of the Public Works Department.

BACKGROUND:

In 2015, the Capital Improvement Program (CIP) included money available to the Operations Division of Public Works for the purchase of a tractor with cab and extendable arm mower for cutting back trees and heavy brush along rights-of-way. This was not purchased in 2015 and was carried over into the 2016 CIP.

The City released a bid request in April for the purchase of a Utility Tractor and Ditch Bank Mower. On April 28, 2016, the City received two bids for the tractor and mower attachment. The bid tabulation is included in Attachment 1.

The bid request included specifications for both the Utility Tractor and Ditch Bank Mower. Only one of the bidders provided a bid that fit the exact specifications.

UTILITY TRACTOR:

	<u>Heritage Tractor</u>	<u>Shuck Implement Co.</u>
Product Bid	John Deere (5085E)	Massey Ferguson (MF4609M)
Engine	4 cylinder, 4.5 L	3 cylinder, 3.3 L
Max. Horsepower	85 HP	90 HP
Hydraulic Pumps	2 hydraulic pumps	1 hydraulic pump
Weight	8,150 pounds	6,845 pounds
Rated Engine Speed	2,200 RPM / 1,716 RPM	2,200 RPM
Service Location	Platte City, MO	Lawrence, KS
Price of Equipment	\$44,545	\$39,675
Drivetrain	2 wheel drive	4 wheel drive

DITCH BANK MOWER:

	<u>Heritage Tractor</u>	<u>Shuck Implement Co.</u>
Product Bid	Land Pride (DB2660)	Woods (S106 Ditch Bank Cutter)
Tractor	John Deere (5085E)	Massey Ferguson (MF4609M)
Weight	1,788 pounds	1,534 pounds
Service Location	Platte City, MO	Lawrence, KS
Price of Equipment	\$11,415	\$10,495

Although Shuck provided the low bid for the tractor and mower attachment, staff recommends purchasing the John Deere tractor, based on the specifications listed above. The following lists the reasons why staff recommends purchasing a John Deere tractor instead of the Massey Ferguson tractor.

- John Deere is a heavier tractor, which gives the tractor more front end weight that helps with pulling of the implements. Massey Ferguson is 1,850 pounds lighter than John Deere, which represents 16% of the total weight. Additional weight could be added to the tractors as necessary.
- John Deere has dual hydraulic pumps, one for running the steering and one for running the implement. Massey Ferguson has a single hydraulic pump. Operating a single hydraulic pump means that the fluid is split between the steering and the implement.
- John Deere has a 4-cylinder tractor, which will run smoother than a 3-cylinder.
- John Deere has a bigger engine tractor, with 4.5L engine compared to 3.3L.
- John Deere has the ability to switch the engine from 2,200 RPM to 1,716 RPM, to save on diesel fuel consumption.

Based on recommendations from local farmers, as well as state and local municipalities, John Deere is a preferred tractor compared to Massey Ferguson. Land Pride is a superior mower attachment based on recommendations from the local dealers, including their competitors. Land Pride is a heavier mower by 254 pounds, which represents 14% of the total weight. Woods does not have a comparable mower to the Land Pride product. Both mower attachments include a 3-point hitch, which means either tractor can support either the Land Pride or Woods implements.

Staff is familiar with John Deere products, with several mowers in the City's fleet being John Deere and serviced by Heritage Tractor. Heritage Tractor provides excellent service to the existing John Deere equipment. If parts are needed for the John Deere tractor or mower attachment, Heritage has parts on hand, or can get parts from another store by the next day. Service at Shuck is unknown, since the City has not worked with them before. Heritage Tractor is located within Platte County. Shuck Implement is located in Lawrence, Kansas.

The City's fleet consists of two Ford tractors. Ford no longer produces these tractors; they are produced by New Holland. The fleet also includes two Woods mowers (one pull behind and one ditch bank). These mowers are old and staff has made modifications to the equipment to accommodate daily usage.

At the Finance Committee meeting on June 13, 2016, a request was made for additional information regarding equipment warranties. The John Deere tractor includes a 24 month warranty, or 2,000 hours (whichever comes first). The Land Pride mower includes a 12 month warranty. The Massey Ferguson tractor includes a 24 month or 2,000 hours standard warranty with an additional 3-year power train warranty for an extra cost. The Woods mower includes a 1-year warranty.

Since the Finance Committee meeting, staff reached out to Shuck Implement to obtain a quote for a tractor that closely fits the John Deere tractor, with a 4 cylinder engine and dual hydraulic pumps. The comparable tractor to the John Deere 5085E is a Massey Ferguson Mid-Range 5711SL Deluxe Tractor. The cost of the mid-range tractor is \$59,970.

BUDGET IMPACT:

The Capital Improvement Program (CIP) includes \$65,000 for the purchase of a tractor with cab and extendable arm mower. Staff recommends purchasing the John Deere option from Heritage Tractor.

- John Deere 5085E Utility Tractor - \$44,545
- Land Pride DB2660 Ditch Bank Mower - \$11,415
 - Total Equipment Purchase - \$55,960

Although the purchase of the John Deere tractor and Land Pride mower are more expensive than the alternative products, the purchase of the utility tractor and ditch bank mower is under budget by \$9,040. The Massey Ferguson tractor that is most comparable to the John Deere model was quoted after the bid opening at a price of \$59,970, almost 35% above the recommended purchase.

ALTERNATIVES:

1. Approve the purchase of a new 2016 John Deere 5085E Utility Tractor and Land Pride DB2660 Ditch Bank Mower from Heritage Tractor (Platte City, MO) in the amount of \$55,960.
2. Approve the purchase of a new 2016 Massey Ferguson MF4609M and Woods Mechanical Drive Rotary Cutter SW106 6' from Shuck Implement (Lawrence, KS) in the amount of \$50,170.
3. Approve the purchase subject to other changes requested by the Board of Aldermen.
4. Do not approve the purchase.
5. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends authorizing the purchase of a new 2016 John Deere 5085E Utility Tractor and Land Pride DB2660 Ditch Bank Mower from Heritage Tractor in the amount of \$55,960. Based on the specifications, the John Deere tractor and Land Pride mower are superior equipment. The purchase is within the anticipated budget of \$65,000, with a cost savings of \$9,040.

FINANCE COMMITTEE RECOMMENDATION:

At the meeting on June 13, 2016, the Finance Committee, by a vote of 2-3, denied a motion to purchase the 2016 Massey Ferguson MF4604M and Woods Mechanical Drive Rotary Cutter SW106 6' from Shuck Implement. Comments made by those voting in opposition indicated support for the staff recommendation. The Finance Committee requested additional information regarding the tractor and its warranty, which is included in the background information above.

POLICY:

The Purchasing Policy, Resolution No. 10-02-14, requires the Board of Aldermen to approve all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to approve the purchase of a new 2016 John Deere 5085E Utility Tractor and Land Pride DB2660 Ditch Bank Mower from Heritage Tractor, Inc. in the amount of \$55,960.

ATTACHMENTS:

1. Bid Tabulation
2. Purchase Order

BID TABULATION

Utility Tractor and Ditch Bank Mower Equipment

Wednesday, April 27, 2015

10:05 a.m. – Public Works Conference Room

Bidder	TOTAL
Heritage Tractor Platte City, MO	\$44,545.00 * Tractor
	\$11,415.00 * Ditch Bank Mower
	Total \$55,960.00 *
Shuck Implement Lawrence, KS	\$39,675.00 Tractor
	\$10,495.00 Ditch Bank Mower
	Total \$50,170.00

(*) Recommended Award of Purchase

PURCHASE ORDER
(non-construction)

CITY OF PARKVILLE (PURCHASER)
8880 Clark Avenue
(816) 741-7676

Date: June 21, 2016

Upon proper acceptance, we agree to purchase from you upon terms and conditions set forth below and on the attached pages hereto.

VENDOR Heritage Tractor
 601 Main Street
 Platte County, MO 64079
 (816) 858-4440 (816) 858-4343
 Phone: Fax:

SHIP TO: 9300 NW 45 Highway, Parkville, MO 64152

INVOICE TO: City of Parkville, Attn: Alan Schank, 8880 Clark Avenue, Parkville, MO 64152

ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 6 pages including attachments. Purchaser agrees to pay the total sum of Fifty-five thousand nine hundred sixty Dollars (\$55,960.00) for such materials, subject to any additions or deductions agreed upon in writing. **Freight charges are included in purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Purchaser will provide Vendor with a Tax Exemption Certificate upon request.** Payment is to be made within thirty days after delivery of goods and receipt of invoice. This purchase order is only valid through 60 days.

ITEMS:

John Deere 5085E Utility Tractor and Land Pride DB2660 Ditch Bank Mower

Attachment 1 – Utility Tractor Specifications
Attachment 2 – Ditch Bank Mower Specifications
See Attachment "A" – Terms and Conditions
See Attachment "B" – Insurance Requirements

SCHEDULE OF DELIVERY:

F.O.B. 9300 NW 45 Highway, Parkville, MO 64152

NOTE: All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order. Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.

CITY OF PARKVILLE, MISSOURI. ("Purchaser")

("Vendor")

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

2016 UTILITY TRACTOR SPECIFICATIONS

5085E Utility Tractor (70 PTO hp) or equivalent utility tractor

Standard Options include:

- English Operators Manual and Decal Kit
- 12F/12R Power Reverse Transmission - 540/540E
- Standard Cab
- Mechanical Suspension Seat
- Deluxe Cornerpost Exhaust
- Dual Stackable Rear SCV's with Lever Control
- Less Mid Valves
- 19.5L - 24 In. 10PR R4 Bias
- MFWD (4 Wheel Drive)
- 12.5/80 - 18 In. 6PR I3 (R4 Type) Bias

Additional Attachments include:

- Hood Guard
- Beacon Light Kit

Other Charges include:

- Freight
- Setup

2016 DITCH CUTTER SPECIFICATIONS

DB2660 Ditch Bank Cutter or equivalent cutter

Standard Options include:

- FRONT DBL CHAIN GUARD DROP
- REAR TAILWHEEL
- SIDE GAUGE WHEEL
- TRACTOR MNTD 540 PTO PUMP
- REAR DBL CHAIN GAURD
- WEIGHT BRACKET

Additional Attachments include:

- REQUIRED HYDRAULIC OIL
- 10 EA. 95 LB. WEIGHTS, OR AS REQUIRED COUNTER BALANCE WEIGHTS

Other Charges include:

- Freight
- Setup

CITY OF PARKVILLE

Policy Report

Date: June 13, 2016

Prepared By:
Logan Sloniker
Public Works Engineering Intern

Reviewed By:
Alysen Abel
Public Works Director

ISSUE:

Authorize staff to release the bid request for the English Landing Park Restroom Rehabilitation.

BACKGROUND:

In March 2015, the City received an Outreach Grant from Platte County Parks and Recreation for the improvements to the English Landing Park restrooms. In July 2015, the Board of Aldermen approved a professional services contract with Williams, Spurgeon, Kuhl & Freshnock (WSKF) for the architectural services of the English Landing Park Restroom and Parks Storage Building. The architect's estimate to construct the new restroom was \$197,871. In February 2016, bids were received from seven contractors; the lowest total bid including alternates was \$306,560, which was 35% over the architect's estimate. Because the bids exceeded the budget by such a large amount, the Board of Aldermen directed staff to reject all bids and form a small committee to discuss the next steps related to the restroom project.

The small committee was comprised of Mayor Nan Johnston, two aldermen (Diane Driver and Marc Sportsman), two Community Land & Recreation Board (CLARB) representatives (Adam Zink and Phil Wassmer), contract City Engineer Jay Norco, Public Works Director Alysen Abel, Director of Operations Alan Schank, Park Superintendent Tom Barnard and John Freshnock, WSKF. The committee decided that the best option was to rehabilitate the existing restroom facility rather than attempt a complete reconstruction. In order to keep the County's Outreach Grant, the restroom needs to be fully rehabilitated. Staff had preliminary discussions with the County staff associated with the rehabilitation plan. County staff supports the rehabilitation plan, assuming that the restroom meets the Americans with Disabilities Act (ADA) requirement, including restrooms and sidewalks, and provides a full remodel of the interior features. The proposed restroom plan was provided to County staff for their review.

The rehabilitation of the restroom hinges on a three-tiered plan: Tier 1 includes basic restroom maintenance and sidewalk improvements; Tier 2 includes all of Tier 1 as well as improvements to the roof; and Tier 3 includes all of Tier 2 and exterior façade improvements. After consideration of the remaining budget for this project, discussion within the Public Works staff and input from WSKF architects, it was decided to move forward with the Tier 1 improvements. Tier 2 and Tier 3 improvements will be completed at a future date when sufficient funding allows. Realistically, only the Tier 1 improvements could be completed by the November 1, 2016, deadline for the grant.

During the initial small committee meetings, the need for water and sewer utility work was discussed. Based on further investigation, staff determined the water service is adequate for the existing restroom facility and it is not recommended for an upgrade at this time. The sewer service was tested and does not appear to have a leak; therefore, sewer utility construction is not recommended.

Public Works staff completed a full inspection of the existing facility, listing all of the individual improvements needed for the full rehabilitation. From the list, the architect created drawings and specifications.

Staff prepared the bid documents that include a comprehensive bid form (Attachment 1), listing each feature individually. The bid form is also split up into four sections to allow contractors to bid on one or more sections based on their construction trade skills. Since the overall project is relatively small with only four different construction trades needed, Public Works staff will serve as the general contractor, scheduling and directing each of the contractors. This will require staff to take on more administrative and oversight than previously planned with the restroom project, while trying to complete the other project priorities.

Staff presented the rehabilitation plan to CLARB on May 11, 2016, and they supported the rehabilitation plan for the interior remodel, as well as incorporating the exterior façade improvements. Due to time constraints to complete the rehabilitation before November 1, staff recommends proceeding with the interior remodel and delaying the exterior façade improvements for a future phase.

In its current state, the English Landing Park restroom is functional but is in less than desirable condition for its users. Even though the facility is old and rundown, it possesses a solid foundation and structure that can be rehabilitated to reflect the high quality and standards that the City of Parkville holds everything to. The Tier 1 improvements will restore cleanliness and make it compliant with ADA standards.

BUDGET IMPACT:

The 2016 Capital Improvement Program (CIP) includes \$210,000 for this project from three sources: \$40,000 (19%) – Outreach Grant; \$15,000 (7%) – Parks Donations Fund; and \$155,000 (74%) – Fewson Fund loan. The Tier 1 improvements for the restroom will cost around \$65,000, as estimated from WSKF and research performed by Public Works staff. Staff recommends utilizing the full amounts available of Outreach Grant and Parks Donations Fund.

Since the remaining balance of \$10,000 is relatively small, staff recommends paying the expense directly from the General Fund rather than issuing a short-term loan to be repaid with interest. Although this expense was not budgeted, based on mid-year spending, staff is confident there will be adequate capacity in the General Fund, including reserves if needed, to absorb this expense. The Fewson Fund assets could be reserved for a larger project for Tier 2 and 3 improvements at a later time.

ALTERNATIVES:

1. Authorize staff to release the bid request for the English Landing Park Restroom Rehabilitation Project as outlined by staff.
2. Authorize staff to release the bid request for the English Landing Park Restroom Rehabilitation Project with modifications to the bid documents directed by the Board of Aldermen.
3. Reject the staff's request to release the bid request for the English Landing Park Restroom Rehabilitation Project.
4. Provide other direction to meet the desires of the Board of Aldermen.
5. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board authorize beginning the bidding process as soon as possible. Upon approval, the bidding would begin on June 22, 2016, and close three weeks later on July 13, 2016. Contracts can be awarded during the August 2, 2016 Board of Aldermen meeting, with

ITEM 5E
For 06-21-16
Board of Aldermen Meeting

work starting soon after. Staff anticipates that this project will take no longer than 60 days to complete; even if there is a slight delay the work should be completed prior to the November 1 deadline.

POLICY:

The original Capital Improvement Program (CIP) included construction of a new restroom in English Landing Park. Since the project has been redesigned to include rehabilitation in lieu of a new restroom facility, staff requests approval from the Board of Aldermen before proceeding.

SUGGESTED MOTION:

I move to authorize staff to release the bid request for the English Landing Park Restroom Rehabilitation Project as outlined by staff.

ATTACHMENTS:

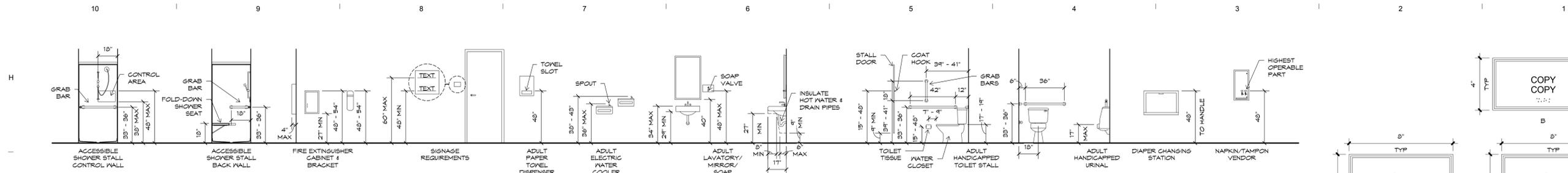
1. Restroom Bid Form
2. Improvement Plan

English Landing Restroom Bid Form

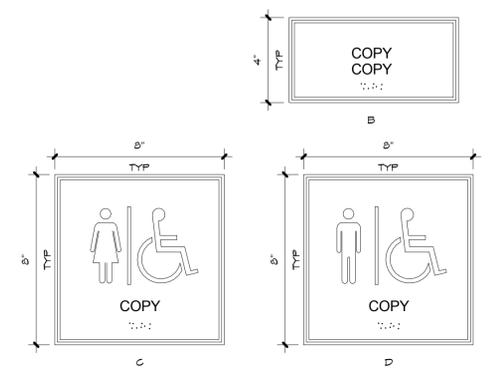
Contractor Needed	Suggested Change	Quantity	Material Unit Cost	Labor	Total
**Plumber	Move rough-in plumbing to provide ADA access	2			
	Install new toilet paper dispenser	3			
	Install ground mounted flush valve toilets	3			
	Install new urinals (one lower for ADA)	2			
	Install wall mounted ADA sinks w/ pipe wrap	2			
	Install boots on pipes under sink	2			
	Install sanitary napkin receptacles in stalls	2			
	Install new PVC pipe throughout restroom	1			
	*Alternate: Install freeze-proof outdoor water fountain	1			
Total Plumbing Bid					
**Carpenter	Change door swing of stall to swing out	1			
	Move partition out to be ADA compliant	1			
	Install grab bars in stall (side and back)	2 sets			
	Install door stop on wall	2			
	New HM 3" door, frame and block wall w/ lintel	3			
	Install new partition between stalls	1			
	Install wall mounted changing tables	2			
	Install new bathroom mirrors over sink	2			
	*Alternative: TNEMEC Floor Covering	1			
	Install new paper towel dispensers	2			
	Install new electric hand dryers	2			
Total Carpentry Bid					
**Electrician	Install LED can light retrofit for existing	6			
	Cover electrical wiring in utility room	1			
	Secure electrical box in utility room	1			
Total Electrical Bid					
**Site Contractor	Install new ADA sidewalk to McAfee Drive	1			
	Install splash guards for gutters	1			
	Truncated dome for sidewalk	1			
	New ADA sidewalk in area shown (1:20 slope)	1			
Total Site Construction Bid					

*Alternate fixture/component

**Can bid on individual sections only, depending on capabilities/specialties of contractors



G10 ADA TYPICAL MOUNTING HEIGHTS
1/4" = 1'-0"



F2 SIGNAGE
3/8" = 1'-0"

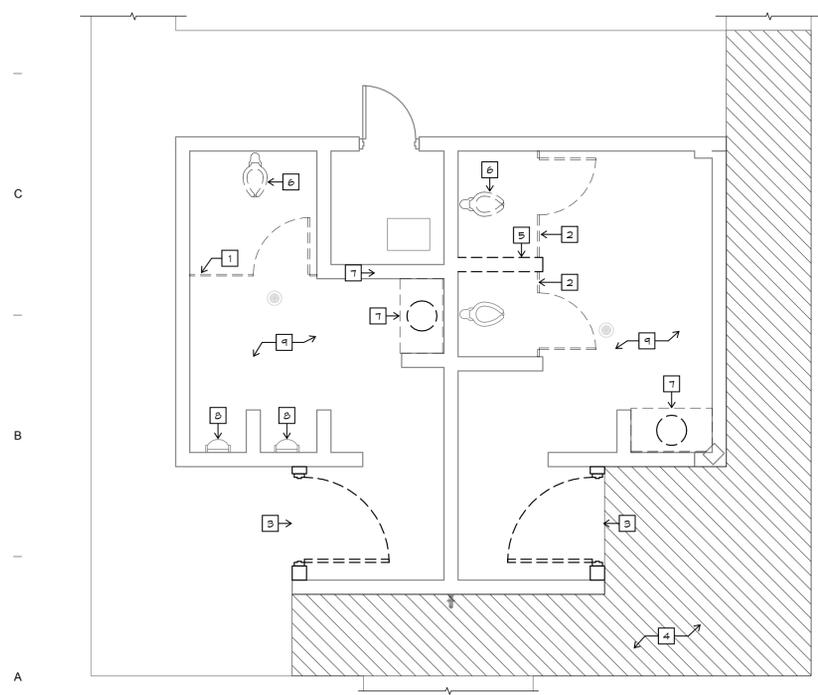
TOILET ACCESSORIES AND FIXTURES LEGEND		
MANUF.	DESCRIPTION	MODEL #
- BRADLEY	CHANNEL FRAME MIRROR	780
- IPS	INSULATED PIPE WRAP	82521-82525
- BRADLEY	SANITARY NAPKIN DISPOSAL	4721-15
- WORLD DRYER	SLIMDRY HAND DRYER	L-914

SIGNAGE SCHEDULE					
Number	Name	Signage Type	Signage Copy	Signage Braille	
101	MEN	D	MEN	YES	
102	WOMEN	C	WOMEN	YES	
103	JANITOR	B	JANITOR	YES	

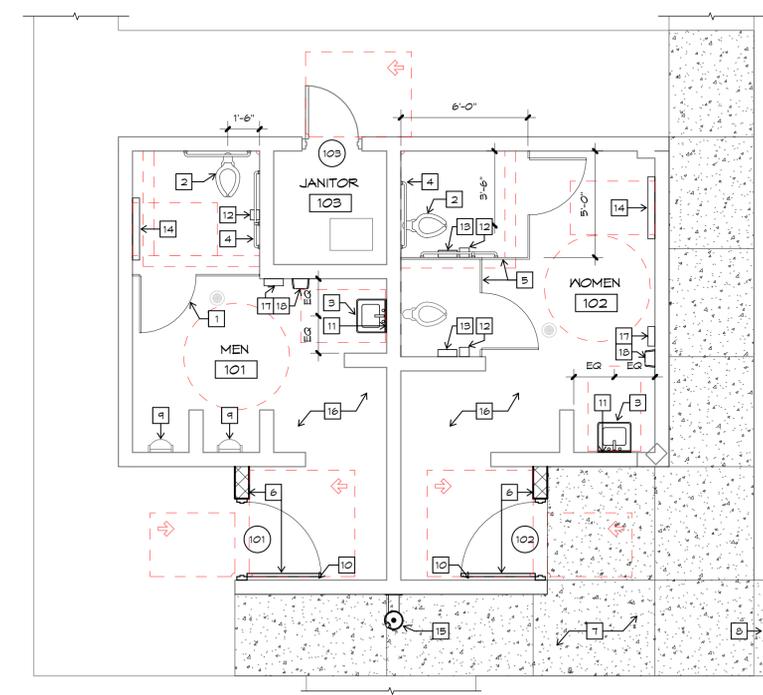


D10 SITE
1" = 20'-0"

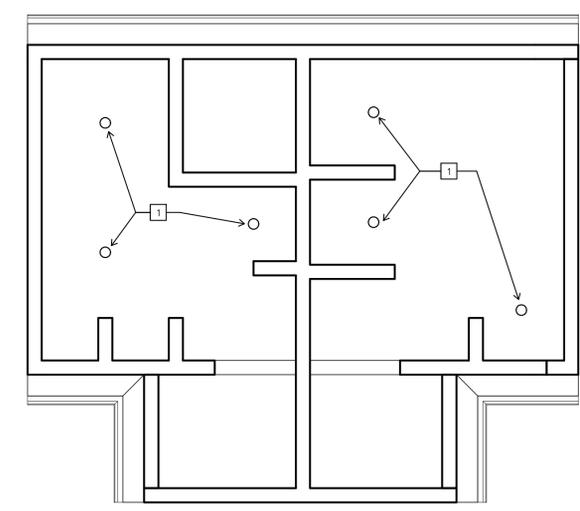
SITE PLAN NOTES:	DEMO PLAN NOTES:	FLOOR PLAN NOTES:	RCP NOTES:	GENERAL NOTES:
<ol style="list-style-type: none"> 1 NEW ADA SIDEWALK TO ROAD, MAX SLOPE 1:20 	<ol style="list-style-type: none"> 1 REMOVE PARTITION AND SALVAGE FOR REUSE 2 REMOVE PARTITION 3 REMOVE DOOR AND WOOD FRAME WALL 4 REMOVE SIDEWALK IN AREA SHOWN 5 REMOVE BLOCK WALL 6 REMOVE TOILET 7 REMOVE SINK AND COUNTER 8 REMOVE URINAL 9 REMOVE PAINT FROM CONCRETE FLOORS AND PREPARE FOR SEALER 	<ol style="list-style-type: none"> 1 REUSE EXISTING PARTITION; FLIP 2 NEW ADA FLOOR MOUNTED FLUSH VALVE TOILET AND PLUMBING 3 NEW ADA LAVATORY W/ INSULATED PIPE WRAP 4 NEW ADA GRAB BARS 5 NEW METAL TOILET PARTITION TO MATCH EXISTING 6 NEW 3'-0" HM DOOR AND FRAME AND BLOCK WALL W/ LINTEL 7 NEW SIDEWALK IN AREA SHOWN 8 NEW ADA SIDEWALK TO ROAD, MAX SLOPE 1:20 9 NEW URINALS, MOUNT ONE PER ADA 10 NEW DOOR STOP 11 NEW MIRROR 12 NEW TOILET PAPER DISPENSER 13 NEW SANITARY NAPKIN DISPOSAL 14 NEW BABY CHANGING TABLE 15 NEW FREEZE PROOF ADA DRINKING FOUNTAIN 16 NEW FLOOR COATING 17 NEW PAPER TOWEL DISPENSER 18 NEW ELECTRIC HAND DRYER 	<ol style="list-style-type: none"> 1 LED CAN LIGHT RETROFIT FOR EXISTING LIGHTS 	<ol style="list-style-type: none"> 1 CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND EXISTING CONDITIONS. ANY DISCREPANCIES WHICH WILL PREVENT THE ACCOMPLISHMENT OF INTENT SHOWN ON DRAWINGS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT. 2 WHERE A CONDITION IS NOTED TYPICAL (TYP), IT IS UNDERSTOOD THAT ALL SIMILAR CONDITIONS BE CONSTRUCTED OF THE SAME MATERIALS AND/OR DIMENSIONS. 3 ALL DIMENSIONS ARE TO FACE OF CMU, FACE OF CONCRETE FOUNDATION WALL, OR CENTER OF STL. STRUCTURE, UNLESS NOTED OTHERWISE. 4 REFER TO EXTERIOR WALL SECTIONS FOR EXTERIOR WALL CONSTRUCTION. 5 ALL DOOR OPENINGS ARE TO BE LOCATED 4" FROM HINGE SIDE OF ADJACENT WALL UNLESS CENTERED IN ROOM OR NOTED OTHERWISE. 6 SIGNAGE PER SCHEDULE AND WALL MOUNTED ADA SIGNAGE LOCATIONS.



A10 EXISTING RR - DEMO PLAN
1/4" = 1'-0"



A7 REMODEL FLOOR PLAN
1/4" = 1'-0"



A3 REFLECTED CEILING PLAN
1/4" = 1'-0"

JOB NUMBER	15049
ISSUE DATE	6/14/2016
REVISIONS	

Williams Spurgeon
Kuhl & Freshnock
Architects, Inc. © 2016

John E. Freshnock - Architect
MO #2002021706

PARKVILLE ENGLISH LANDING RESTROOM

CITY OF PARKVILLE, MO

Williams
Spurgeon
Kuhl &
Freshnock
Architects, Inc.
Missouri Certificate of Authority
#2003011262

REMODEL
PLAN

A1.01

6/14/2016 9:43:40 AM
M:\2015\15049 - Parkville English Landing Restroom\15049 - Alt 4.rvt

110 Armour Road North Kansas City, Missouri 64116 Tel. 816.300.4101 Fax 816.300.4102

SECTION 011000 - SUMMARY
PART 1 - GENERAL
1.1 SUMMARY OF WORK
A. Project: English Landing Park Restroom Renovation
B. Owner: City of Parkville, Missouri
C. Architect: Williams Spurgeon Kuhl & Freshnock Architects Inc.
D. Contractor: TED
E. The Work consists of renovations to existing restroom building, consisting of new fixtures, concrete walls.
1.2 WORK RESTRICTIONS
A. Contractor's use of Premises: During construction, Contractor will have full use of site area indicated. Contractor's use of premises is limited only by Owner's right to perform work or employ other contractors on portions of Project, and as follows:
1. Park will be in use during construction, access to the park will pass the site and must be maintained in an open and safe manner.
PART 2 - PRODUCTS (Not Applicable)
PART 3 - EXECUTION (Not Applicable)
END OF SECTION 011000

SECTION 012000 - PRICE AND PAYMENT PROCEDURES
PART 1 - GENERAL
1.1 ALTERNATES
A. An alternate is an amount proposed by bidder for certain work that may be added to or deducted from the Base Bid amount. If Owner accepts the Alternate, the cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.
B. Indicate on the Bid Form amounts to be deducted from or added to the Contract Sum for the following alternates:
1. Alternate Number 1: Add drinking Fountain.
2. Alternate Number 2: Add floor coating.
1.2 CONTRACT MODIFICATION PROCEDURES
A. On Owner's approval of a proposal from Contractor, Architect will issue a Change Order, for all changes to the Contract Sum or the Contract Time.
B. When Owner and Contractor disagree on the terms of a proposal, Architect may issue a Construction Change Directive, instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order. Construction Change Directive will contain a description of the change and designate the method to be followed to determine changes to the Contract Sum or the Contract Time.
1.3 PAYMENT PROCEDURES
A. Submit a Schedule of Values at least 10 days before the initial Application for Payment. Break down the Contract Sum into the items for each Specification Section in the Project Manual table of contents. Coordinate the Schedule of Values with Contractor's construction schedule.
1. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
2. Provide separate line items in the Schedule of Values for initial cost of materials and for total installed value of that part of the Work.
B. Submit 3 copies of each application for payment on AIA Document 3102/3103, according to the schedule established in Owner/Contractor Agreement.
C. With each application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
2. Submit Final Application for Payment after completion of Project closeout procedures with release of liens and supporting documentation.
a. Include consent of surety to final payment on AIA Document 3107 and insurance certificates.
b. Submit final meter readings for utilities, a record of stored fuel, and similar data as of the date of Substantial Completion.
PART 2 - PRODUCTS (Not Applicable)
PART 3 - EXECUTION (Not Applicable)
END OF SECTION 012000

SECTION 013000 - ADMINISTRATIVE REQUIREMENTS
PART 1 - GENERAL
1.1 PROJECT MANAGEMENT AND COORDINATION
A. Coordinate construction to ensure efficient and orderly installation of each part of the Work.
B. Schedule and conduct progress meetings at Project site at monthly intervals. Notify Owner and Architect of meeting dates and times. Require attendance of each subcontractor or other entity concerned with current progress or involved with planning or coordination of future activities.
1. Record minutes and distribute to everyone concerned, including Owner and Architect.
1.2 SUBMITTAL PROCEDURES
A. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities to ensure sequential activity.
1. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
2. Provide copies of each submittal. Architect will mark up and return by email.
3. Architect will discard submittals received from sources other than Contractor.
B. Place a label or mark on each submittal for identification. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect. Indicate the following information on the label:
1. Project name.
2. Date.
3. Name and address of Contractor.
4. Name and address of subcontractor or supplier.
5. Number and title of appropriate Specification Section.
C. Identify deviations from the Contract Documents on submittals.
D. Construction Schedule Submittal Procedure: Submit two copies or submit electronically the schedule within days after date established for Commencement of the Work.
PART 2 - PRODUCTS
2.1 ACTION SUBMITTALS
A. Product Data: Mark each copy to show applicable products and options. Include the following:
1. Manufacturers' written recommendations, product specifications, and installation instructions.
2. Wiring diagrams showing factory-installed wiring.
3. Printed performance curves and operational range diagrams.
4. Testing by recognized testing agency.
5. Compliance with specified standards and requirements.
B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data. Submit on sheets at least 8-1/2 by 11 inches but no larger than 30 by 42 inches. Include the following:
1. Dimensions and identification of products.
2. Fabrication and installation drawings and roughing-in and setting diagrams.
3. Wiring diagrams showing field-installed wiring.
4. Notation of coordination requirements.
5. Notation of dimensions established by field measurement.
C. Samples: Submit samples for review of kind, color, pattern, and texture and for a comparison of these characteristics between submittal and actual component as delivered and installed. Include name of manufacturer and product name on label.
1. If variation is inherent in material or product, submit at least three sets of paired units that show variations.
2. INFORMATION SUBMITTALS
A. Qualification Data: include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
B. Product Certifications: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
2.3 DELEGATED DESIGN
A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required by Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit electronic copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
2.4 CONTRACTOR'S CONSTRUCTION SCHEDULE
A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type schedule within 30 days of date established for the Notice of Award.
B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
PART 3 - EXECUTION
3.1 SUBMITTAL REVIEW
A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
B. Architect will review each action submittal, make marks to indicate corrections or modifications required, stamp and mark as appropriate to indicate action taken, and return copies less those retained.
3.2 CONTRACTOR'S CONSTRUCTION SCHEDULE
A. Distribute copies of approved schedule to Owner, Architect, subcontractors, testing and inspecting agencies, and parties identified by contractor with a need-to-know schedule responsibility. When revisions are made, distribute updated schedules to the same parties.
B. Updating at Monthly Intervals: update schedule to reflect actual construction progress and activities, issue schedule one week before each regularly scheduled progress meeting.
1. As the Work progresses, indicate Actual Completion percentage for each activity.
END OF SECTION 013000

SECTION 014000 - QUALITY REQUIREMENTS
PART 1 - GENERAL
1.1 SECTION REQUIREMENTS
A. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
B. Testing and inspecting services are specified in other Sections of these Specifications or are required by authorities having jurisdiction and shall be performed by independent testing agencies.
2. Where quality-control services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these services.
C. Contractor is responsible for scheduling times for tests, inspections, and obtaining samples and notifying testing agency.
3. Retesting and Reinspecting: Contractor shall pay for additional testing and inspecting required as a result of tests and inspections indicating noncompliance with requirements.
PART 2 - PRODUCTS
2.1 PRODUCT OPTIONS
A. Provide products that comply with the Contract Documents, are undamaged, and are new at the time of installation.
1. Provide products complete with accessories, trim, finish, and other devices and components needed for a complete installation and the intended use and effect.
2. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
B. Product Selection Procedures:
1. Where Specifications name a single product or manufacturer, provide the item indicated that complies with requirements.
2. Where Specifications include a list of names of products or manufacturers, provide one of the items indicated that complies with requirements.
3. Where Specifications include a list of names of products or manufacturers, accompanied by the term "available products" or "available materials," provide one of the named items that complies with requirements. Comply with provisions for "comparable product requests" for consideration of an unnamed product.
4. Where Specifications name a product as the "basis-of-design" and include a list of manufacturers, provide the named product. Comply with provisions for "comparable product requests" for consideration of an unnamed product by the other named manufacturers.
C. Unless otherwise indicated, Architect will select color, pattern, and texture of each product from manufacturer's full range of products that includes both standard and premium items.
PART 3 - EXECUTION (Not Applicable)
END OF SECTION 014000

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS
PART 1 - GENERAL
1.1 SECTION REQUIREMENTS
A. Use Charges: Cost or use charges for temporary facilities shall be included in the Contract Sum.
B. Use water and electric power from Owner's existing system without metering and without payment of use charges.
C. Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA70E.
PART 2 - PRODUCTS
2.1 EQUIPMENT
A. Heating Equipment: Unless Owner authorizes use of permanent heating system, provide vented, self-contained heaters with thermostat control.
B. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
2. Heating units: Listed and labeled, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
PART 3 - EXECUTION
3.1 TEMPORARY UTILITIES
A. General: Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary facilities.
B. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking-water fixtures. Comply with regulations and health codes for type, number, location, operation, and maintenance of fixtures and facilities.
C. Heating: Provide temporary heating required for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
D. Submit changeover permits, operation and maintenance manuals, and similar releases.
3.2 TEMPORARY SUPPORT FACILITIES
A. Provide field offices, storage and fabrication sheds, and other support facilities as necessary for construction operations.
B. Provide waste-collection containers in sizes adequate to handle waste from construction operations. Collect waste daily and, when containers are full, legally dispose of waste off-site. Comply with requirements of authorities having jurisdiction for unloading and disposal.
C. Install project identification and other signs in locations approved by Owner to inform the public and persons seeking entrance to Project.
3.3 TEMPORARY SECURITY AND PROTECTION FACILITIES
A. Provide temporary environmental protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and soil contamination or pollution or other undesirable effects.
B. Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction.
C. Provide temporary enclosures for protection of construction and workers from inclement weather and for containment of heat.
D. Obtain permits of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
E. Furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates.
F. Install and maintain temporary fire-protection facilities. Comply with NFPA1041.
3.4 TERMINATION AND REMOVAL
A. Temporary Utilities: At earliest feasible time, when acceptable to Owner, change over from use of temporary service to permanent utility service.
B. Remove temporary facilities and controls no later than Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
END OF SECTION 015000

SECTION 016000 - PRODUCT REQUIREMENTS
PART 1 - GENERAL
1.1 SECTION REQUIREMENTS
A. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
B. Product changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor after award of the Contract.
1. Submit electronically each request for product substitution.
2. Submit requests within 10 days after the Notice of Award.
3. Do not submit unapproved substitutions on Shop Drawings or other submittals.
4. Identify product to be replaced and show compliance with requirements for substitutions. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified, a list of changes needed to other parts of the Work required to accommodate proposed substitution, and any proposed changes in the Contract Sum or the Contract Time should the substitution be accepted.
5. Architect will review the proposed substitution and notify Contractor of its acceptance or rejection by Change Order.
C. Comparable Product Requests:
1. Submit electronically copies of each request for comparable product. Do not submit unapproved products on Shop Drawings or other submittals.
2. Identify product to be replaced and show compliance with requirements for comparable product requests. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified.
3. Architect will review the proposed product and notify Contractor of its acceptance or rejection.
D. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
2. Deliver products to Project site in manufacturer's original sealed container or packaging, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
3. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
4. Store materials in a manner that will not endanger Project structure.
5. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground and with adequate ventilation.
E. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
PART 2 - PRODUCTS
2.1 PRODUCT OPTIONS
A. Provide products that comply with the Contract Documents, are undamaged, and are new at the time of installation.
1. Provide products complete with accessories, trim, finish, and other devices and components needed for a complete installation and the intended use and effect.
2. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
B. Product Selection Procedures:
1. Where Specifications name a single product or manufacturer, provide the item indicated that complies with requirements.
2. Where Specifications include a list of names of products or manufacturers, provide one of the items indicated that complies with requirements.
3. Where Specifications include a list of names of products or manufacturers, accompanied by the term "available products" or "available materials," provide one of the named items that complies with requirements. Comply with provisions for "comparable product requests" for consideration of an unnamed product.
4. Where Specifications name a product as the "basis-of-design" and include a list of manufacturers, provide the named product. Comply with provisions for "comparable product requests" for consideration of an unnamed product by the other named manufacturers.
C. Unless otherwise indicated, Architect will select color, pattern, and texture of each product from manufacturer's full range of products that includes both standard and premium items.
PART 3 - EXECUTION (Not Applicable)
END OF SECTION 016000

SECTION 017000 - EXECUTION AND CLOSEOUT REQUIREMENTS
PART 1 - GENERAL
1.1 CLOSEOUT SUBMITTALS
A. Record Drawings: Maintain a set of prints of the Contract Drawings as Record Drawings. Mark to show actual installation where installation varies from that shown originally.
1. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
B. Operation and Maintenance Data: Submit electronically complete manual. Organize data into bookmarked pdf files. Include the following:
1. Manufacturer's operation and maintenance documentation.
2. Maintenance and service schedules.
3. Maintenance service contacts.
4. Emergency instructions.
5. Spare parts list.
6. Wiring diagrams.
7. Copies of warranties.
PART 2 - PRODUCTS (Not Applicable)
PART 3 - EXECUTION
3.1 EXAMINATION AND PREPARATION
A. Examine substrates and conditions for compliance with manufacturer's written requirements including, but not limited to, surfaces that are sound, level, plumb, smooth, clean, and free of deleterious substances; substrates within installation tolerances; and application conditions within environmental limits. Proceed with installation only after unsatisfactory conditions have been corrected.
B. Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to property survey and existing benchmarks.
C. Take field measurements as required to fit the Work properly. Where fabricated products are to be fitted to other construction, verify dimensions by field measurement before fabrication and, when possible, before fitting and trimming final installation.
3.2 CUTTING AND PATCHING
A. Do not cut structural members or operational elements without prior written approval of Architect.
B. Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems or arrange to prevent intrusion to occupied areas.
C. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
3.3 INSTALLATION
A. Comply with manufacturer's written instructions for installation. Anchor each product securely in place, accurately located and aligned with other portions of the Work. Clean exposed surfaces and protect from damage.
B. Clean Project site and work areas daily, including common areas.
3.4 FINAL CLEANING
A. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion:
1. Remove labels that are not permanent.
2. Clean transparent materials, including mirrors. Remove excess glazing compounds. Replace chipped or broken glass.
3. Clean exposed finishes to a dust-free condition. Free of stains, films, and foreign substances. Sweep concrete floors broom clean.
4. Vacuum carpeted surfaces and wax resilient flooring.
5. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication. Clean plumbing fixtures. Clean light fixtures.
6. Clean Project site, yard, and grounds, in areas disturbed by construction activities. Sweep paved areas; remove stains, spills, and foreign deposits. Rake grounds to a smooth, even-textured surface.
3.5 CLOSEOUT PROCEDURES
Substantial Completion: Before requesting Substantial Completion inspection, complete the following:
1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
2. Advise Owner of pending insurance changeover requirements.
3. Submit specific warranties, maintenance service agreements, and similar documents.
4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operation and maintenance manuals, and similar releases.
5. Submit Record Drawings and Specifications, operation and maintenance manuals, property surveys, and similar final record information.
6. Deliver tools, spare parts, extra materials, and similar items.
7. Make final changeover of permanent locks and deliver keys to Owner.
8. Complete startup testing of systems.
9. Remove temporary facilities and controls.
10. Submit changeover permits, operation and maintenance manuals, and similar releases.
11. Complete final cleaning requirements, including touchup painting.
12. Touch up and otherwise repair and restore marked exposed finishes to eliminate visual defects.
B. Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will proceed with inspection for final completion or unfiled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will advise Contractor of items that must be completed or corrected before certificate will be issued.
C. Request inspection for final completion or unfiled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will advise Contractor of items that must be completed or otherwise resolved for acceptance.
D. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
E. Request reinspection when the Work Identified in previous inspections as incomplete is completed or corrected.
F. Submit a written request for final inspection for acceptance. On receipt of request, Architect will proceed with inspection or advise Contractor of unfiled requirements. Architect will prepare final Certificate for Payment after inspection or will advise Contractor of items that must be completed or corrected before certificate will be issued.
G. DEMONSTRATION
A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system. Include a detailed review of the following:
1. Include instruction for basis of system design and operational requirements, review of documentation, emergency procedures, operations, adjustments, troubleshooting, maintenance, and repairs.
END OF SECTION 017000

SECTION 033000 - CAST-IN-PLACE CONCRETE
PART 1 - GENERAL
1.1 SECTION REQUIREMENTS
A. Submittals: concrete mix designs and submittals required by ACI301.
B. Ready-Mixed Concrete: Obtain qualifications: ASTM C1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1227, 1228, 1229, 1230, 1231, 1232, 1233, 1234, 1235, 1236, 1237, 1238, 1239, 1240, 1241, 1242, 1243, 1244, 1245, 1246, 1247, 1248, 1249, 1250, 1251, 1252, 1253, 1254, 1255, 1256, 1257, 1258, 1259, 1260, 1261, 1262, 1263, 1264, 1265, 1266, 1267, 1268, 1269, 1270, 1271, 1272, 1273, 1274, 1275, 1276, 1277, 1278, 1279, 1280, 1281, 1282, 1283, 1284, 1285, 1286, 1287, 1288, 1289, 1290, 1291, 1292, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1339, 1340, 1341, 1342, 1343, 1344, 1345, 1346, 1347, 1348, 1349, 1350, 1351, 1352, 1353, 1354, 1355, 1356, 1357, 1358, 1359, 1360, 1361, 1362, 1363, 1364, 1365, 1366, 1367, 1368, 1369, 1370, 1371, 1372, 1373, 1374, 1375, 1376, 1377, 1378, 1379, 1380, 1381, 1382, 1383, 1384, 1385, 1386, 1387, 1388, 1389, 1390, 1391, 1392, 1393, 1394, 1395, 1396, 1397, 1398, 1399, 1400, 1401, 1402, 1403, 1404, 1405, 1406, 1407, 1408, 1409, 1410, 1411, 1412, 1413, 1414, 1415, 1416, 1417, 1418, 1419, 1420, 1421, 1422, 1423, 1424, 1425, 1426, 1427, 1428, 1429, 1430, 1431, 1432, 1433, 1434, 1435, 1436, 1437, 1438, 1439, 1440, 1441, 1442, 1443, 1444, 1445, 1446, 1447, 1448, 1449, 1450, 1451, 1452, 1453, 1454, 1455, 1456, 1457, 1458, 1459, 1460, 1461, 1462, 1463, 1464, 1465, 1466, 1467, 1468, 1469, 1470, 1471, 1472, 1473, 1474, 1475, 1476, 1477, 1478, 1479, 1480, 1481, 1482, 1483, 1484, 1485, 1486, 1487, 1488, 1489, 1490, 1491, 1492, 1493, 1494, 1495, 1496, 1497, 1498, 1499, 1500, 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 1510, 1511, 1512, 1513, 1514, 1515, 1516, 1517, 1518, 1519, 1520, 1521, 1522, 1523, 1524, 1525, 1526, 1527, 1528, 1529, 1530, 1531, 1532, 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550, 1551, 1552, 1553, 1554, 1555, 1556, 1557, 1558, 1559, 1560, 1561, 1562, 1563, 1564, 1565, 1566, 1567, 1568, 1569, 1570, 1571, 1572, 1573, 1574, 1575, 1576, 1577, 1578, 1579, 1580, 1581, 1582, 1583, 1584, 1585, 1586, 1587, 1588, 1589, 1590, 1591, 1592, 1593, 1594, 1595, 1596, 1597, 1598, 1599, 1600, 1601, 1602, 1603, 1604, 1605, 1606, 1607, 1608, 1609, 1610, 1611, 1612, 1613, 1614, 1615, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1624, 1625, 1626, 1627, 1628, 1629, 1630, 1631, 1632, 1633, 1634, 1635, 1636, 1637, 1638, 1639, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1648, 1649, 1650, 1651, 1652, 1653, 1654, 1655, 1656, 1657, 1658, 1659, 1660, 1661, 1662, 1663, 1664, 1665, 1666, 1667, 1668, 1669, 1670, 1671, 1672, 1673, 1674, 1675, 1676, 1677, 1678, 1679, 1680, 1681, 1682, 1683, 1684, 1685, 1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301

1. Prime Finish: Manufacturer's standard, factory-applied coat of lead- and chromate-free primer complying with ANSI/SDC A20.10 acceptance criteria.

END OF SECTION 081113

SECTION 081100 - DOOR HARDWARE

PART 1 - GENERAL
1.1 SECTION REQUIREMENTS
A. Submittals: Hardware schedule.

PART 2 - PRODUCTS
2.1 HARDWARE
A. Available Manufacturers:

- 1. See listed per item
B. Hinges: McKinley Products Company (MK)
1. Stainless-steel hinges with stainless-steel pins for exterior.

2. Nonremovable hinge pins for exterior and public interior exposure.
3. Ball-bearing hinges for doors with closers and entry doors.

4. 3 hinges for 1-3/4-inch-thick doors 90 inches or less in height; 4 hinges for doors more than 90 inches in height.

C. Continuous hinges: Pemko Manufacturing Co. (PE)
D. Locksets and Latchsets: Best Access Systems (BA)

1. BHMA(A)156.2, Series 14000, Grade 1 for bored locks and latchsets.
2. BHMA(A)156.5, Grade 1 for auxiliary locks.

3. BHMA(A)156.12, Series 13000, Grade 1 for interconnected locks and latchsets.
4. Lever handles on locksets and latchsets.

E. Key locks to Owner's new master-key system, Best Access Systems (BA)
Cylinders with five-pin tumbler and removable cores.

2. Provide cylinders for overhead doors, and other locking doors that do not require other hardware.
3. Provide construction keying.

4. Provide key control system, including cabinet.
F. Closers: Norton Door Controls (NG)

1. Mount closers on interior side (room side) of door opening. Provide regular-arm, parallel-arm, or top-jamb-mounted closers as necessary.

2. Adjustable delayed opening (accessible to people with disabilities) feature on closers.
G. Provide Thresholds, door bottoms and guards: Pemko (PE)

H. Provide overhead stops and Holders: Rixson Specialty Door Controls (RX)
I. Provide wall stops or floor stops for doors without closers, Rockwood Manufacturing Company (RO)

J. Provide Metal Protective Trim: Rockwood Manufacturing Company
K. Provide hardware finishes as follows:

1. Hinges: Matching finish of lockset/latchset.
2. Locksets, Latchsets, and Exit Devices: Satin chrome plated.

3. Closers: Matching finish of lockset/latchset.
4. Other Hardware: Matching finish of lockset/latchset.

PART 3 - EXECUTION

3.1 INSTALLATION
A. Mount hardware in locations recommended by the Door and Hardware Institute unless otherwise indicated.

3.2 HARDWARE SCHEDULE
Set: 1
Doors: 101 & 102

Table with 4 columns: Item, Description, Quantity, Unit. Includes Continuous Hinge, Deadbolt, Push Plate, Pull Plate, Surface Closer, Threshold, Kickplate, Door Bottom.

END OF SECTION 081100

SECTION 091100 - PAINTING

PART 1 - GENERAL
1.1 SECTION REQUIREMENTS
A. Summary: Paint exposed surfaces unless otherwise indicated.

1. Paint the back side of access panels.
2. Color-code mechanical piping in accessible ceiling spaces.

3. Do not paint prefinished items, items with an integral finish, operating parts, and labels unless otherwise indicated.
B. Submittals:

1. Product Data.
2. Samples.
C. MPI Standards:

1. Products: Complying with MPI standards indicated and listed in "MPI Approved Products List."
2. Preparation and Workmanship: Comply with requirements in "MPI Architectural Painting Specification Manual" for products and paint systems indicated.

D. Mockups: Full-coat finish sample of each type of coating, color, and substrate, applied where directed.
E. Extra Materials: Deliver to Owner 1 gal. of each color and type of finish coat paint used on Project, in containers, properly labeled and sealed.

PART 2 - PRODUCTS

2.1 PAINT
A. Available Products:

1. Sherwin Williams
B. Material Compatibility: Provide materials that are compatible with one another and with substrates.

1. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
C. Colors: As selected.

2.2 CONCRETE SEALANT

A. Basis-of-Design Product: Subject to compliance with requirements, provide Curecrete Distribution, Inc. or a comparable product.

1. Cure-Seal Hardener: Ashford Formula, a water-based chemically reactive penetrating sealer and hardener that seals by densifying concrete so that water molecules cannot pass through but air and water vapor can, and allows concrete to achieve full compressive strength, minimizing surface crazing and eliminating dusting.

2. Abrasion Resistance to Revolving Disks: At least a 32.5% improvement over untreated samples when tested in accordance with ASTM C778.
3. Surface Adhesion: At least a 22% increase in adhesion for epoxy when tested in accordance with ASTM D3951.

4. Hardening: As follows when tested in accordance with ASTM C39:
a. After 7 Days: An increase of at least 40% over untreated samples.
b. After 28 Days: An increase of at least 38% over untreated samples.

5. Coefficient of Friction: 0.66 dry, 0.64 wet when tested in accordance with ASTM G102B.
6. Retainment Number: An increase of at least 15.5% over untreated samples when tested in accordance with ASTM C605.

7. Light Exposure Degradation: No evidence of adverse effects on treated samples when tested in accordance with ASTM G23.
B. Stain-Resistance Treatment:

1. Basis-of-Design Product: Subject to compliance with requirements, provide Evonik Industries; Protectosil AQUA-TRETE 56, or a comparable product.

2. Stain-resistance treatment shall be multifunctional systems that provide superior water and stain resistance. Treatment shall repel urine, water, and oil based materials.
3. Apply to all interior concrete floors in restroom building.

PART 3 - EXECUTION

3.1 PREPARATION
A. Remove hardware, lighting fixtures, and similar items that are not to be painted. Mask items that cannot be removed. Reinstall items in each area after painting is complete.

B. Clean and prepare surfaces in an area before beginning painting in that area. Schedule painting so clearing operations will not damage newly painted surfaces.

3.2 APPLICATION

A. Apply paints according to manufacturer's written instructions.

1. Use brushes only for exterior painting and where the use of other applicators is not practical.
2. Use rollers for finish coat on interior walls and ceilings.

B. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

1. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
C. Apply stains and transparent finishes to produce surface films without color irregularity, cloudiness, holidays, lap marks, brush marks, runs, ropiness, or other imperfections. Use multiple coats to produce a smooth surface film of even luster.

3.3 EXTERIOR PAINT APPLICATION SCHEDULE

A. Concrete Masonry Units:

1. Semigloss Latex: Two coats over latex block filler: MPIEXT3.2A, Steel.
2. Gloss, Alkyd Enamel: Two coats over rust-inhibitive primer: MPIEXT3.1D.

3. Galvanized Metal:
a. Gloss, Alkyd Enamel: Two coats over cementitious galvanized-metal primer: MPIEXT3.3B.
Dressed Lumber: Including architectural woodwork, siding and trim.

1. Semitransparent Stain: Two coats: MPIEXT3.6, 3D.
B. INTERIOR PAINT APPLICATION SCHEDULE

A. Concrete Masonry Units:

1. Epoxy System (Sherwin Williams)
a. Block Filler: 5-VI Heavy Duty Acrylic Block Filler B42N46 Series, at 10 to 20 mils dry, per coat.
Intermediate coat: Sherwin-Williams B70K020211 - Waterbased Catalyzed Epoxy Semigloss.

c. Topcoat: Sherwin-Williams B70K020211 - Waterbased Catalyzed Epoxy Semigloss.
B. Steel:

1. Gloss, Alkyd Enamel: Two coats over alkyd anticorrosive primer: MPIEXT3.1E.
C. Concrete Floor:

1. Stain Resistance
a. Evonik Industries; Protectosil AQUA-TRETE 56

END OF SECTION 091100

SECTION 101400 - SIGNAGE

PART 1 - GENERAL
1.1 SECTION REQUIREMENTS

A. Submittals: Product Data, Shop Drawings, and Samples.
1. Submit full-size rubbings for metal plaques.
B. Regulatory Requirements: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA700, Article 710.0, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
PART 2 - PRODUCTS

2.1 MATERIALS
A. Acrylic Sheet: ASTM D4802, Category DA-1 (cell-cast sheet), Type DVA (UV absorbing).

B. Plastic Laminate: High-pressure laminate engraving stock with face and core in contrasting colors.
2.2 SIGNS
A. Interior Panel Signs: Matte-finished opaque acrylic with adhesively applied vinyl film copy with square-cut edges and rounded corners.

1. Finishes and colors: As selected from manufacturer's full range.
2. Tactile Characters: Characters and Grade 2 Braille raised 1/32 inch above surface with contrasting colors.
3. Provide signs for restrooms mounted on the wall beside the room door.

PART 3 - EXECUTION

3.1 INSTALLATION
A. Locate signs where indicated or directed by Architect. Install signs level, plumb, and at heights indicated, with sign surfaces free from distortion and other defects in appearance.

B. Wall-Mounted Signs:
1. Mechanical Fasteners: Use nonremovable mechanical fasteners placed through predrilled holes.

END OF SECTION 101400

SECTION 102113 - TOILET COMPARTMENTS

PART 1 - GENERAL
1.1 SECTION REQUIREMENTS

A. Submittals: Product Data, Shop Drawings, and Samples.
PART 2 - PRODUCTS

2.1 TOILET COMPARTMENTS AND SCREENS
A. Available Products:

1. Bradley Corporation
2. Borwick Washroom Equipment
3. Metpar Corp.
2.2 MATERIALS

A. Panel, Plaster, and Door Material:
1. Solid-Plastic, Polymer Resin: High-density polyethylene with homogenous color, not less than 1 inch thick, with seamless construction and eased edges.

2. Color: As selected.
B. Plaster Shoes and Sleeves (Caps): Stainless steel or solid plastic, polymer resin, not less than 3/8 inches high.

C. Brackets: Continuous.
Material: Clear-anodized aluminum.
2.3 FABRICATION

A. Toilet Compartments: Overhead braced and floor anchored.
B. Urinal Screens: Wall hung.
C. Solid-Plastic, Polymer-Resin units: Provide aluminum heat-sink strips at exposed bottom edges of panels and doors.

D. Doors: Unless otherwise indicated, 24-inch-wide in-swinging doors for standard toilet compartments and 36-inch-wide out-swinging doors with a minimum 32-inch-wide clear opening for compartments indicated to be accessible to people with disabilities.

E. Door Hardware: Stainless steel. Provide units that comply with accessibility requirements of authorities having jurisdiction at compartments indicated to be accessible to people with disabilities.
1. Hinges: Self-closing type, adjustable to hold door open at any angle up to 90 degrees.

2. Latches and Keepers: Surface-mounted unit designed for emergency access and with combination rubber-faced door strike and keeper.
3. Coat Hook: Combination hook and rubber-tipped bumper, sized to prevent door from hitting compartment-mounted accessories.

4. Door Bumper: Rubber-tipped bumpers at out-swinging doors or entrance screen doors.
5. Door Pull: Provide at out-swinging doors. Provide units on both sides of doors at compartments indicated to be accessible to people with disabilities.

PART 3 - EXECUTION

3.1 INSTALLATION
A. Install units rigid, straight, level, and plumb, with not more than 1/2 inch between pilasters and panels and not more than 1 inch between panels and walls. Provide brackets, plaster shoes, tracing, and other components required for a complete installation. Use theft-resistant exposed fasteners finished to match hardware. Use sleeve nuts for through-bolt applications.

1. Strrup Brackets: Align brackets at pilasters with brackets at walls. Locate wall brackets so holes for wall anchors occur in masonry or tie joints.
2. Set hinges on in-swinging doors to hold open approximately 30 degrees from closed position when unlatched. Set hinges on out-swinging doors and swing doors in entrance screens to return to fully closed position.

END OF SECTION 102113

SECTION 102800 - TOILET, BATH, AND LAUNDRY ACCESSORIES

PART 1 - GENERAL
1.1 SECTION REQUIREMENTS

A. Submittals: Product Data.
PART 2 - PRODUCTS

2.1 MATERIALS
A. Stainless Steel: ASTM A304, No. 4 finish (satln), 0.0312-inch minimum nominal thickness unless otherwise indicated.

B. Brass: ASTM B360, ASTM B361, or ASTM B362.
C. Aluminum: ASTM B221, Alloy 6063-T6 or 6463-T6.
Sheet Steel: ASTM A1009/A1009M, 0.0309-inch minimum nominal thickness.

E. Galvanized-Steel Sheet: ASTM A153/A153M, G60.
F. Chromium Plating: ASTM B486, service condition Number S012 (moderate service).
G. Baked-Enamel Finish: Factory-applied, gloss-white, baked-acrylic-enamel coating.

H. Tempered Glass: ASTM C1094, Kind FT (fully tempered).
I. Mirrors: ASTM C11503, Mirror Glazing Quality, clear-glass mirrors, nominal 6.0 mm thick, galvanized-steel mounting devices: ASTM A193/A193M, hot-dip galvanized after fabrication.

K. Fasteners: Screws, bolts, and other devices of same material as accessory unit, tamper and theft resistant when exposed, and of galvanized steel when concealed.
L. Keys: Provide universal keys for internal access to accessories for servicing and resupplying. Provide minimum of six keys to Owner's representative.

2.2 TOILET AND BATH ACCESSORIES

A. Available Manufacturers:

1. Bradley Corp
B. Paper Towel Dispenser: by owners Vendor
C. Toilet Tissue Dispenser: by owners Vendor

D. Waste Receptacle: by owner
E. Liquid-Soap Dispenser: by owners Vendor
F. Grab Bars:

1. Basis-of-Design Product: 812
2. Material: Stainless steel, 0.050 inch thick.
3. Mounting: Concealed.

4. Gripping Surfaces: Slip-resistant texture.
5. Outside Diameter: 1-1/2 inches for heavy-duty applications.
6. Sanitary Napkin Disposal Unit: by owners Vendor

H. Seat-Cover Dispenser: by owners Vendor
I. Mirror Unit:

1. Basis-of-Design Product: 701-1036
2. Frame: Stainless-steel channel.
J. Warm-Air Dryer:

1. Basis-of-Design Product: 2822-2073
2. Type: Electronic-sensor activated.
3. Mounting: Surface.

4. Material: steel, with white enamel finish.
K. Baby Changing Station:

1. Basis-of-Design Product: 4632
2. Mounting: Surface.
L. Material: Molded Plastic.

L. Underlatory Guard: See MEP drawings
1. Description: Insulating pipe coverings for supply and drain piping assemblies, which prevent direct contact with and burns from piping, and allow service access without removing coverings.

2. Material and Finish: Antimicrobial, molded plastic, white.
PART 3 - EXECUTION

3.1 INSTALLATION
A. Install accessories using fasteners appropriate to substrate indicated and recommended by unit manufacturer. Install units level, plumb, and firmly anchored in locations and at heights indicated.

1. Install grab bars to withstand a downward load of at least 250 lbf, when tested according to method in ASTM F1446.
B. Adjust accessories for unencumbered, smooth operation and verify that mechanisms function properly. Replace damaged or defective items. Remove temporary labels and protective coatings.

END OF SECTION 102800

JOB NUMBER 15049
ISSUE DATE 6/14/2016
REVISIONS

Williams Spurgeon Kuhl & Freshnock Architects, Inc. © 2016

Professional seal for John E. Freshnock, Architect, Missouri Certificate of Authority #2002021706, dated 6/14/2016.

PARKVILLE ENGLISH LANDING RESTROOM
CITY OF PARKVILLE, MO
110 Armour Road North Kansas City, Missouri 64116 Tel. 816.300.4101 Fax 816.300.4102

Williams Spurgeon Kuhl & Freshnock Architects, Inc. Missouri Certificate of Authority #2003011262

SPECIFICATIONS A5.02

CITY OF PARKVILLE

Policy Report

Date: Wednesday, June 15, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Update regarding the progress of the Parkville Parks Master Plan update project.

BACKGROUND:

On December 1, 2015, the Board of Aldermen entered into a professional services agreement with Vireo to lead an update of the Parkville Parks Plan (P3), with particular emphasis on the riverfront parks corridor. The approved scope of work designates the Community Land and Recreation Board (CLARB), along with a Platte County liaison, as the steering committee for this project.

An initial pre-meeting to confirm project goals, objectives, expectations, opportunities, and constraints between city/county staff and Vireo was held on January 8, 2016. The first steering committee meeting was held February 10, 2016. Since that time, Vireo with direction of staff and the steering committee, conducted targeted focus groups discussions, key leader interviews, and employee interviews. The goal was to gain perspective of different visions and ideas about the future direction of the park system.

The general public was invited to provide input at a community open house on April 14, 2016, at the American Legion in Downtown Parkville. The open house had a total of 48 attendees. An online survey was available for those who were unable to attend the meeting. The online survey had a total of 286 respondents. It was not based on a random sample and the results are not statistically significant. A summary presentation of focus group feedback, open house results, and online survey data can be found in Attachment 1.

At the steering committee meeting on June 8, 2016, the consultants displayed three preliminary design concepts of the riverfront parks for review and discussion based on previous park plans and the public input process. Each concept took a different design perspective:

- Concept A “The Mall” (Attachment 2): Vireo describes this concept as the simplest approach to connecting English Landing Park, Platte Landing Park, and Main Street. This concept uses an attraction of a green space mall to draw people into the park. It also splits active and passive recreation areas in English Landing Park to create an area where playground and shelter users wouldn’t need to cross a roadway. It does include the challenging and costly undertaking of burying portions of Rush Creek in a culvert.
 - Concept B “The Boardwalk” (Attachment 3): This concept uses a retail/residential development-centric design to connect the parks by extending Main Street down to the river. In this concept, a boardwalk with parking underneath would promote shopping, apartments, and restaurants in the parks. Similar to Concept A, this concept also incorporates the split of the active and passive recreation areas in English Landing Park.
-

- Concept C “The Promenade” (Attachment 4): This is an outside-the-box combination of Concepts A and B. This concept joins the two parks with a grand promenade walkway next to Main Street down to the River. It also includes retail/residential development near Main Street and the railroad tracks. The vision from Vireo is that the promenade would draw people to the river, be an ideal spot for event vendors, and provide opportunities for other park amenities. This concept also includes a road that extends to the river to allow people to enjoy the park area without leaving their cars. Unlike Concept A and B, this concept does not incorporate the split of the active and passive recreation areas in English Landing Park, but instead primarily retains the design of English Landing Park as-is.

The steering committee spent time carefully reviewing each concept. After review, the committee thought Concept B established too much park space as retail/residential. They feared losing park space to shops and eateries would create an even greater disconnect between English Landing Park and Platte Landing Park. As a result, Concept B was discarded from the bulk of the deliberations.

The steering committee spent the majority of the time discussing their likes and dislikes of Concepts A and C. A list of the likes and dislikes of Concepts A and C from the steering committee can be found in Attachment 5. In all three concepts, Platte Landing Park is essentially the same and reflects only minor tweaks from previous designs. The steering committee shared positive opinions regarding the proposed design of Platte Landing Park.

Based on the discussion and comments from the steering committee, a second public open house is planned to take place during the Fourth of July festival following the parade in Pocket Park. The steering committee recommended that only Concepts A and C should be available for public comment as part of this process. Similar to the open house on April 14, 2016, an online survey will be made available for those who are unable to provide on-site feedback. Staff anticipates review and discussion of a revised concept at the August steering committee meeting following input from the public, steering committee, and staff. Following review by the steering committee in August, the Board of Aldermen will have an opportunity to review the revised plan. It is anticipated the plan will come forward for final approval by the Board of Aldermen in late August or early September.

BUDGET IMPACT:

There is no direct budget impact associated with this non-action item. The total consulting fee per the agreement is \$52,000. The City budgeted \$42,000 in the 2016 Capital Improvement Program (10-560-52-50-00) for this project. Staff requested financial support from Platte County to assist with the components of the project related to Platte Landing Park. In early 2016, Platte County agreed to budget \$10,000 to support the Parkville Parks Master Plan update.

ALTERNATIVES:

1. Accept the update on the Parkville Parks Master Plan project and provide feedback as necessary.
2. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen accept the update on the Parkville Parks Master Plan project and provide feedback as necessary to allow the project to move forward.

ITEM 6A
For 06-21-16
Board of Aldermen

POLICY:

Section 150.050.B. of the Parkville Municipal Code gives CLARB the responsibility to review matters of park planning or other issues brought before the Board. Section 1.1 of the Parkville Parks Master Plan update scope of work designates CLARB as the steering committee parks master planning process.

SUGGESTED MOTION:

As this is a non-action item, no motion is necessary.

ATTACHMENTS:

1. Public Input Summary
2. Concept A
3. Concept B
4. Concept C
5. Community Land and Recreation Board "Likes and Dislikes"



Parkville Parks Master Plan

Steering Committee Meeting #3 – May 11, 2016

Parkville
PARKS
Master Planning

OPEN HOUSE RESULTS

Total Participants: 48



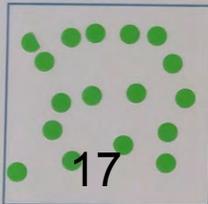
Riverfront Priorities



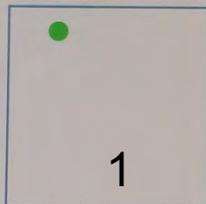
Please place your dots in the boxes below to indicate.....

ATHLETIC
FIELDS

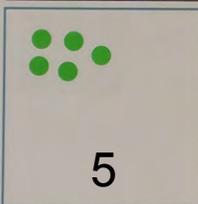
Nice Restroom at the Riverfront



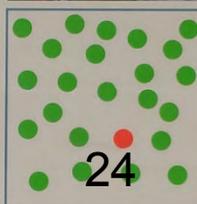
Safer Pedestrian Entry to the Riverfront over the Railroad Tracks



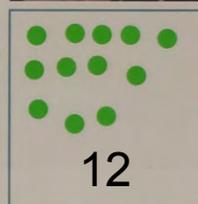
Improved Lighting in the Riverfront Parks



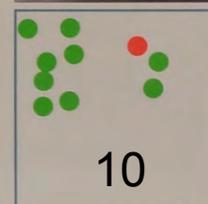
Veterans Memorial



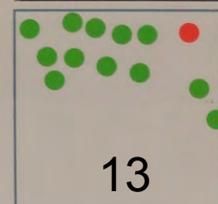
Multi-use Fields for Community Use



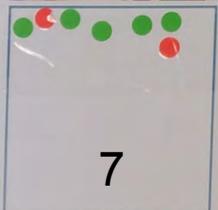
Additional Parking



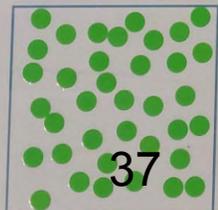
Dock Facilities



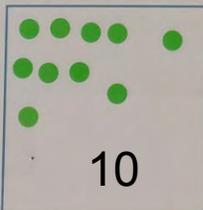
Riverfront Plaza at the End of Main Street



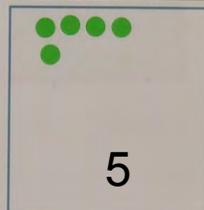
Natural Areas for Passive and Wildlife Benefit



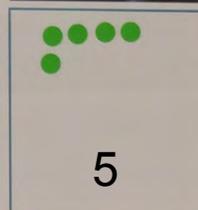
A Weather Protected Performance Space



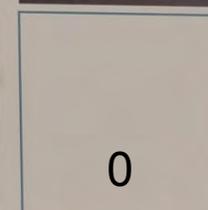
A West Entry into Riverfront Park



Improve / Relocate Farmers Market



Improve Access within Riverfront Parks



Other - Please Specify

Gas Dock

Steamboat Arabia

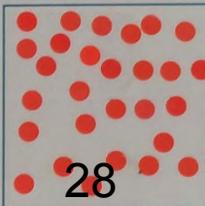
CAMPING in Park

Community Wide Park•Priorities

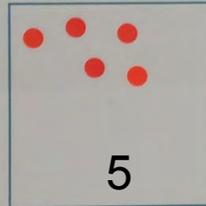


Please place your dots in the grid below to indicate.....

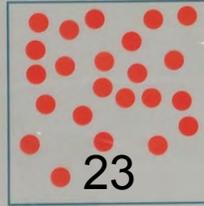
Natural Areas for
Passive Recreation &
Wildlife Benefit



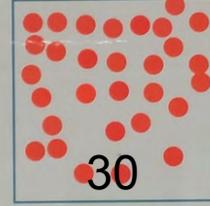
Active Fields in
the City or



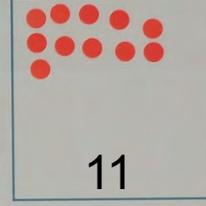
Improved
bicycle/pedestrian
access along Hwy 9



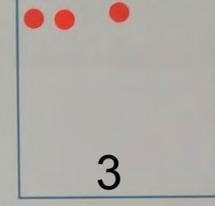
Complete Parkville
"Loop Trail"
(Riverfront, Brush Creek, 45 Hwy, RT. 9)



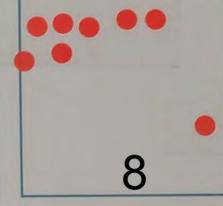
Providing a trail on the
western city edge to
Weston and Platte City



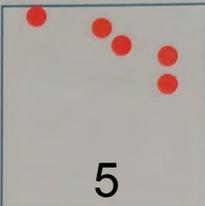
Splash Park



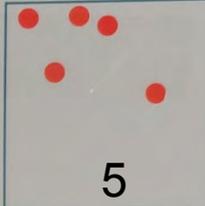
Camping



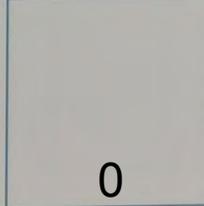
Multi-Purpose
Court(s)



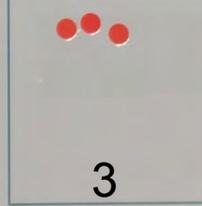
Tennis Courts



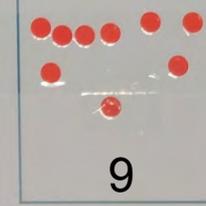
Sand Volley Ball Courts



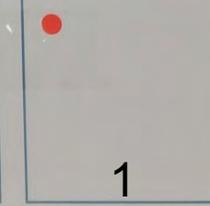
Multi-Purpose
Running Track



Improve Access to Parks
Overall for Older Adults,
Handicapped, etc.



Bocce Ball



Other - Please Specify

Community gardens ●



Investments

Where would you spend your money? Please place  in the envelope below giving the most money to your top

7
Neighborhood Parks

34
Loop Trail Connections

24
Iconic Feature on Riverfront at End of Main Street

36
Natural Areas for Passive Recreation and Wildlife Benefit

10
Multi-Purpose Athletic Fields

10
More Parking and Better Circulation in Riverfront Parks

11
Other

10
Other

(please specify below)

*Boat Deck splash park
Bart (10/11)*

(please specify below)

Preserving art-scenicity - Grand Plaza

Parkville
PARKS
Master Planning

Parkville
PARKS
Master Planning

ON-LINE SURVEY RESULTS

Total Respondents: 286

Q1

79% Said it is Very Important it for the City of Parkville to work in partnership with the County Non-profits and others to provide parks and recreation facilities and programs

Q2

Top 5 park and recreation facility needs

1. Complete the “Loop Trail”.
2. Improved Bicycle/Pedestrian access along 9 Hwy.
3. Natural Areas for passive recreation and wildlife benefit.
4. Providing a trail on the western city edge to Weston and Platte City.
5. Multi-Purpose Courts

Q3

Top 3 Riverfront Improvements

1. Nice Restroom
2. Natural Areas
3. Multi-Use Fields

Q4

Facilities That Best Serve Respondents Needs

Top 3

1. Trails & Greenways
2. Natural Areas
3. On-road Cycling / Bicycle Friendly Streets

Bottom 3

1. Community Gardens
2. Multi-Use Fields for Community Use
3. Neighborhood Parks

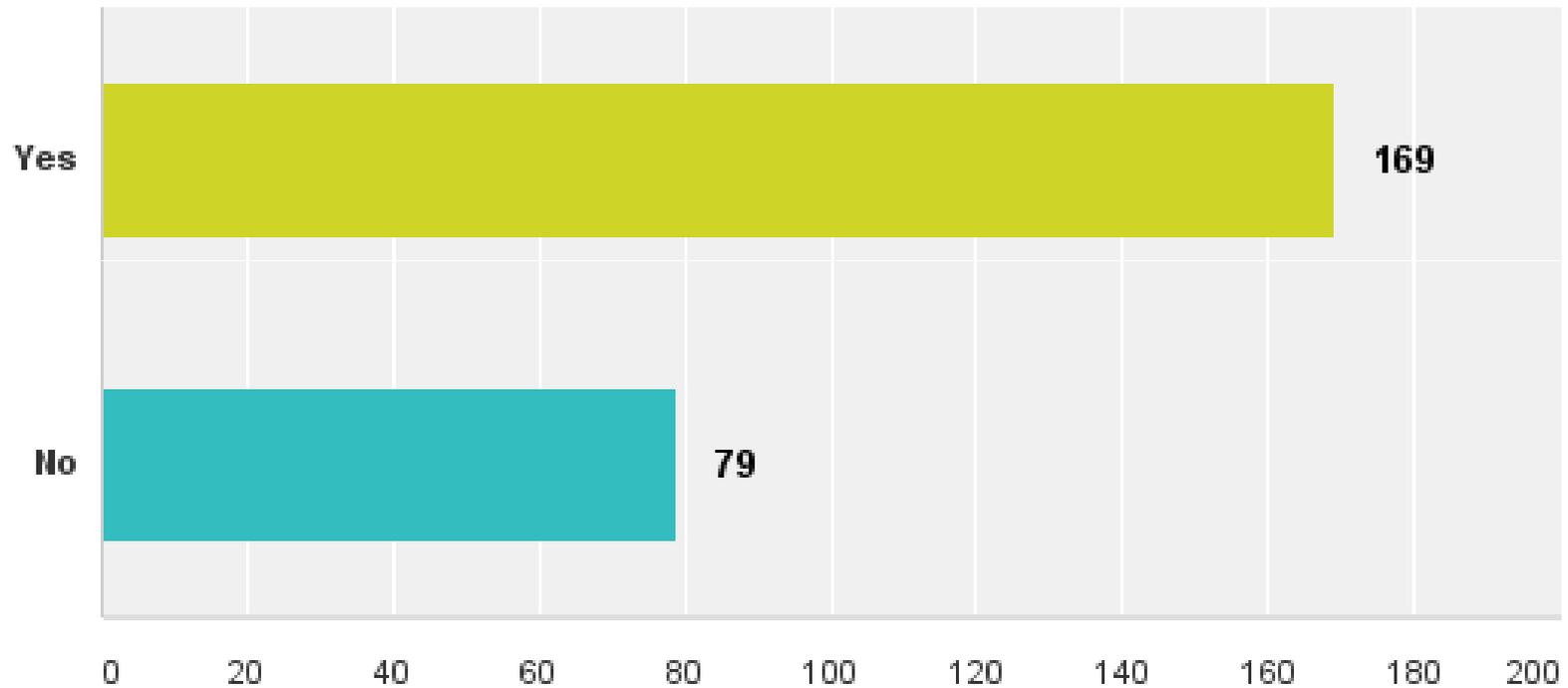
Q5

Activities / Programs Regularly Used

Soccer		20.31%	39
Trails		11.46%	22
Courts		9.90%	19
Camping		8.85%	17
Park		8.33%	16
Sports		7.29%	14
Kayaking		5.73%	11
Paddling		5.21%	10
Swimming		3.65%	7
Missouri River		3.13%	6

Q6

Willing to Pay for Activities to be Available?



Q7

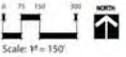
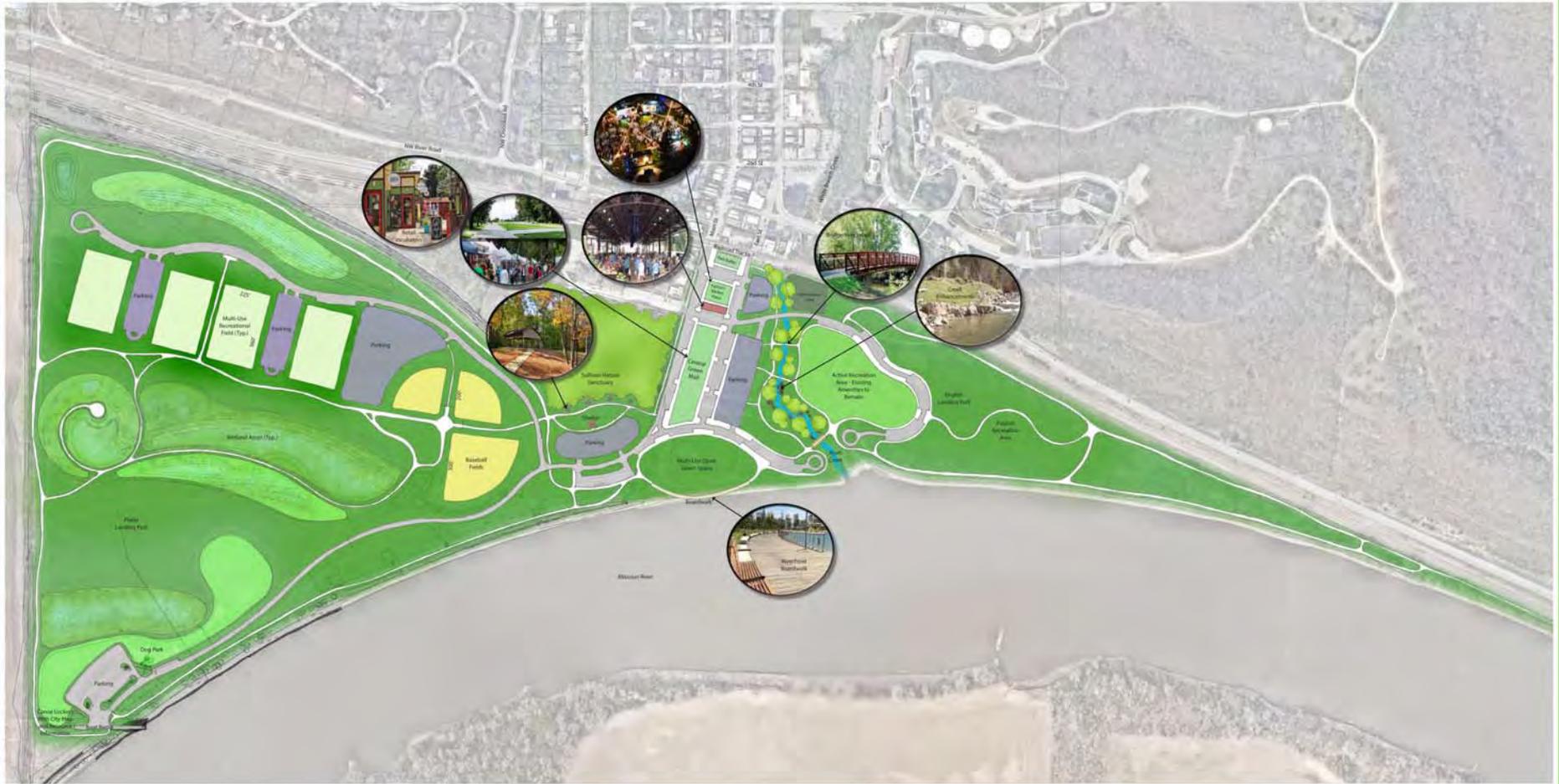
Activities Respondents Would Most Like to Do

1. Walking / Jogging
2. Nature Walks
3. Biking
4. Playground Play
5. Music

Q8

Park Priority Levels

- 1. Preserve environmentally sensitive areas**
- 2. Provide natural areas for passive recreation and wildlife benefit**
- 3. Fix up existing parks**
- 4. Improve un or underdeveloped parks**
- 5. Provide more events in the Riverfront Parks**



Concept A - "The Mall"



Scale: 1" = 150'

Concept B - "The Boardwalk"

Parkville
PARKS
Master Planning

Below is a breakdown of the “Likes” and “Dislikes” of concepts A & C.

Consensus regarding both concepts:

- Improvements to Platte Landing Park
 - Ball diamonds, multi-use fields, parking, and additional trails
- Sewer pump station would be difficult to move from current location
- If the current Grigsby field is removed, it needs to be replaced

Concept A Likes:

- Outer road separating active and passive areas in English Landing Park
- Boardwalk along river
- Promenade road between “Mall” and parking
- “Mall” green space
- Bridges over White Aloe Creek
- Road going east has better traffic flow than Concept C
- Proximity to the “Mall” from the railroad tracks

Concept A Dislikes:

- Rerouting/burying Rush Creek
- Existing buildings difficult to move

Concept (C) Likes:

- Driving right up to the Missouri River
- Rush Creek is not redirected/buried
- Visual to the river
- Promenade walk for vendors/activities
- Bridges over White Aloe Creek

Concept (C) Dislikes:

- Road directly on the west side of the River. It would be better with fewer roads through the park
- Residential, retail, parking garage could be green space