



*Notes: During the meeting, an executive session will be held to discuss attorney-client matters pursuant to RSMo 610.021(1)*

**BOARD OF ALDERMEN**  
Regular Meeting Agenda  
CITY OF PARKVILLE, MISSOURI  
Tuesday, August 16, 2016 7:00 pm  
City Hall Boardroom

**Next numbers: Bill No. 2883 / Ord. No. 2853**

**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 August 2, 2016, regular meeting
- B. Approve the minutes for the August 2, 2016, work session
- C. Receive and file the July Municipal Court Report
- D. Receive and file the financial report for the month ending July 31, 2016
- E. Receive and file the crime statistics for January through June 2016
- F. Approve Resolution No. 16-013 to adopt the Records Retention Policy
- G. Authorize the transfer of funds from the Emergency Reserve Fund to the Brink Meyer Debt Service Fund sufficient to cover the payment of bond interest and fees due on September 1, 2016
- H. Approve an agreement with First Student, Inc. for parking and shuttle service
- I. Approve Resolution No. 16-014 to reaffirm the ethics and disclosure of conflicts of interest Ordinance No. 2773, codified as Chapter 107 of the Parkville Municipal Code
- J. Approve a construction agreement with Foley Company for the clarifier floor replacement at the Wastewater Treatment Facility
- K. Approve a collection and treatment service agreement with Platte county Regional Sewer District for sewer service to West Park Lot 5, located at 10350 NW Hwy FF
- L. Approve the purchase of a new 2017 Ford Focus SE sedan from Joe Machens Ford to be used as a Community Development Department and citywide vehicle
- M. Approve Resolution No. 16-015 adopting revisions to the insurance provisions in the guidelines for events in Parkville
- N. Approve accounts payable from July 29 to August 12, 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. Hold a public hearing and adopt an ordinance approving the 2016 Property Tax Levy for fiscal year 2017 (Administration)
- B. Accept the 2016 City of Parkville Strategic Planning Workshop Summary Report (Administration)
- C. Authorize staff to submit two applications for a Traffic Engineering Assistance Program Grant to the Missouri Department of Transportation (Public Works)
- D. Approve a cooperative agreement with Platte County for the roadway improvements to N. Crooked Road and NW 76th Street (Public Works)

**6. STAFF UPDATES ON ACTIVITIES**

- A. Administration
  - 1. Parks Master Plan
  - 2. Parkville Days
- B. Community Development
  - 1. Missouri American Water Plant Relocation

**7. COMMITTEE REPORTS & MISCELLANEOUS ITEMS FROM THE BOARD**

**8. EXECUTIVE SESSION**

- A. Attorney-client matters pursuant to RSMo 610.021(1)

**9. ADJOURN**

General Agenda Notes:

The agenda closed at noon on August 11, 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 August 16, 2016.

**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, August 2, 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	- absent with prior notice
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	- absent with prior notice
Ward 4 Alderman Marc Sportsman	- absent with prior notice
Ward 4 Alderman Greg Plumb	- present

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
- Matthew Chapman, Finance/Human Resources Director
- Tim Blakeslee, Assistant to the City Administrator
- 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 July 19, 2016, regular meeting
- B. Receive and file the June sewer report
- C. Receive and file the Fewson Fund Annual Financial Statement and Report
- D. Approve Resolution No. 16-012 adopting revisions to the Purchasing Policy related to smaller equipment, construction, and professional services purchases
- E. Approve the park signage project and associated agreements with Fossil Graphics, Acme Sign and Vireo
- F. Approve the purchase of materials from PMSI for the 2016 crack sealing program
- G. Authorize staff to obtain three quotes for each of the trades required for the English Landing Park Restroom Rehabilitation Project
- H. Approve accounts payable from July 15 to July 28, 2016

IT WAS MOVED BY ALDERMAN PLUMB AND SECONDED BY ALDERMAN RITTMAN TO **APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTION FOR EACH ITEM, AS PRESENTED.** ALL AYES BY ROLL CALL VOTE: PLUMB, WERNER, WELCH, RITTMAN AND LOCK. MOTION PASSED 5-0.

**5. ACTION AGENDA**

- A. Approve a professional services agreement with Bukaty Companies for employee benefit consulting services

Finance/Human Resources Director Matthew Chapman stated that the current provider was CBIZ who provided health, dental and life insurance consulting services, but staff was dissatisfied with the service. Staff recommended a change in broker services which would help to improve customer service and allow the City to negotiate the best possible deal for employee benefits. With assistance from Charlesworth Benefits, a request for proposals was posted and five responses were received. A committee, made up of Bob Charlesworth, Alderman Dave Rittman, City Administrator Lauren Palmer and Finance/Human Resources Director Matthew Chapman, interviewed three candidates and identified Bukaty Companies as the firm with the most complete package of services and who would be the best fit for customer service. Chapman noted that Bukaty had experience with small cities and the cost was a slight decrease from previous years.

**IT WAS MOVED BY ALDERMAN PLUMB AND SECONDED BY ALDERMAN RITTMAN TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BUKATY COMPANIES FOR EMPLOYEE BENEFITS CONSULTING SERVICES. ALL AYES; MOTION PASSED 5-0.**

## **6. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

City Clerk Melissa McChesney provided an update on the Paint Parkville, noting that artists would be painting in various locations in Parkville August 13-19. The City's theme for the purchase award was the Route 9 entryway sign and Mayor Johnston would present the winner during Parkville Days on August 19.

### **B. Community Development**

Community Development Director Stephen Lachky provided an update on the Missouri American Water plant relocation, noting that a public hearing with the Planning and Zoning Commission was scheduled on August 9 to consider a revised conditional use permit and site plan. Lachky noted that the conditional use permit was tied to the site plan and any substantial modifications required another public hearing. The revised plan shifted the site away from River Hills Estates residents and included a slightly different design. He added that two parcels were located in unincorporated Platte County and approval of the conditional use permit would be contingent on annexation of the two parcels into the city.

Lachky also provided an update on the Route 9 Corridor grant applications, noting that in March the Board of Aldermen approved a resolution directing staff to submit a grant application to the Mid-America Regional Council (MARC). Staff attended MARC committee meetings and presented the City's proposal. MARC preliminarily approved the full amount requested by the City and there were a couple more steps before the grant funding amount became official.

### **C. Public Works**

Public Works Director Alysen Abel provided an update on street repairs on South National Drive, noting that there were approximately 4,000 truckloads of dirt from the QuikTrip development that were hauled to the newest phase of Cider Mill at the National. The heavy truck traffic caused some areas of the roadway to deteriorate and staff identified 12 areas that were marked off to prevent damage to vehicles and would need to be reconstructed. Abel noted that the contractor and developer would complete the work and pay the cost for the repairs.

### **D. Police Department**

Police Chief Kevin Chrisman provided an update on Back to School Program event, noting that backpacks and school supplies were given to ten children from the community on August 1. He planned to make it an annual event. Chrisman said the project could not have been done without

the support the Board of Aldermen, City staff and the donors who supported the Police Department.

**7. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FROM THE BOARD**

Alderman Plumb noted that two 5k/10k races were scheduled in August around Parkville Days.

**8. EXECUTIVE SESSION**

**A. Attorney-client matters pursuant to RSMo 610.021(1) and real estate matters pursuant to RSMo 610.021(2)**

IT WAS MOVED BY ALDERMAN PLUMB AND SECONDED BY ALDERMAN RITTMAN TO ENTER INTO EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT MATTERS PURSUANT TO RSMO 610.021(1) AND REAL ESTATE MATTERS PURSUANT TO RSMO 610.021(2). ALL AYES BY ROLL CALL VOTE: PLUMB, WERNER, WELCH, RITTMAN AND LOCK. MOTION PASSED 5-0.

The Board entered the executive session at 7:25 p.m. At 8:05 p.m., the Board reconvened in open session.

*Clerks Note: The minutes from the executive session are on file with the City Clerk.*

Mayor Johnston announced no action was taken as a result of the executive session.

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:05 p.m.

The minutes for Tuesday, August 2, 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 sixteenth day of August 2016.

Submitted by:

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City Clerk Melissa McChesney

Mayor Nanette K. Johnston opened the work session at 6:05 p.m. on August 2, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Jim Werner, Tina Welch, Dave Rittman and Robert Lock.

The following staff was also present:  
Lauren Palmer, City Administrator  
Kevin Chrisman, Police Chief  
Stephen Lachky, Community Development Director  
Alysen Abel, Public Works Director  
Matthew Chapman, Human Resources/Finance Director  
Tim Blakeslee, Assistant to the City Administrator  
Melissa McChesney, City Clerk  
Steve Chinn, City Attorney

## **1. GENERAL AGENDA**

### **A. Proposed Records Retention Policy**

City Clerk Melissa McChesney presented the recommended policy. She stated that she sought guidance from the Missouri Secretary of State's Office and city clerks in peer communities and reviewed the applicable state laws that govern records management for fourth class municipalities. The policy would set minimum retention schedules and record storage and destruction protocols and help to better manage limited storage space and ensure compliance with state law.

The city clerk would have significant responsibility in administering the policy and document management, especially for inactive records. The city clerk would be assisted by records coordinators in each department who would be responsible for active documents routinely used by the department. Inactive and permanent records would be stored with a consistent filing and labeling protocol to assist with easy access and compliance with retention schedules. The city clerk would oversee an annual records destruction program to dispose of records at the lapse of retention dates.

Alderman Rittman suggested evaluating an alternative to the sprinkler system for the records room to protect against water damage in the event of a fire emergency. Alderman Werner asked if the City favored electronic files over paper files and McChesney responded that most permanent files were kept in both formats and Finance/Human Resources Director Matthew Chapman added that personnel files were only stored in paper format, but he was working to convert to electronic files, too, for duplication. Mayor Johnston warned of the importance of preserving historical documents and Alderman Plumb added that the Park University archives and history students might be able to assist.

Alderman Lock asked if the policy would be adopted by ordinance and if approval would be required from the Missouri Secretary of State and McChesney clarified policy statements were adopted by resolution. He also asked how historical records associated with proprietary records, particularly for accounting, would be retained over time as software changes. McChesney explained that permanent records were stored in a flexible format such as PDF or microfilm. Alderman Rittman suggested adding language to address offsite backup and storage.

At the request of City Administrator Palmer, McChesney reviewed the items in the retention schedule that were recommended by staff for schedules different from state policy. City Attorney Chinn and board members thanked McChesney for the work on the policy and agreed it was ready for final consideration by the Board of Aldermen on August 16, 2016.

The work session ended at 6:38 p.m.

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WORK SESSION MINUTES OF THE BOARD OF ALDERMEN OF AUGUST 2, 2016

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*Draft until adopted by the Board of Aldermen*

The work session minutes for August 2, 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 sixteenth day of August 2016.

Submitted by:

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City Administrator Lauren Palmer

July 29, 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 July 2016, are accurate and true to the best of my knowledge and beliefs.

A handwritten signature in cursive script that reads "Toni Rizzuti". The signature is written in black ink and is positioned above a horizontal line.

Toni Rizzuti  
Court Clerk

From 7/01/2016 to 7/29/2016

Post Date Citation No. Docket No.

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

Code	Payments	Refunds	Net	G/L Acct No.
CC	72 864.00	0	864.00	83 41606-00
SF	72 216.00	0	216.00	83 20506
SH	72 282.00	0	282.00	83 20503
CVC	72 513.36	0	513.36	83 20500
LET	72 144.00	0	144.00	83 41610-00
CVC2	72 26.64	0	26.64	83 41608-00
FINE	68 8,793.00	0	8,793.00	83 41601-00
POST	72 72.00	0	72.00	83 20501
JAIL	3 485.50	0	485.50	83 41609-00
TORNEY	4 450.50	0	450.50	83 41604-00
FORF	1 500.00	0	500.00	83 41605-00
OP	1 158.00	0	158.00	83 12100
<b>Total:</b>	<b>581 12,505.00</b>	<b>0</b>	<b>12,505.00</b>	

Cash Payments....+	\$10,365.50	
Bond Forfeited...+	\$500.00	
Bond Applied.....+	\$1,639.50	
Payment Refunded.-	\$0.00	
Fees/Fines Paid..=		\$12,505.00

Cash (Payments)..+	\$10,365.50	
Cash (Bonds).....+	\$3,750.00	
Total Cash Trans.=		\$14,115.50

Cash Refunds.....-	\$0.00	
Net Cash Trans...=		\$14,115.50

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

Cash Bond Posted.+	\$3,750.00	
Bond Forfeited...-	\$500.00	
Bond Applied.....-	\$1,639.50	
Bond Refunded....-	\$2,280.50	
Net Change/Bond..=		\$670.00-

Bond Refund/Cash :	\$0.00	
Bond Refund/Check:	\$2,280.50	
Bond Refund/X-AP :	\$0.00	
Tl. Bond Refunds.:		\$2,280.50

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

Total Revenue		\$12,505.00	* see above *
Cash Account	\$10,365.50		83 12100
Bond Cash Account	\$3,750.00		83 12101



## FINANCIAL REPORT

For the Month Ended July 31, 2016

Unaudited Financial Reports

To Be Used for

Budgetary Management Purposes

CITY OF PARKVILLE  
REVENUE AND EXPENDITURES BUDGETARY COMPARISON REPORT

10 -General Fund  
FINANCIAL SUMMARY

AS OF: July 31, 2016

58.3% OF FISCAL YEAR COMPLETED

	2016 ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<b>BEGINNING FUND BALANCE</b>	<b>1,347,819</b>		<b>1,347,819</b>			
<b>REVENUE SUMMARY</b>						
TAXES	1,119,687	1,442.58	1,136,807.02	101.5%	-17,120.02	1,093,018.04
LICENSES	56,160	3,137.50	51,912.00	92.4%	4,248.00	49,728.00
PERMITS	263,415	10,413.86	117,868.49	44.7%	145,546.51	148,201.53
FRANCHISE FEES	874,000	80,218.53	444,499.14	50.9%	429,500.86	473,198.76
SALES TAXES	1,039,500	92,104.59	633,739.42	61.0%	405,760.58	597,881.95
OTHER REVENUE	35,261	1,835.00	24,683.90	70.0%	10,577.10	20,991.00
COURT REVENUE	250,000	11,319.64	117,392.80	47.0%	132,607.20	137,587.64
INTEREST INCOME	8,000	623.28	5,036.69	63.0%	2,963.31	4,801.11
MISCELLANEOUS REVENUE	25,183	303.42	11,991.92	47.6%	13,191.08	14,153.57
GRANT REVENUE	1,500	0.00	17,101.19	-	-15,601.19	16,147.89
TRANSFERS IN	343,530	28,627.50	200,392.50	58.3%	143,137.50	202,124.99
<b>TOTAL REVENUES</b>	<b>4,016,236</b>	<b>230,025.90</b>	<b>2,761,425.07</b>	<b>68.8%</b>	<b>1,254,810.93</b>	<b>2,757,834.48</b>
<b>EXPENDITURE SUMMARY</b>						
ADMINISTRATION	1,011,983	82,538.38	584,693.98	57.8%	427,289.02	474,187.49
POLICE	1,223,870	81,215.02	599,086.57	49.0%	624,783.43	594,801.68
MUNICIPAL COURT	153,471	9,152.54	78,566.98	51.2%	74,904.02	81,506.21
PUBLIC WORKS	215,687	17,061.22	99,684.96	46.2%	116,002.04	96,123.66
COMMUNITY DEVELOPMENT	316,393	18,713.59	138,508.25	43.8%	177,884.75	145,841.90
STREET DEPARTMENT	399,656	27,065.49	218,592.63	54.7%	181,063.37	215,156.74
PARKS DEPARTMENT	356,007	24,569.31	176,824.71	49.7%	179,182.29	176,479.19
NATURE SANCTUARY	39,681	3,511.95	13,312.65	33.5%	26,368.35	13,728.02
PUBLIC INFORMATION	13,810	3,050.00	6,000.00	43.4%	7,810.00	8,607.93
INFORMATION TECHNOLOGY	43,974	4,447.00	32,134.76	73.1%	11,839.24	21,984.74
GENERAL FUND CAPITAL OUTLAY	351,035	4,538.98	100,980.24	28.8%	250,054.76	47,158.41
TRANSFERS OUT TO OTHER FUNDS	317,500	26,458.33	185,208.33	58.3%	132,291.67	161,875.00
<b>TOTAL EXPENDITURES</b>	<b>4,443,067</b>	<b>302,321.81</b>	<b>2,233,594.06</b>	<b>50.3%</b>	<b>2,209,472.94</b>	<b>2,037,450.97</b>
<b>EXCESS REV OVER / (UNDER) EXPENDITURES</b>	<b>-426,831</b>	<b>(72,295.91)</b>	<b>527,831.01</b>			<b>720,383.51</b>
PRIOR YEAR FUND BALANCES ALLOCATED FOR 2015 GENERAL FUND USE	426,914		0.00			
<b>ESTIMATED ENDING BALANCE</b>	<b>920,988</b>		<b>1,875,650.01</b>			

# General Fund (10)

Last Updated 08/11/2016

	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	\$ 1,042,544	\$ 569,766	\$ 296,452	\$ 10,604	\$ (288,422)
<b>Revenues</b>													
Taxes	1,913,138	1,966,167	2,066,998	2,076,100	2,132,142	2,159,187	1,770,546	2,178,501	2,216,492	2,260,821	2,306,038	2,352,159	2,399,202
Licenses	44,846	39,907	47,824	57,461	59,563	56,160	51,912	55,685	56,723	57,291	57,865	58,445	59,031
Permits	171,051	210,575	331,390	264,000	256,201	263,415	117,868	195,015	206,531	209,908	213,352	216,863	220,761
Franchise Fees	832,470	865,901	901,327	851,000	828,215	874,000	444,499	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	24,684	36,261	35,833	36,416	37,012	37,620	38,240
Court Revenue	325,275	257,910	269,935	261,000	225,128	250,000	117,393	200,000	253,750	257,556	261,420	265,341	269,321
Interest Income	26,155	18,153	6,626	7,000	7,623	8,000	5,037	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	28,337	100,825	42,383	42,587	44,089	45,660	47,303
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	200,393	293,530	340,601	337,713	334,867	332,064	329,305
<b>Total - General Fund Revenues:</b>	<b>4,333,419</b>	<b>4,451,713</b>	<b>4,283,121</b>	<b>3,924,141</b>	<b>3,961,506</b>	<b>4,016,236</b>	<b>2,761,425</b>	<b>3,953,317</b>	<b>4,051,802</b>	<b>4,119,458</b>	<b>4,189,834</b>	<b>4,261,730</b>	<b>4,335,658</b>
<b>Total Sources</b>	<b>4,653,509</b>	<b>4,825,825</b>	<b>5,021,449</b>	<b>4,930,358</b>	<b>5,099,160</b>	<b>5,364,055</b>	<b>4,275,447</b>	<b>5,467,339</b>	<b>5,094,346</b>	<b>4,689,224</b>	<b>4,486,286</b>	<b>4,272,333</b>	<b>4,047,235</b>
<b>Expenditures</b>													
Administration	1,275,198	766,897	896,855	995,582	789,401	1,011,983	584,694	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	599,087	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	78,567	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	99,685	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	138,508	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	218,593	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	176,825	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	13,313	35,856	40,033	40,389	40,749	41,113	41,481
Information Technology	-	45,884	34,167	40,324	34,185	43,974	32,135	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	6,000	13,810	13,879	13,948	14,018	14,088	14,159
Capital Outlay (CIP)	-	-	118,562	356,175	149,139	351,035	100,980	380,004	354,664	142,934	143,734	144,434	44,800
Transfers	567,558	720,000	538,000	277,500	282,077	317,500	185,208	319,925	317,500	317,500	317,500	317,500	317,500
<b>Total - General Fund Expenditures:</b>	<b>\$ 4,279,396</b>	<b>\$ 4,087,498</b>	<b>\$ 3,883,795</b>	<b>\$ 4,331,835</b>	<b>\$ 3,585,138</b>	<b>\$ 4,443,150</b>	<b>\$ 2,233,594</b>	<b>\$ 4,424,795</b>	<b>\$ 4,524,580</b>	<b>\$ 4,392,771</b>	<b>\$ 4,475,683</b>	<b>\$ 4,560,756</b>	<b>\$ 4,547,830</b>
<b>Estimated Ending Balance (deficit):</b>	<b>\$ 374,112</b>	<b>\$ 738,327</b>	<b>\$ 1,137,653</b>	<b>\$ 598,523</b>	<b>\$ 1,514,022</b>	<b>\$ 920,905</b>	<b>\$ 2,041,853</b>	<b>\$ 1,042,544</b>	<b>\$ 569,766</b>	<b>\$ 296,452</b>	<b>\$ 10,604</b>	<b>\$ (288,422)</b>	<b>\$ (500,595)</b>

# Emergency Reserve (50)

Last Updated 08/11/2016

	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
<b>Revenues</b>													
Temporary Operating Levy	-	-	-	-	-	15,364	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	185,208	317,500	274,818	267,438	261,315	267,007	253,610
<b>Emergency Reserve Revenues:</b>	<b>106,058</b>	<b>450,000</b>	<b>317,000</b>	<b>60,000</b>	<b>60,000</b>	<b>332,864</b>	<b>200,572</b>	<b>332,864</b>	<b>274,818</b>	<b>267,438</b>	<b>261,315</b>	<b>267,007</b>	<b>253,610</b>
<b>Total Sources:</b>	<b>724,989</b>	<b>1,174,989</b>	<b>1,387,966</b>	<b>1,447,966</b>	<b>1,447,966</b>	<b>1,602,706</b>	<b>1,470,414</b>	<b>1,602,706</b>	<b>1,730,766</b>	<b>1,552,979</b>	<b>1,369,719</b>	<b>1,193,101</b>	<b>999,411</b>
<b>Expenditures</b>													
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	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Emergency Reserve Expenditures:</b>	<b>-</b>	<b>104,023</b>	<b>-</b>	<b>-</b>	<b>178,124</b>	<b>146,758</b>	<b>73,994</b>	<b>146,758</b>	<b>445,225</b>	<b>444,575</b>	<b>443,625</b>	<b>447,300</b>	<b>445,600</b>
<b>Estimated Ending Balance (deficit):</b>	<b>724,989</b>	<b>1,070,966</b>	<b>1,387,966</b>	<b>1,447,966</b>	<b>1,269,842</b>	<b>1,455,948</b>	<b>1,396,420</b>	<b>1,455,948</b>	<b>1,285,541</b>	<b>1,108,404</b>	<b>926,094</b>	<b>745,801</b>	<b>553,811</b>
<b>TARGET (per reserve policy):</b>	1,069,849	1,021,875	988,197	1,082,959	896,284	1,110,788		1,105,611	1,131,145	1,098,193	1,091,328	1,140,189	1,136,958

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

10 -General Fund  
 FINANCIAL SUMMARY

58.33% OF FISCAL YEAR COMPLETED

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

TAXES	1,119,687	1,442.58	1,136,807.02	101.53 (	17,120.02)	1,093,018.04
LICENSES	56,160	3,137.50	51,912.00	92.44	4,248.00	49,728.00
PERMITS	263,415	10,413.86	117,868.49	44.75	145,546.51	148,201.53
FRANCHISE FEES	874,000	80,218.53	444,499.14	50.86	429,500.86	473,198.76
SALES TAXES	1,039,500	92,104.59	633,739.42	60.97	405,760.58	597,881.95
OTHER REVENUE	35,261	1,835.00	24,683.90	70.00	10,577.10	20,991.00
COURT REVENUE	250,000	11,319.64	117,392.80	46.96	132,607.20	137,587.64
INTEREST INCOME	8,000	623.28	5,036.69	62.96	2,963.31	4,801.11
MISCELLANEOUS REVENUE	26,683	303.42	29,093.11	109.03 (	2,410.11)	30,301.46
TRANSFERS IN	343,530	28,627.50	200,392.50	58.33	143,137.50	202,124.99
<b>TOTAL REVENUES</b>	<b>4,016,236</b>	<b>230,025.90</b>	<b>2,761,425.07</b>	<b>68.76</b>	<b>1,254,810.93</b>	<b>2,757,834.48</b>

EXPENDITURE SUMMARY

ADMINISTRATION	1,329,483	82,538.38	584,693.98	43.98	744,789.02	474,187.49
POLICE	1,223,870	81,215.02	599,086.57	48.95	624,783.43	594,801.68
MUNICIPAL COURT	153,471	9,152.54	78,566.98	51.19	74,904.02	81,506.21
PUBLIC WORKS	215,687	17,061.22	99,684.96	46.22	116,002.04	96,123.66
COMMUNITY DEVELOPMENT	316,393	18,713.59	138,508.25	43.78	177,884.75	145,841.90
STREET DEPARTMENT	399,656	27,065.49	218,592.63	54.70	181,063.37	215,156.74
PARKS DEPARTMENT	356,007	24,569.31	176,824.71	49.67	179,182.29	176,479.19
NATURE SANCTUARY	39,681	3,511.95	13,312.65	33.55	26,368.35	13,728.02
CHANNEL 2 & WEBSITE	13,810	3,050.00	6,000.00	43.45	7,810.00	8,607.93
TRANSFERS OUT	0	26,458.33	185,208.33	0.00 (	185,208.33)	161,875.00
IT	43,974	4,447.00	32,134.76	73.08	11,839.24	21,984.74
CAPITAL OUTLAY	351,035	4,538.98	100,980.24	28.77	250,054.76	47,158.41
<b>TOTAL EXPENDITURES</b>	<b>4,443,067</b>	<b>302,321.81</b>	<b>2,233,594.06</b>	<b>50.27</b>	<b>2,209,472.94</b>	<b>2,037,450.97</b>

EXCESS REVENUES OVER/(UNDER) EXPENDITURE( 426,831) ( 72,295.91) 527,831.01 ( 954,662.01) 720,383.51

10 -General Fund  
FINANCIAL SUMMARY  
REVENUES

58.33% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<b>TAXES</b>						
10-41001-00 Real & Personal Property Tax	941,387	963.36	957,782.75	101.74 (	16,395.75)	918,266.68
10-41002-00 Penalties	4,500	222.28	2,496.50	55.48	2,003.50	2,376.30
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	256.94	24,626.54	99.30	173.46	24,039.41
<b>TOTAL TAXES</b>	<b>1,119,687</b>	<b>1,442.58</b>	<b>1,136,807.02</b>	<b>101.53 (</b>	<b>17,420.02)</b>	<b>1,093,018.04</b>
<b>LICENSES</b>						
10-41101-00 Dog License (Tags)	1,950	90.00	1,595.00	81.79	355.00	1,785.00
10-41102-00 Occupational License	33,835	1,880.00	32,602.00	96.36	1,233.00	29,583.00
10-41102-02 Late Fees on Bus Licenses	0	0.00	12.50	0.00 (	12.50)	350.00
10-41103-00 Peddler's Licenses	650	310.00	1,010.00	155.38 (	360.00)	650.00
10-41104-00 Liquor Licenses	18,225	750.00	15,487.50	84.98	2,737.50	16,580.00
10-41111-00 Convenience Fees Under \$200	1,500	107.50	1,050.00	70.00	450.00	712.50
10-41112-00 Convenience Fees Over \$200	0	0.00	155.00	0.00 (	155.00)	67.50
<b>TOTAL LICENSES</b>	<b>56,160</b>	<b>3,137.50</b>	<b>51,912.00</b>	<b>92.44</b>	<b>4,248.00</b>	<b>49,728.00</b>
<b>PERMITS</b>						
10-41201-00 Building Permits	220,000	7,358.45	96,877.45	44.04	123,122.55	123,450.95
10-41201-01 Occupancy Permit	1,500	100.00	400.00	26.67	1,100.00	400.00
10-41202-00 Sign Permits	0	585.00	1,235.00	0.00 (	1,235.00)	350.00
10-41205-00 Development Permits	1,515	300.00	1,200.00	79.21	315.00	1,275.00
10-41205-01 Public Improvement Fees	30,300	1,480.41	10,706.33	35.33	19,593.67	18,427.33
10-41206-00 Rezoning Permits	0	0.00	0.00	0.00	0.00	900.00
10-41207-00 Subdivision Permit Fees	0	315.00	3,624.71	0.00 (	3,624.71)	2,448.25
10-41208-00 BZA-Variance, Exceptio, Appe	0	0.00	0.00	0.00	0.00	300.00
10-41209-00 Conditional Use Permits	0	0.00	300.00	0.00 (	300.00)	600.00
10-41209-01 Special Event Permit	0	275.00	3,420.00	0.00 (	3,420.00)	50.00
10-41210-00 Grading/PW Use Permits	0	0.00	105.00	0.00 (	105.00)	0.00
10-41211-00 Engineering Reviews	10,100	0.00	0.00	0.00	10,100.00	0.00
<b>TOTAL PERMITS</b>	<b>263,415</b>	<b>10,413.86</b>	<b>117,868.49</b>	<b>44.75</b>	<b>145,546.51</b>	<b>148,201.53</b>
<b>FRANCHISE FEES</b>						
10-41301-00 Telecom Franchise	210,000	22,951.40	124,459.68	59.27	85,540.32	115,314.58
10-41302-00 Missouri Gas Energy	128,000	55,646.78	91,034.11	71.12	36,965.89	126,568.59
10-41303-00 Missouri American Water	125,000	0.00	53,292.29	42.63	71,707.71	48,125.13
10-41304-00 KC Power & Light	330,000	0.00	135,991.35	41.21	194,008.65	126,547.02
10-41305-00 Martin Marietta Stone Royalt	15,000	1,620.35	5,738.40	38.26	9,261.60	7,133.42
10-41306-00 Cable/Video Service Franchis	66,000	0.00	33,983.31	51.49	32,016.69	49,510.02
<b>TOTAL FRANCHISE FEES</b>	<b>874,000</b>	<b>80,218.53</b>	<b>444,499.14</b>	<b>50.86</b>	<b>429,500.86</b>	<b>473,198.76</b>
<b>SALES TAXES</b>						
10-41401-00 Sales Tax-General Revenue	970,000	86,447.94	591,715.22	61.00	378,284.78	557,087.24
10-41402-00 Motor Vehicle Sales Tax	46,000	3,757.95	27,124.65	58.97	18,875.35	26,217.62
10-41403-00 Motor Vehicle Fee	23,500	1,898.70	14,899.55	63.40	8,600.45	14,577.09
<b>TOTAL SALES TAXES</b>	<b>1,039,500</b>	<b>92,104.59</b>	<b>633,739.42</b>	<b>60.97</b>	<b>405,760.58</b>	<b>597,881.95</b>

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

10 -General Fund  
FINANCIAL SUMMARY  
REVENUES

58.33% 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	0.00	1,060.90	99.99	0.10	515.00
10-41504-00 Park Shelter Reservations	12,000	890.00	9,015.00	75.13	2,985.00	8,565.00
10-41504-01 Sports Fields Reservations	4,500	820.00	9,385.00	208.56 (	4,885.00)	3,750.00
10-41504-02 Park Events Reservations	15,000	125.00	5,333.00	35.55	9,667.00	8,161.00
10-41505 Reservation Refunds - Floodi	0	0.00 (	110.00)	0.00	110.00	0.00
10-41505-01 Nature Sanctuary Programs	2,700	0.00	0.00	0.00	2,700.00	0.00
<b>TOTAL OTHER REVENUE</b>	<b>35,261</b>	<b>1,835.00</b>	<b>24,683.90</b>	<b>70.00</b>	<b>10,577.10</b>	<b>20,991.00</b>
<u>COURT REVENUE</u>						
10-41601-00 Fines	250,000	10,157.00	111,656.94	44.66	138,343.06	132,683.50
10-41602-00 CVC Reports	0	31.64	341.86	0.00 (	341.86)	322.64
10-41602-01 Appointed Attorney Reimburse	0	450.50	2,133.00	0.00 (	2,133.00)	2,311.50
10-41602-02 Boarding of Prisoners Reimbu	0	485.50	1,365.00	0.00 (	1,365.00)	480.00
10-41603-00 Police Reports	0	195.00	1,896.00	0.00 (	1,896.00)	1,790.00
<b>TOTAL COURT REVENUE</b>	<b>250,000</b>	<b>11,319.64</b>	<b>117,392.80</b>	<b>46.96</b>	<b>132,607.20</b>	<b>137,587.64</b>
<u>INTEREST INCOME</u>						
10-41701-00 Interest Income	8,000	623.28	5,036.69	62.96	2,963.31	4,801.11
<b>TOTAL INTEREST INCOME</b>	<b>8,000</b>	<b>623.28</b>	<b>5,036.69</b>	<b>62.96</b>	<b>2,963.31</b>	<b>4,801.11</b>
<u>MISCELLANEOUS REVENUE</u>						
10-41801-00 Miscellaneous	10,000	303.42	6,275.92	62.76	3,724.08	10,158.57
10-41801-05 Newsletter Advertising	0	0.00	0.00	0.00	0.00	2,550.00
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	0.00	16,345.19	0.00 (	16,345.19)	15,802.89
10-41804-07 Bulletproof Vest Grant	1,500	0.00	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	0.00	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
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>26,683</b>	<b>303.42</b>	<b>29,093.11</b>	<b>109.03 (</b>	<b>2,410.11)</b>	<b>30,301.46</b>
<u>TRANSFERS IN</u>						
10-41901-00 Transfer f Transportation Fu	240,000	20,000.00	140,000.00	58.33	100,000.00	142,916.66
10-41903-00 Administration Fee	103,530	8,627.50	60,392.50	58.33	43,137.50	59,208.33
<b>TOTAL TRANSFERS IN</b>	<b>343,530</b>	<b>28,627.50</b>	<b>200,392.50</b>	<b>58.33</b>	<b>143,137.50</b>	<b>202,124.99</b>
<b>TOTAL REVENUE</b>	<b>4,016,236</b>	<b>230,025.90</b>	<b>2,761,425.07</b>	<b>68.76</b>	<b>1,254,810.93</b>	<b>2,757,834.48</b>

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

10 -General Fund  
ADMINISTRATION

58.33% OF FISCAL YEAR COMPLETED

EXPENDITURES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<b>PERSONNEL</b>						
10-501.01-01-00 Salaries	326,252	24,321.61	171,486.50	52.56	154,765.50	161,502.50
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	29,512.88	51.24	28,087.12	31,002.45
10-501.01-21-00 FICA & Medicare	26,826	2,107.82	15,774.77	58.80	11,051.23	14,610.54
10-501.01-22-00 Retirement	25,820	1,868.37	13,921.71	53.92	11,898.29	12,599.03
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	700.00	58.33	500.00	700.00
10-501.01-40-00 Membership Fees & Dues -	1,000	0.00	340.00	34.00	660.00	505.00
10-501.01-41-00 Membership Fees & Dues -	2,900	0.00	2,010.75	69.34	889.25	482.00
10-501.01-41-02 Professional Dev - Staff	11,000	1,521.84	6,669.87	60.64	4,330.13	6,191.25
10-501.01-41-03 Professional Dev - Board	5,500	240.00	1,141.60	20.76	4,358.40	677.50
TOTAL PERSONNEL	459,598	34,590.54	241,558.08	52.56	218,039.92	229,440.27
<b>INSURANCE</b>						
10-501.02-01-00 Liability Insurance	68,000	0.00	80,921.70	119.00	(12,921.70)	64,543.68
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	3,250.48	23,901.35	65.48	12,597.65	20,700.45
10-501.02-03-00 Workers Compensation	1,500	0.00	1,062.54	70.84	437.46	772.00
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	16,198.36	89.99	1,801.64	11,363.96
TOTAL INSURANCE	146,499	3,250.48	128,509.95	87.72	17,989.05	97,380.09
<b>UTILITIES</b>						
10-501.03-01-00 Telephone & Voicemail	6,000	547.50	3,141.70	52.36	2,858.30	2,473.77
10-501.03-02-00 Electricity	58,500	5,102.30	28,345.81	48.45	30,154.19	25,246.66
10-501.03-04-00 Water	6,250	1,266.91	3,912.70	62.60	2,337.30	2,935.92
10-501.03-05-00 Mobile Phones & Pagers	120	10.00	70.00	58.33	50.00	60.00
10-501.03-07-00 Train Depot Utilities	0	0.00	105.32	0.00	(105.32)	0.00
10-501.03-08-00 Cable	2,100	174.77	1,223.39	58.26	876.61	1,301.89
10-501.03-09-00 Trash Hauling	300	75.00	225.00	75.00	75.00	225.00
TOTAL UTILITIES	73,270	7,176.48	37,023.92	50.53	36,246.08	32,243.24
<b>CAPITAL EXPENDITURES</b>						
10-501.04-22-00 Lease Purchase-Office Eq	1,200	210.00	627.00	52.25	573.00	426.50
TOTAL CAPITAL EXPENDITURES	1,200	210.00	627.00	52.25	573.00	426.50
<b>OTHER PURCHASES</b>						
10-501.05-01-00 Office Supplies & Consum	5,000	194.32	1,957.93	39.16	3,042.07	2,406.10
10-501.05-02-00 Postage	1,350	196.94	1,142.72	84.65	207.28	605.36
10-501.05-04-00 Printing	700	45.50	380.50	54.36	319.50	584.05
10-501.05-05-00 Publications	250	0.00	236.00	94.40	14.00	236.00
TOTAL OTHER PURCHASES	7,300	436.76	3,717.15	50.92	3,582.85	3,831.51
<b>MAINTENANCE</b>						
10-501.06-01-00 Building Maint & Repair	20,000	8,222.58	21,695.62	108.48	(1,695.62)	5,410.61
10-501.06-01-01 HVAC Maintenance & Repai	2,500	4,259.95	4,909.61	196.38	(2,409.61)	797.00
10-501.06-02-00 Janitorial Services/Supp	11,000	0.00	3,514.38	31.95	7,485.62	5,303.48

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

10 -General Fund  
 ADMINISTRATION  
 EXPENDITURES

58.33% OF FISCAL YEAR COMPLETED

	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	140.13	2,214.93	88.60	285.07	1,025.70
TOTAL MAINTENANCE	42,200	12,622.66	32,605.82	77.26	9,594.18	12,558.51
<b>CITY SERVICES</b>						
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	36.00	1,121.00	18.32	4,999.00	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	5,776.16
10-501.07-99-00 FOPAS - Animal Control	6,000	500.00	2,500.00	41.67	3,500.00	4,000.00
TOTAL CITY SERVICES	22,396	536.00	11,739.76	52.42	10,656.24	11,816.19
<b>PROFESSIONAL FEES</b>						
10-501.08-01-00 Attorney/Legal Fees	120,000	9,037.00	51,742.00	43.12	68,258.00	54,224.21
10-501.08-01-01 Litigation (New)	60,000	2,275.00	14,091.43	23.49	45,908.57	120.00
10-501.08-02-00 Auditor Fees	18,120	9,060.00	18,120.00	100.00	0.00	0.00
10-501.08-02-02 Professional Services	48,000	2,298.24	36,660.12	76.38	11,339.88	27,205.88
TOTAL PROFESSIONAL FEES	246,120	22,670.24	120,613.55	49.01	125,506.45	81,550.09
<b>OTHER EXPENDITURES</b>						
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	460.00	1,958.00	48.95	2,042.00	1,758.50
10-501.09-20-02 Exec Session Meeting Sup	2,000	48.20	544.43	27.22	1,455.57	703.61
10-501.09-20-07 Meeting Supplies	500	0.00	60.27	12.05	439.73	62.80
10-501.09-21-00 Misc-Other	6,000	537.02	5,620.45	93.67	379.55	2,066.18
TOTAL OTHER EXPENDITURES	13,400	1,045.22	8,298.75	61.93	5,101.25	4,941.09
<b>TRANSFERS-OTHER SOURCES</b>						
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	82,538.38	584,693.98	43.98	744,789.02	474,187.49

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

10 -General Fund

POLICE

58.33% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<b>PERSONNEL</b>						
10-505.01-01-00 Salaries	798,200	55,946.96	392,623.11	49.19	405,576.89	389,599.56
10-505.01-03-00 Overtime	15,000	2,491.09	7,645.79	50.97	7,354.21	8,643.02
10-505.01-21-00 FICA & Medicare	61,457	4,241.73	30,948.99	50.36	30,508.01	31,023.33
10-505.01-22-00 Retirement	53,825	3,775.28	25,749.91	47.84	28,075.09	22,961.08
10-505.01-41-00 Membership Fees & Dues	950	0.00	300.00	31.58	650.00	400.00
10-505.01-41-02 Professional Development	4,500	16.00	2,663.00	59.18	1,837.00	146.00
10-505.01-43-00 Tuition Reimbursement	2,000	0.00	0.00	0.00	2,000.00	577.50
<b>TOTAL PERSONNEL</b>	<b>935,932</b>	<b>66,471.06</b>	<b>459,930.80</b>	<b>49.14</b>	<b>476,001.20</b>	<b>453,350.49</b>
<b>INSURANCE</b>						
10-505.02-02-00 Health, Life & Dental	140,448	10,669.64	75,917.30	54.05	64,530.70	73,476.83
10-505.02-03-00 Workers Compensation	39,490	0.00	33,473.40	84.76	6,016.60	35,900.37
10-505.02-04-00 Unemployment	1,500	0.00	0.00	0.00	1,500.00	0.00
<b>TOTAL INSURANCE</b>	<b>181,438</b>	<b>10,669.64</b>	<b>109,390.70</b>	<b>60.29</b>	<b>72,047.30</b>	<b>109,377.20</b>
<b>UTILITIES</b>						
10-505.03-01-00 Telephone & Voicemail	900	60.14	298.63	33.18	601.37	845.35
10-505.03-05-00 Mobile Phone & Pagers	4,500	321.67	1,966.97	43.71	2,533.03	1,933.64
<b>TOTAL UTILITIES</b>	<b>5,400</b>	<b>381.81</b>	<b>2,265.60</b>	<b>41.96</b>	<b>3,134.40</b>	<b>2,778.99</b>
<b>CAPITAL EXPENDITURES</b>						
<b>OTHER PURCHASES</b>						
10-505.05-01-00 Office Supplies & Consum	2,800	362.65	932.30	33.30	1,867.70	542.76
10-505.05-02-00 Postage	250	22.07	83.66	33.46	166.34	69.78
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	87.52	3,343.71	37.15	5,656.29	2,486.87
10-505.05-22-01 Terminal - Rejis	1,400	65.07	968.49	69.18	431.51	968.49
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	0.00	754.59	10.78	6,245.41	1,397.17
10-505.05-99-00 Other Purchases	500	0.00	0.00	0.00	500.00	8.00
<b>TOTAL OTHER PURCHASES</b>	<b>24,750</b>	<b>537.31</b>	<b>8,197.07</b>	<b>33.12</b>	<b>16,552.93</b>	<b>7,572.39</b>
<b>MAINTENANCE</b>						
10-505.06-21-00 Vehicle Repair & Mainten	15,000	225.79	5,096.04	33.97	9,903.96	5,595.17
10-505.06-21-01 Equipment Repair & Maint	1,800	0.00	326.00	18.11	1,474.00	608.48
10-505.06-22-00 Vehicle Gas & Oil	45,000	2,335.58	11,503.94	25.56	33,496.06	12,270.74
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	847.42	42.37	1,152.58	765.22
<b>TOTAL MAINTENANCE</b>	<b>65,300</b>	<b>2,680.20</b>	<b>17,773.40</b>	<b>27.22</b>	<b>47,526.60</b>	<b>19,239.61</b>
<b>CITY SERVICES</b>						
10-505.07-56-00 Hiring/Substance Screeni	4,000	475.00	475.00	11.88	3,525.00	1,623.00
10-505.07-57-00 Crime Commission	500	0.00	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
10-505.07-90-00 Contractual Service Agre	2,000	0.00	360.00	18.00	1,640.00	360.00

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

10 -General Fund

POLICE

58.33% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-505.07-99-00 Other City Services	700	0.00	144.00	20.57	556.00	0.00
TOTAL CITY SERVICES	9,200	475.00	1,479.00	16.08	7,721.00	2,483.00
<b>OTHER EXPENDITURES</b>						
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	81,215.02	599,086.57	48.95	624,783.43	594,801.68

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

10 -General Fund

MUNICIPAL COURT

58.33% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-510.01-01-00 Salaries	50,800	3,594.68	28,175.36	55.46	22,624.64	27,947.55
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	9,699.98	53.89	8,300.02	9,875.80
10-510.01-21-00 FICA & Medicare	5,441	354.18	3,080.01	56.61	2,360.99	3,017.68
10-510.01-22-00 Retirement	2,160	150.86	1,278.02	59.17	881.98	1,208.31
10-510.01-32-00 Expense Allow -- Judge	540	45.00	315.00	58.33	225.00	315.00
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	3,744.38	74.89	1,255.62	3,466.52
10-510.01-51-00 Prosecutor/Assistant	15,000	1,250.00	8,750.00	58.33	6,250.00	10,900.00
10-510.01-51-02 Public Defender	7,200	600.00	4,200.00	58.33	3,000.00	4,200.00
TOTAL PERSONNEL	104,941	7,379.34	59,342.75	56.55	45,598.25	61,180.86
<u>INSURANCE</u>						
10-510.02-02-00 Health, Life & Dental	9,660	690.32	5,225.44	54.09	4,434.56	5,634.28
10-510.02-03-00 Workers Compensation	4,200	0.00	3,747.12	89.22	452.88	4,212.11
TOTAL INSURANCE	13,860	690.32	8,972.56	64.74	4,887.44	9,846.39
<u>UTILITIES</u>						
10-510.03-05-00 Mobile Phone & Pagers	120	10.00	70.00	58.33	50.00	70.00
TOTAL UTILITIES	120	10.00	70.00	58.33	50.00	70.00
<u>CAPITAL EXPENDITURES</u>						
<u>OTHER PURCHASES</u>						
10-510.05-01-00 Office Supplies & Consum	1,800	0.00	315.05	17.50	1,484.95	286.86
10-510.05-02-00 Postage	500	25.29	140.45	28.09	359.55	116.56
10-510.05-04-00 Printing	4,500	0.00	2,584.91	57.44	1,915.09	1,907.36
10-510.05-05-00 Publications	350	0.00	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	786.16
TOTAL OTHER PURCHASES	9,350	25.29	3,460.48	37.01	5,889.52	3,346.94
<u>MAINTENANCE</u>						
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	2,277.86
10-510.06-34-00 Office Equipment Mainten	800	10.24	60.45	7.56	739.55	72.76
TOTAL MAINTENANCE	3,900	10.24	60.45	1.55	3,839.55	2,350.62
<u>CITY SERVICES</u>						
10-510.07-80-00 Boarding of Prisoners	14,000	1,015.00	3,863.59	27.60	10,136.41	1,545.50
10-510.07-82-00 Bailiff	6,000	0.00	2,481.14	41.35	3,518.86	2,430.27
10-510.07-82-01 Translator	800	0.00	240.70	30.09	559.30	367.10
TOTAL CITY SERVICES	20,800	1,015.00	6,585.43	31.66	14,214.57	4,342.87
<u>OTHER EXPENDITURES</u>						
10-510.09-21-00 Miscellaneous	500	22.35	75.31	15.06	424.69	368.53
TOTAL OTHER EXPENDITURES	500	22.35	75.31	15.06	424.69	368.53
TOTAL MUNICIPAL COURT	153,471	9,152.54	78,566.98	51.19	74,904.02	81,506.21

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

10 -General Fund  
PUBLIC WORKS  
EXPENDITURES

58.33% 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>						
10-515.01-01-00 Salaries	138,500	12,216.38	71,478.73	51.61	67,021.27	57,580.15
10-515.01-21-00 FICA & Medicare	9,902	929.10	5,715.48	57.72	4,186.52	4,626.31
10-515.01-22-00 Retirement	4,467	342.36	2,554.83	57.19	1,912.17	166.79
10-515.01-33-00 Auto Allow-Public Wks Di	3,000	250.00	1,750.00	58.33	1,250.00	1,750.00
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	0.00	1,694.60	44.59	2,105.40	297.37
10-515.01-43-00 Tuition Reimbursement	0	0.00	500.00	0.00	(500.00)	500.00
TOTAL PERSONNEL	160,269	13,737.84	83,892.64	52.34	76,376.36	64,946.87
<u>INSURANCE</u>						
10-515.02-02-00 Health, Life & Dental	12,948	1,093.32	7,649.95	59.08	5,298.05	7,142.22
10-515.02-03-00 Workers Compensation	500	0.00	343.57	68.71	156.43	330.86
10-515.02-04-00 Unemployment	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL INSURANCE	14,448	1,093.32	7,993.52	55.33	6,454.48	7,473.08
<u>UTILITIES</u>						
10-515.03-05-00 Mobile Phones & Pagers	720	60.59	403.57	56.05	316.43	363.70
TOTAL UTILITIES	720	60.59	403.57	56.05	316.43	363.70
<u>CAPITAL EXPENDITURES</u>						
<u>OTHER PURCHASES</u>						
10-515.05-01-00 Office Supplies & Consum	750	48.00	411.43	54.86	338.57	550.56
10-515.05-02-00 Postage	150	32.27	96.72	64.48	53.28	25.07
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	80.27	510.15	36.44	889.85	765.00
<u>MAINTENANCE</u>						
10-515.06-36-00 Tornado Siren	3,350	702.00	2,106.00	62.87	1,244.00	1,882.00
TOTAL MAINTENANCE	3,350	702.00	2,106.00	62.87	1,244.00	1,882.00
<u>PROFESSIONAL FEES</u>						
10-515.08-03-00 Engineer & Planning Fees	35,000	1,387.20	4,639.13	13.25	30,360.87	19,848.92
TOTAL PROFESSIONAL FEES	35,000	1,387.20	4,639.13	13.25	30,360.87	19,848.92
<u>OTHER EXPENDITURES</u>						
10-515.09-21-00 Miscellaneous	500	0.00	139.95	27.99	360.05	844.09
TOTAL OTHER EXPENDITURES	500	0.00	139.95	27.99	360.05	844.09
TOTAL PUBLIC WORKS	215,687	17,061.22	99,684.96	46.22	116,002.04	96,123.66

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

10 -General Fund

COMMUNITY DEVELOPMENT

58.33% OF FISCAL YEAR COMPLETED

EXPENDITURES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<b>PERSONNEL</b>						
10-518.01-01-00 Salaries	228,900	15,450.15	106,049.14	46.33	122,850.86	103,986.61
10-518.01-21-00 FICA & Medicare	17,893	1,174.37	8,281.73	46.28	9,611.27	8,178.25
10-518.01-22-00 Retirement	12,054	465.95	3,453.11	28.65	8,600.89	5,897.43
10-518.01-31-00 Auto Allowance - Other	2,400	200.00	1,200.00	50.00	1,200.00	1,400.00
10-518.01-41-00 Membership Fees & Dues	1,675	0.00	130.00	7.76	1,545.00	1,109.00
10-518.01-41-02 Professional Development	5,400	0.00	251.02	4.65	5,148.98	755.00
<b>TOTAL PERSONNEL</b>	<b>268,322</b>	<b>17,290.47</b>	<b>119,365.00</b>	<b>44.49</b>	<b>148,957.00</b>	<b>121,326.29</b>
<b>INSURANCE</b>						
10-518.02-02-00 Health, Life & Dental	25,701	922.81	13,264.86	51.61	12,436.14	14,468.10
10-518.02-03-00 Workers Compensation	1,000	0.00	505.51	50.55	494.49	441.14
10-518.02-04-00 Unemployment	1,000	0.00	0.00	0.00	1,000.00	0.00
<b>TOTAL INSURANCE</b>	<b>27,701</b>	<b>922.81</b>	<b>13,770.37</b>	<b>49.71</b>	<b>13,930.63</b>	<b>14,909.24</b>
<b>UTILITIES</b>						
10-518.03-03-00 Gas	0	0.00	0.00	0.00	0.00	40.08
10-518.03-05-00 Mobile Phones & Pagers	1,600	132.08	792.54	49.53	807.46	791.22
<b>TOTAL UTILITIES</b>	<b>1,600</b>	<b>132.08</b>	<b>792.54</b>	<b>49.53</b>	<b>807.46</b>	<b>831.30</b>
<b>CAPITAL EXPENDITURES</b>						
<b>OTHER PURCHASES</b>						
10-518.05-01-00 Office Supplies & Consum	1,000	76.29	253.81	25.38	746.19	1,081.67
10-518.05-02-00 Postage	1,500	155.52	683.38	45.56	816.62	1,270.27
10-518.05-04-00 Printing	500	47.00	209.60	41.92	290.40	118.00
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
<b>TOTAL OTHER PURCHASES</b>	<b>4,670</b>	<b>278.81</b>	<b>1,192.28</b>	<b>25.53</b>	<b>3,477.72</b>	<b>2,469.94</b>
<b>MAINTENANCE</b>						
10-518.06-21-00 Vehicle Repair & Mainten	750	0.00	22.50	3.00	727.50	1,180.78
10-518.06-22-00 Vehicle Gas & Oil	1,500	79.22	388.62	25.91	1,111.38	729.98
<b>TOTAL MAINTENANCE</b>	<b>2,250</b>	<b>79.22</b>	<b>411.12</b>	<b>18.27</b>	<b>1,838.88</b>	<b>1,910.76</b>
<b>CITY SERVICES</b>						
10-518.07-02-01 Public Notices	2,000	10.20	410.65	20.53	1,589.35	1,980.95
10-518.07-04-00 Code Enforcement	5,000	0.00	1,153.43	23.07	3,846.57	0.00
<b>TOTAL CITY SERVICES</b>	<b>7,000</b>	<b>10.20</b>	<b>1,564.08</b>	<b>22.34</b>	<b>5,435.92</b>	<b>1,980.95</b>
<b>PROFESSIONAL FEES</b>						
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
<b>TOTAL PROFESSIONAL FEES</b>	<b>4,500</b>	<b>0.00</b>	<b>1,244.55</b>	<b>27.66</b>	<b>3,255.45</b>	<b>2,241.90</b>

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

10 -General Fund  
 COMMUNITY DEVELOPMENT  
 EXPENDITURES

58.33% 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	200	0.00	168.31	84.16	31.69	163.56
TOTAL OTHER EXPENDITURES	350	0.00	168.31	48.09	181.69	171.52
TOTAL COMMUNITY DEVELOPMENT	316,393	18,713.59	138,508.25	43.78	177,884.75	145,841.90

10 -General Fund  
STREET DEPARTMENT  
EXPENDITURES

58.33% 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>						
10-520.01-01-00 Salaries	237,130	18,435.92	128,607.90	54.24	108,522.10	122,799.86
10-520.01-03-00 Overtime	15,000	158.94	5,047.67	33.65	9,952.33	6,967.14
10-520.01-21-00 FICA & Medicare	18,285	1,319.73	10,259.39	56.11	8,025.61	9,972.99
10-520.01-22-00 Retirement	14,102	1,041.32	7,644.35	54.21	6,457.65	7,162.71
10-520.01-41-02 Professional Development	500	0.00	160.00	32.00	340.00	0.00
TOTAL PERSONNEL	285,017	20,955.91	151,719.31	53.23	133,297.69	146,902.70
<u>INSURANCE</u>						
10-520.02-02-00 Health, Life & Dental	46,929	3,860.63	29,800.54	63.50	17,128.46	30,780.82
10-520.02-03-00 Workers Compensation	25,000	0.00	19,788.32	79.15	5,211.68	22,518.82
10-520.02-04-00 Unemployment	1,500	0.00	0.00	0.00	1,500.00	138.21
TOTAL INSURANCE	73,429	3,860.63	49,588.86	67.53	23,840.14	53,437.85
<u>UTILITIES</u>						
10-520.03-01-00 Telephone & Voicemail	1,400	70.68	614.96	43.93	785.04	789.56
10-520.03-02-00 Electricity	3,800	225.91	1,737.55	45.73	2,062.45	1,603.53
10-520.03-03-00 Gas	2,200	0.00	680.79	30.95	1,519.21	1,057.18
10-520.03-04-00 Water	4,200	334.32	1,790.48	42.63	2,409.52	2,055.55
10-520.03-05-00 Mobile Phones & Pagers	2,800	189.59	1,178.92	42.10	1,621.08	1,207.01
10-520.03-09-00 Trash Hauling	660	0.00	500.00	75.76	160.00	165.00
TOTAL UTILITIES	15,060	820.50	6,502.70	43.18	8,557.30	6,877.83
<u>CAPITAL EXPENDITURES</u>						
<u>OTHER PURCHASES</u>						
10-520.05-01-00 Office Supplies & Consum	800	113.96	322.01	40.25	477.99	162.91
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	594.35	2,135.72	35.60	3,864.28	3,103.10
10-520.05-31-00 Uniforms	2,600	491.00	600.76	23.11	1,999.24	586.60
TOTAL OTHER PURCHASES	9,900	1,199.31	3,058.49	30.89	6,841.51	3,927.60
<u>MAINTENANCE</u>						
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
<u>CITY SERVICES</u>						
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	0.00	6,188.51	45.84	7,311.49	1,128.00
10-520.07-43-01 Recycling Extravaganza	0	0.00	0.00	0.00	0.00	1,916.40
10-520.07-43-02 HHW Collection Event	400	20.34	557.77	139.44	157.77	0.00
10-520.07-51-00 Mosquito & Weed Control	2,000	208.80	879.23	43.96	1,120.77	790.16
10-520.07-55-00 Animal Control	100	0.00	0.00	0.00	100.00	0.00
TOTAL CITY SERVICES	16,000	229.14	7,645.07	47.78	8,354.93	3,834.56
<u>PROFESSIONAL FEES</u>						

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

10 -General Fund  
 STREET DEPARTMENT  
 EXPENDITURES

58.33% 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	176.20
TOTAL OTHER EXPENDITURES	250	0.00	0.00	0.00	250.00	176.20
TOTAL STREET DEPARTMENT	399,656	27,065.49	218,592.63	54.70	181,063.37	215,156.74

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

10 -General Fund  
PARKS DEPARTMENT  
EXPENDITURES

58.33% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<b>PERSONNEL</b>						
10-525.01-01-00 Salaries	106,300	8,156.10	54,520.57	51.29	51,779.43	70,892.68
10-525.01-03-00 Overtime	6,000	430.43	3,027.19	50.45	2,972.81	3,408.50
10-525.01-05-00 Seasonal Landscape Maint	54,080	5,590.00	22,126.00	40.91	31,954.00	11,791.00
10-525.01-21-00 FICA & Medicare	11,442	1,056.68	6,253.41	54.65	5,188.59	6,404.52
10-525.01-22-00 Retirement	5,020	464.83	2,898.52	57.74	2,121.48	3,920.70
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	100.00	20.00	400.00	25.56
<b>TOTAL PERSONNEL</b>	<b>183,442</b>	<b>15,698.04</b>	<b>88,925.69</b>	<b>48.48</b>	<b>94,516.31</b>	<b>96,442.96</b>
<b>INSURANCE</b>						
10-525.02-02-00 Health, Life & Dental	22,440	1,663.95	11,969.13	53.34	10,470.87	14,518.06
10-525.02-03-00 Workers Compensation	7,000	0.00	6,542.26	93.46	457.74	6,057.55
10-525.02-04-00 Unemployment	500	0.00	1,949.04	389.81	(1,449.04)	0.00
<b>TOTAL INSURANCE</b>	<b>29,940</b>	<b>1,663.95</b>	<b>20,460.43</b>	<b>68.34</b>	<b>9,479.57</b>	<b>20,575.61</b>
<b>UTILITIES</b>						
10-525.03-01-00 Telephone & Voicemail	1,900	141.10	851.97	44.84	1,048.03	999.33
10-525.03-02-00 Electricity	18,000	1,520.06	10,030.73	55.73	7,969.27	9,686.29
10-525.03-03-00 Gas	1,500	0.00	491.99	32.80	1,008.01	674.61
10-525.03-04-00 Water	9,000	757.75	3,831.05	42.57	5,168.95	3,341.62
10-525.03-05-00 Mobile Phones & Pagers	1,300	82.37	494.31	38.02	805.69	496.29
10-525.03-09-00 Trash Hauling	1,500	0.00	775.00	51.67	725.00	335.00
<b>TOTAL UTILITIES</b>	<b>33,200</b>	<b>2,501.28</b>	<b>16,475.05</b>	<b>49.62</b>	<b>16,724.95</b>	<b>15,533.14</b>
<b>CAPITAL EXPENDITURES</b>						
<b>OTHER PURCHASES</b>						
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	0.00	2.40	3.20	72.60	0.42
10-525.05-04-00 Printing	400	0.00	91.40	22.85	308.60	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	772.43	2,453.16	37.74	4,046.84	5,224.70
10-525.05-31-00 Uniforms	2,000	0.00	756.32	37.82	1,243.68	873.80
10-525.05-41-01 Restroom Supplies	2,700	392.89	1,918.85	71.07	781.15	1,221.62
10-525.05-41-02 Trash Bags	4,300	0.00	2,107.54	49.01	2,192.46	3,070.78
10-525.05-41-03 Park Enhancements	5,000	162.48	5,065.18	101.30	(65.18)	2,819.35
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	0.00	21.97	4.39	478.03	322.68
<b>TOTAL OTHER PURCHASES</b>	<b>25,275</b>	<b>1,327.80</b>	<b>13,885.80</b>	<b>54.94</b>	<b>11,369.20</b>	<b>14,265.11</b>
<b>MAINTENANCE</b>						
10-525.06-01-00 Buildings Maint & Repair	4,000	0.00	3,219.37	80.48	780.63	2,587.82
10-525.06-03-00 Restrooms	4,900	0.00	709.02	14.47	4,190.98	940.01
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	165.79	2,845.37	71.13	1,154.63	3,900.53
10-525.06-05-03 Trail Maintenance	3,600	36.14	456.08	12.67	3,143.92	223.17

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

10 -General Fund  
 PARKS DEPARTMENT  
 EXPENDITURES

58.33% 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	0.00	1,791.92	89.60	208.08	189.28
10-525.06-13-00 Spirit Fountain	2,500	0.00	3,443.25	137.73	(943.25)	3,816.77
10-525.06-21-00 Vehicle Repair & Mainten	6,500	365.89	884.59	13.61	5,615.41	2,905.41
10-525.06-21-01 Equipment Repair & Maint	3,500	607.38	2,737.03	78.20	762.97	1,248.15
10-525.06-21-02 Tractor Mowing Equipment	6,500	287.10	1,993.59	30.67	4,506.41	4,797.48
10-525.06-22-00 Vehicle Gas & Oil	7,500	434.90	1,183.01	15.77	6,316.99	2,064.14
10-525.06-22-01 Equipment Gas & Oil	5,000	151.28	1,035.17	20.70	3,964.83	1,471.82
<b>TOTAL MAINTENANCE</b>	<b>50,150</b>	<b>2,048.48</b>	<b>20,382.07</b>	<b>40.64</b>	<b>29,767.93</b>	<b>24,144.58</b>
<b>CITY SERVICES</b>						
10-525.07-20-00 Rental of Portable Toile	4,000	920.00	2,220.00	55.50	1,780.00	680.00
10-525.07-51-00 Mosquito & Weed Control	6,000	409.76	3,061.25	51.02	2,938.75	708.46
10-525.07-51-01 Landscaping	5,000	0.00	2,487.47	49.75	2,512.53	0.00
10-525.07-52-00 Tree Trimming & Removal	12,000	0.00	7,425.50	61.88	4,574.50	151.63
10-525.07-53-00 Tree Planting	5,000	0.00	818.50	16.37	4,181.50	3,479.25
10-525.07-60-00 Rental Equipment	1,000	0.00	150.00	15.00	850.00	49.50
<b>TOTAL CITY SERVICES</b>	<b>33,000</b>	<b>1,329.76</b>	<b>16,162.72</b>	<b>48.98</b>	<b>16,837.28</b>	<b>5,068.84</b>
<b>OTHER EXPENDITURES</b>						
10-525.09-21-00 Miscellaneous	1,000	0.00	532.95	53.30	467.05	448.95
<b>TOTAL OTHER EXPENDITURES</b>	<b>1,000</b>	<b>0.00</b>	<b>532.95</b>	<b>53.30</b>	<b>467.05</b>	<b>448.95</b>
<b>TOTAL PARKS DEPARTMENT</b>	<b>356,007</b>	<b>24,569.31</b>	<b>176,824.71</b>	<b>49.67</b>	<b>179,182.29</b>	<b>176,479.19</b>

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

10 -General Fund  
NATURE SANCTUARY  
EXPENDITURES

58.33% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<b>PERSONNEL</b>						
10-535.01-01-00 Salaries	25,064	2,687.75	9,887.32	39.45	15,176.68	9,824.03
10-535.01-03-00 Overtime Pay	0	163.05	230.55	0.00	230.55	0.00
10-535.01-21-00 FICA & Medicare	1,917	218.09	786.03	41.00	1,130.97	786.87
10-535.01-31-00 Expense Allowance-Other	200	0.00	0.00	0.00	200.00	0.00
<b>TOTAL PERSONNEL</b>	<b>27,181</b>	<b>3,068.89</b>	<b>10,903.90</b>	<b>40.12</b>	<b>16,277.10</b>	<b>10,610.90</b>
<b>UTILITIES</b>						
10-535.03-02-00 Electricity	600	19.91	117.75	19.63	482.25	0.00
<b>TOTAL UTILITIES</b>	<b>600</b>	<b>19.91</b>	<b>117.75</b>	<b>19.63</b>	<b>482.25</b>	<b>0.00</b>
<b>CAPITAL EXPENDITURES</b>						
<b>OTHER PURCHASES</b>						
10-535.05-01-00 Office Supplies & Consum	100	0.00	90.06	90.06	9.94	62.96
10-535.05-02-00 Postage	50	6.06	16.43	32.86	33.57	4.70
10-535.05-04-00 Printing	500	31.65	66.65	13.33	433.35	0.00
10-535.05-21-00 Equipment & Handtools	400	0.00	0.00	0.00	400.00	253.20
10-535.05-41-00 Materials	1,000	0.00	19.24	1.92	980.76	12.12
10-535.05-42-00 Program Expenses	2,700	109.84	731.77	27.10	1,968.23	616.18
<b>TOTAL OTHER PURCHASES</b>	<b>4,750</b>	<b>147.55</b>	<b>924.15</b>	<b>19.46</b>	<b>3,825.85</b>	<b>949.16</b>
<b>MAINTENANCE</b>						
10-535.06-01-00 Building Maintenance & R	950	95.00	665.00	70.00	285.00	391.95
10-535.06-05-03 Trail Maintenance	3,500	0.00	373.80	10.68	3,126.20	685.48
10-535.06-21-00 Vehicle Repair & Mainten	1,500	81.73	81.73	5.45	1,418.27	517.31
10-535.06-21-01 Equipment Repair & Maint	150	0.00	0.00	0.00	150.00	71.56
10-535.06-22-00 Vehicle Gas & Oil	400	0.00	41.97	10.49	358.03	125.54
<b>TOTAL MAINTENANCE</b>	<b>6,500</b>	<b>176.73</b>	<b>1,162.50</b>	<b>17.88</b>	<b>5,337.50</b>	<b>1,791.84</b>
<b>CITY SERVICES</b>						
10-535.07-51-00 Mosquito & Weed Control	150	0.00	41.57	27.71	108.43	37.90
<b>TOTAL CITY SERVICES</b>	<b>150</b>	<b>0.00</b>	<b>41.57</b>	<b>27.71</b>	<b>108.43</b>	<b>37.90</b>
<b>OTHER EXPENDITURES</b>						
10-535.09-21-00 Miscellaneous	500	98.87	162.78	32.56	337.22	338.22
<b>TOTAL OTHER EXPENDITURES</b>	<b>500</b>	<b>98.87</b>	<b>162.78</b>	<b>32.56</b>	<b>337.22</b>	<b>338.22</b>
<b>TOTAL NATURE SANCTUARY</b>	<b>39,681</b>	<b>3,511.95</b>	<b>13,312.65</b>	<b>33.55</b>	<b>26,368.35</b>	<b>13,728.02</b>

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

10 -General Fund  
CHANNEL 2 & WEBSITE  
EXPENDITURES

58.33% 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	2,750.00	5,300.00	51.96	4,900.00	5,100.00
10-540.01-53-00 Production Assistant/Int	2,100	300.00	700.00	33.33	1,400.00	900.00
TOTAL PERSONNEL	12,300	3,050.00	6,000.00	48.78	6,300.00	6,000.00
<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	3,050.00	6,000.00	43.45	7,810.00	8,607.93

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

10 -General Fund  
 TRANSFERS OUT  
 EXPENDITURES

58.33% 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	185,208.33	0.00	( 185,208.33)	35,000.00
10-550.20-21-00 Transfer to Debt Service	0	0.00	0.00	0.00	0.00	126,875.00
TOTAL TRANSFERS-OTHER SOURCES	0	26,458.33	185,208.33	0.00	( 185,208.33)	161,875.00
TOTAL TRANSFERS OUT	0	26,458.33	185,208.33	0.00	( 185,208.33)	161,875.00

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

10 -General Fund

IT

58.33% OF FISCAL YEAR COMPLETED

EXPENDITURES

	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	4,250.00	13,430.00	63.95	7,570.00	4,464.99
TOTAL PERSONNEL	21,000	4,250.00	13,430.00	63.95	7,570.00	4,464.99
<u>INSURANCE</u>						
10-555.02-01-00 Equipment	5,500	0.00	3,076.13	55.93	2,423.87	2,747.98
10-555.02-02-00-Software	14,960	0.00	13,645.71	91.21	1,314.29	13,464.77
10-555.02-04-00 Domain Registrations	390	20.00	743.92	190.75	(353.92)	165.00
TOTAL INSURANCE	20,850	20.00	17,465.76	83.77	3,384.24	16,377.75
<u>MAINTENANCE</u>						
10-555.06-01-00 Maintenance & Repair	2,124	177.00	1,239.00	58.33	885.00	1,142.00
TOTAL MAINTENANCE	2,124	177.00	1,239.00	58.33	885.00	1,142.00
TOTAL IT	43,974	4,447.00	32,134.76	73.08	11,839.24	21,984.74

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

10 -General Fund

CAPITAL OUTLAY

58.33% 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	0.00	6,698.77	0.00	( 6,698.77)	0.00
10-560.50-50-00 Police Capital Outlay	42,535	587.22	8,862.30	20.84	33,672.70	0.00
TOTAL CAPITAL OUTLAY	42,535	587.22	15,561.07	36.58	26,973.93	0.00
<u>CAPITAL OUTLAY</u>						
10-560.51-50-00 Public Works Capital Out	0	942.99	29,219.99	0.00	( 29,219.99)	25,924.98
10-560.51-80-00 Com Development Capital	109,000	0.00	11,130.46	10.21	97,869.54	21,233.43
TOTAL CAPITAL OUTLAY	109,000	942.99	40,350.45	37.02	68,649.55	47,158.41
<u>CAPITAL OUTLAY</u>						
10-560.52-50-00 Parks Capital Outlay	194,500	3,008.77	40,143.77	20.64	154,356.23	0.00
TOTAL CAPITAL OUTLAY	194,500	3,008.77	40,143.77	20.64	154,356.23	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	4,538.98	100,980.24	28.77	250,054.76	47,158.41
TOTAL EXPENDITURES	4,443,067	302,321.81	2,233,594.06	50.27	2,209,472.94	2,037,450.97
=====						
EXCESS REVENUES OVER/(UNDER) EXPENDITURE (	426,831)	( 72,295.91)	527,831.01		0.00	720,383.51

# Sewer Fund (30)

Last Updated 08/11/2016

	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	\$ 217,647	\$ 234,195	\$ 395,406	\$ 325,296	\$ 347,118
<b>Revenues</b>														
<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	525,705	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	21,000	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	19,600	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	2,695	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	2,723	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
<b>Sewer Fund Revenues:</b>	<b>1,038,349</b>	<b>1,006,209</b>	<b>1,407,454</b>	<b>1,091,190</b>	<b>1,106,376</b>	<b>1,094,620</b>	<b>1,094,620</b>	<b>571,733</b>	<b>1,094,620</b>	<b>1,126,182</b>	<b>1,158,649</b>	<b>1,192,073</b>	<b>1,220,939</b>	<b>1,222,100</b>
<b>Total Sources:</b>	<b>1,531,965</b>	<b>1,612,161</b>	<b>1,924,326</b>	<b>2,111,552</b>	<b>2,210,785</b>	<b>1,888,933</b>	<b>1,892,404</b>	<b>1,369,517</b>	<b>1,892,404</b>	<b>1,343,829</b>	<b>1,392,844</b>	<b>1,587,479</b>	<b>1,546,235</b>	<b>1,569,219</b>
<b>Expenditures</b>														
Operating Expenses	453,316	449,989	462,065	519,812	494,544	520,116	538,596	295,827	538,122	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	301,826	847,610	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	88,793	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	60,393	103,530	105,601	107,713	109,867	112,064	114,305
Other Transfers	180,600	337,431							-					
<b>Sewer Fund Expenditures:</b>	<b>926,014</b>	<b>1,095,288</b>	<b>813,557</b>	<b>1,756,372</b>	<b>1,413,001</b>	<b>1,543,641</b>	<b>1,665,821</b>	<b>746,838</b>	<b>1,674,757</b>	<b>1,109,634</b>	<b>997,438</b>	<b>1,262,183</b>	<b>1,199,116</b>	<b>1,076,347</b>
<b>Estimated Working Capital (deficit):</b>	<b>605,952</b>	<b>516,873</b>	<b>1,110,769</b>	<b>355,180</b>	<b>797,784</b>	<b>345,292</b>	<b>226,583</b>	<b>622,679</b>	<b>217,647</b>	<b>234,195</b>	<b>395,406</b>	<b>325,296</b>	<b>347,118</b>	<b>492,872</b>
<b>TARGET*</b>	\$331,031	\$339,730	\$332,020	\$488,113	\$481,796	\$341,407	\$346,027		\$345,908	\$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: JULY 31ST, 2016

30 -Sewer Service Fund  
 FINANCIAL SUMMARY

58.33% 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	63,922.51	568,999.77	52.22	520,620.23	604,882.34
INTEREST INCOME	4,800	354.95	2,723.45	56.74	2,076.55	2,837.36
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
<b>TOTAL REVENUES</b>	<b>1,280,135</b>	<b>64,277.46</b>	<b>571,733.22</b>	<b>44.66</b>	<b>708,401.78</b>	<b>607,719.70</b>
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATIVE	1,543,641	150,954.20	746,838.07	48.38	796,802.93	789,265.28
<b>TOTAL EXPENDITURES</b>	<b>1,543,641</b>	<b>150,954.20</b>	<b>746,838.07</b>	<b>48.38</b>	<b>796,802.93</b>	<b>789,265.28</b>
<b>EXCESS REVENUES OVER/(UNDER) EXPENDITURE</b>	<b>(263,506)</b>	<b>(86,676.74)</b>	<b>(175,104.85)</b>		<b>(88,401.15)</b>	<b>(181,545.58)</b>

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

30 -Sewer Service Fund

FINANCIAL SUMMARY

58.33% 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	4,979.70	57,633.09	5.68	957,116.91	44,855.85
30-41501-01 Sewer Charges - Data Tech	0	49,857.81	468,071.68	0.00	468,071.68	510,931.49
30-41502-00 Sewer Tap Fees	36,000	4,500.00	21,000.00	58.33	15,000.00	24,000.00
30-41502-01 Sewer Impact Fees	33,600	4,200.00	19,600.00	58.33	14,000.00	22,400.00
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	2,695.00	58.33	1,925.00	2,695.00
TOTAL OTHER REVENUE	1,089,620	63,922.51	568,999.77	52.22	520,620.23	604,882.34
<u>INTEREST INCOME</u>						
30-41701-00 Interest Income	4,800	354.95	2,723.45	56.74	2,076.55	2,837.36
TOTAL INTEREST INCOME	4,800	354.95	2,723.45	56.74	2,076.55	2,837.36
<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	64,277.46	571,733.22	44.66	708,401.78	607,719.70

## REVENUE AND EXPENSE REPORT

AS OF: JULY 31ST, 2016

## 30 -Sewer Service Fund

## ADMINISTRATIVE

58.33% OF FISCAL YEAR COMPLETED

## EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
30-501.01-01-00 Salaries	13,824	1,076.49	8,451.97	61.14	5,372.03	4,955.55
30-501.01-21-00 FICA & Medicare	1,058	81.86	711.48	67.25	346.52	395.08
30-501.01-22-00 Retirement	816	0.00	0.00	0.00	816.00	0.00
TOTAL PERSONNEL	15,698	1,158.35	9,163.45	58.37	6,534.55	5,350.63
<u>INSURANCE</u>						
30-501.02-01-00 Hazard & Liability	2,850	0.00	1,532.91	53.79	1,317.09	2,689.32
30-501.02-02-00 Health	2,955	228.05	1,859.39	62.92	1,095.61	445.30
30-501.02-03-00 Workers Comp	500	0.00	47.45	9.49	547.45	0.00
30-501.02-04-00 Unemployment Fund	500	0.00	0.00	0.00	500.00	0.00
TOTAL INSURANCE	6,805	228.05	3,344.85	49.15	3,460.15	3,134.62
<u>UTILITIES</u>						
30-501.03-01-00 Telephone & Voicemail	1,600	122.86	784.24	49.02	815.76	1,623.70
30-501.03-02-00 Electricity	46,000	4,064.12	21,941.77	47.70	24,058.23	21,002.60
30-501.03-04-00 Water	3,500	68.29	2,235.35	63.87	1,264.65	839.81
30-501.03-06-00 Wi-Fi	480	39.99	239.94	49.99	240.06	239.94
30-501.03-09-00 Trash Hauling	600	28.72	207.43	34.57	392.57	242.97
TOTAL UTILITIES	52,180	4,323.98	25,408.73	48.69	26,771.27	23,949.02
<u>CAPITAL EXPENDITURES</u>						
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	59,790.75	62,390.75	42.44	84,609.25	787.50
30-501.04-61-00 Pump Station Improvement	34,000	0.00	8,951.50	26.33	25,048.50	65,376.54
TOTAL CAPITAL EXPENDITURES	191,000	59,790.75	71,342.25	37.35	119,657.75	66,164.04
<u>OTHER PURCHASES</u>						
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	903.72	3,938.56	56.27	3,061.44	4,151.33
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	254.57	877.67	43.88	1,122.33	0.00
TOTAL OTHER PURCHASES	10,450	1,158.29	5,055.69	48.38	5,394.31	4,151.33
<u>MAINTENANCE</u>						
30-501.06-01-00 Building Main & Repair	12,000	636.49	34,915.80	290.97	(22,915.80)	5,304.55
30-501.06-12-00 Pump Stations Maintenanc	20,000	113.22	5,959.30	29.80	14,040.70	7,016.54
30-501.06-21-00 Vehicle Repair & Mainten	500	44.05	1,433.65	286.73	(933.65)	0.00
30-501.06-21-02 Tractor/Lawn Mowing Equi	1,000	318.85	318.85	31.89	681.15	161.27
30-501.06-22-00 Vehicle Gas & Oil	3,000	55.35	364.09	12.14	2,635.91	502.58
30-501.06-22-01 Equipment Gas & Oil	1,500	34.98	34.98	2.33	1,465.02	0.00
30-501.06-33-00 Software Support Agreeeme	2,000	0.00	875.00	43.75	1,125.00	0.00
30-501.06-42-00 Line Maintenance	543,500	8,942.50	230,483.33	42.41	313,016.67	119,104.90
30-501.06-99-00 Other Maintenance	0	0.00	0.00	0.00	0.00	48,703.50
TOTAL MAINTENANCE	583,500	10,145.44	274,385.00	47.02	309,115.00	180,793.34

REVENUE AND EXPENSE REPORT

AS OF: JULY 31ST, 2016

30 -Sewer Service Fund

ADMINISTRATIVE

58.33% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<b>CITY SERVICES</b>						
30-501.07-34-00 Line Repairs	20,000	0.00	9,047.00	45.24	10,953.00	5,690.00
30-501.07-42-00 One Call Utility Locatin	2,000	71.76	475.15	23.76	1,524.85	1,627.13
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	0.00	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	9,431.79
<b>TOTAL CITY SERVICES</b>	<b>86,000</b>	<b>71.76</b>	<b>30,797.90</b>	<b>35.81</b>	<b>55,202.10</b>	<b>32,735.78</b>
<b>PROFESSIONAL FEES</b>						
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	1,063.00	4,925.33	49.25	5,074.67	150.00
30-501.08-04-00 Management Contract	290,483	48,413.84	169,448.44	58.33	121,034.56	141,122.52
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	60,392.50	58.33	43,137.50	59,208.33
30-501.08-07-00 Credit Card Fees	2,000	299.86	2,293.46	114.67	293.46	1,649.69
30-501.08-08-00 Sewer Billing Refunds	0	154.90	574.76	0.00	574.76	0.00
<b>TOTAL PROFESSIONAL FEES</b>	<b>408,513</b>	<b>58,559.10</b>	<b>237,726.09</b>	<b>58.19</b>	<b>170,786.91</b>	<b>202,130.54</b>
<b>OTHER EXPENDITURES</b>						
30-501.09-21-00 Miscellaneous	2,000	452.20	820.98	41.05	1,179.02	432.39
30-501.09-22-00 DNR Fees	2,000	0.00	0.00	0.00	2,000.00	0.00
<b>TOTAL OTHER EXPENDITURES</b>	<b>4,000</b>	<b>452.20</b>	<b>820.98</b>	<b>20.52</b>	<b>3,179.02</b>	<b>432.39</b>
<b>BOND/LEASE PAYMENTS</b>						
<b>SYSTEM RENEWAL PROJECT</b>						
30-501.12-11-00 SRF Principal-Transfer t	150,000	12,500.00	75,000.00	50.00	75,000.00	84,583.31
30-501.12-11-01 SRF Interest-Transfer to	26,975	2,245.37	13,472.22	49.94	13,502.78	17,605.94
30-501.12-11-02 SRF Admin Fee-Transfer t	8,520	320.91	320.91	3.77	8,199.09	17,171.01
<b>TOTAL SYSTEM RENEWAL PROJECT</b>	<b>185,495</b>	<b>15,066.28</b>	<b>88,793.13</b>	<b>47.87</b>	<b>96,701.87</b>	<b>119,360.26</b>
<b>TRANSFERS-OTHER SOURCES</b>						
30-501.20-02-02 Trans to Debt Serv (for	0	0.00	0.00	0.00	0.00	151,063.33
<b>TOTAL TRANSFERS-OTHER SOURCES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>151,063.33</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>1,543,641</b>	<b>150,954.20</b>	<b>746,838.07</b>	<b>48.38</b>	<b>796,802.93</b>	<b>789,265.28</b>
<b>TOTAL EXPENDITURES</b>	<b>1,543,641</b>	<b>150,954.20</b>	<b>746,838.07</b>	<b>48.38</b>	<b>796,802.93</b>	<b>789,265.28</b>
<b>EXCESS REVENUES OVER/(UNDER) EXPENDITURE(</b>						
	<b>263,506)</b>	<b>( 86,676.74)</b>	<b>( 175,104.85)</b>		<b>0.00</b>	<b>( 181,545.58)</b>

# Transportation Fund (40)

Last Updated 08/11/2016

	2011 Actual	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>	\$227,141	\$ 89,288	\$ 190,187	\$ 162,682	\$ 318,954	\$ 327,997	\$ 217,699	\$ 231,767	\$ 231,767	\$ 60,646	\$ 44,618	\$ 62,359	\$ 68,493	\$ 73,573
<b>Revenues</b>														
Parkville Special Road District	114,870	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	454,319	380,193	398,083	438,160	435,000	456,397	456,000	281,154	456,000	462,840	469,783	476,829	476,829	483,982
Motor Fuel Tax	123,157	141,412	140,867	143,352	141,000	146,671	144,000	83,584	144,000	146,160	148,352	150,578	150,578	152,836
County Transportation Sales Tax	123,552	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	1,321	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	-	-	-	-	-	-	-	-	-	-	-
<b>Transportation Fund Revenues:</b>	<b>815,898</b>	<b>866,050</b>	<b>797,056</b>	<b>915,488</b>	<b>883,500</b>	<b>939,617</b>	<b>934,825</b>	<b>498,277</b>	<b>943,101</b>	<b>966,762</b>	<b>960,408</b>	<b>974,766</b>	<b>974,766</b>	<b>989,341</b>
<b>Total Sources:</b>	<b>1,043,039</b>	<b>955,338</b>	<b>987,243</b>	<b>1,078,170</b>	<b>1,202,454</b>	<b>1,267,614</b>	<b>1,152,524</b>	<b>730,044</b>	<b>1,174,868</b>	<b>1,027,408</b>	<b>1,005,026</b>	<b>1,037,125</b>	<b>1,043,260</b>	<b>1,062,914</b>
<b>Expenditures</b>														
Streets - Capital	171,177	196,151	88,560	81,966	502,500	455,696	488,000	255,762	537,257	356,000	315,000	340,000	340,000	340,000
Streets - Operating			-	313,207	353,000	335,150	386,000	164,764	388,365	391,790	397,667	403,632	409,686	415,832
Transfers	782,574	569,000	736,000	355,000	245,000	245,000	240,000	140,000	188,600	235,000	230,000	225,000	220,000	215,000
<b>Transportation Fund Expenditures:</b>	<b>953,751</b>	<b>765,151</b>	<b>824,560</b>	<b>750,173</b>	<b>1,100,500</b>	<b>1,035,846</b>	<b>1,114,000</b>	<b>560,526</b>	<b>1,114,222</b>	<b>982,790</b>	<b>942,667</b>	<b>968,632</b>	<b>969,686</b>	<b>970,832</b>
<b>Estimated Ending Balance (deficit):</b>	<b>89,288</b>	<b>190,187</b>	<b>162,682</b>	<b>327,997</b>	<b>101,954</b>	<b>231,767</b>	<b>38,524</b>	<b>169,518</b>	<b>60,646</b>	<b>44,618</b>	<b>62,359</b>	<b>68,493</b>	<b>73,573</b>	<b>92,083</b>

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

40 -Transportation Fund  
 FINANCIAL SUMMARY

58.33% 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	54,054.01	364,737.65	46.17	425,262.35	346,405.92
OTHER REVENUE	5,325	0.00	0.00	0.00	5,325.00	0.00
MISCELLANEOUS REVENUE	7,500	0.00	0.00	0.00	7,500.00	0.00
TRANSFERS IN	0	1,320.75	1,320.75	0.00	( 1,320.75)	0.00
TOTAL REVENUES	934,825	55,374.76	498,276.53	53.30	436,548.47	472,933.75
<u>EXPENDITURE SUMMARY</u>						
STREET DEPARTMENT	874,000	24,036.09	421,525.60	48.23	452,474.40	491,285.56
TRANSFERS	240,000	20,000.00	140,000.00	58.33	100,000.00	142,916.66
TOTAL EXPENDITURES	1,114,000	44,036.09	561,525.60	50.41	552,474.40	634,202.22
EXCESS REVENUES OVER/(UNDER) EXPENDITURE	( 179,175)	11,338.67	( 63,249.07)		( 115,925.93)	( 161,268.47)

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

40 -Transportation Fund

FINANCIAL SUMMARY

58.33% 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	41,525.72	281,153.80	61.66	174,846.20	263,572.67
40-41405-00 Motor Fuel Tax	144,000	12,528.29	83,583.85	58.04	60,416.15	82,833.25
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	54,054.01	364,737.65	46.17	425,262.35	346,405.92
<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>						
40-41901-00 Refunds and Other Revenue	0	1,320.75	1,320.75	0.00	( 1,320.75)	0.00
TOTAL TRANSFERS IN	0	1,320.75	1,320.75	0.00	( 1,320.75)	0.00
<u>TRANSFERS</u>						
TOTAL REVENUE	934,825	55,374.76	498,276.53	53.30	436,548.47	472,933.75

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

40 -Transportation Fund  
ADMINISTRATION  
EXPENDITURES

58.33% OF FISCAL YEAR COMPLETED

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

CAPITAL EXPENDITURES

40 -Transportation Fund

STREET DEPARTMENT

58.33% 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 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	149,225.05	66.32	75,774.95	198,284.72
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	0.00	78,185.00	78.19	21,815.00	84,770.00
TOTAL CAPITAL EXPENDITURES	488,000	0.00	255,761.77	52.41	232,238.23	334,534.24
<u>MAINTENANCE</u>						
40-520.06-01-00 Building Maintenance & R	5,000	0.00	346.64	6.93	4,653.36	733.14
40-520.06-21-00 Vehicle & Equipment Main	10,500	251.60	3,570.10	34.00	6,929.90	5,323.07
40-520.06-22-00 Vehicle & Equipment Gas	25,500	1,491.82	5,735.04	22.49	19,764.96	8,680.58
TOTAL MAINTENANCE	41,000	1,743.42	9,651.78	23.54	31,348.22	14,736.79
<u>CITY SERVICES</u>						
40-520.07-20-00 Emergency Snow Removal	40,000	0.00	14,482.23	36.21	25,517.77	18,991.44
40-520.07-32-00 Storm Sewers - General R	2,500	0.00	1,877.98	75.12	622.02	18.76
40-520.07-33-00 Street Repair Materials	15,000	492.25	3,152.06	21.01	11,847.94	4,267.30
40-520.07-41-00 Street Lights - Electric	260,000	21,770.42	130,032.39	50.01	129,967.61	110,823.47
40-520.07-44-00 Street Signs	2,500	0.00	193.64	7.75	2,306.36	713.56
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	30.00	30.00	0.50	5,970.00	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	22,292.67	156,112.05	45.38	187,887.95	142,014.53
<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	24,036.09	421,525.60	48.23	452,474.40	491,285.56

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

40 -Transportation Fund

TRANSFERS

58.33% OF FISCAL YEAR COMPLETED

EXPENDITURES

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

40-550.20-10-00 Transfer to General Fund	240,000	20,000.00	140,000.00	58.33	100,000.00	142,916.66
TOTAL TRANSFERS-OTHER SOURCES	240,000	20,000.00	140,000.00	58.33	100,000.00	142,916.66

TOTAL TRANSFERS	240,000	20,000.00	140,000.00	58.33	100,000.00	142,916.66
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TOTAL EXPENDITURES	1,114,000	44,036.09	561,525.60	50.41	552,474.40	634,202.22
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EXCESS REVENUES OVER/(UNDER) EXPENDITURE	( 179,175)	11,338.67	( 63,249.07)		0.00	( 161,268.47)
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BALANCE SHEET

AS OF: JULY 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	1,872,238.87	
15000 Receivables - General	( 34.00)	
15004 Franchise Tax Receivables	97,867.82	
15005 Vehicle Tax Receivable	1,098.04	
15006 Sales Tax Receivables	180,837.70	
15007 Motor Vehicle Tax Receivables	6,274.44	
18000 Prepaid Insurance	153,498.98	
		2,312,213.16

TOTAL ASSETS \ 2,312,213.16  
=====

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	5,445.79	
20051 Garnishment W/H	( 70.62)	
20070 Vol. Employee Fund W/H	( 78.28)	
21000 Deferred Revenue	1,098.04	
22001 AP Pending (Due to Pooled)	40,698.37	
22500 Telecom Escrow	190.29	
22501 FLEX Plan Payable	2,742.76	
22600 COBRA Liability	1,539.59	
		45,070.40

TOTAL LIABILITIES 45,070.40

EQUITY

=====

30001 Fund Balance	1,739,311.75	
		1,739,311.75
TOTAL BEGINNING EQUITY	1,739,311.75	
TOTAL REVENUE	2,761,425.07	
TOTAL EXPENSES	2,233,594.06	
		527,831.01
TOTAL SURPLUS/(DEFICIT)	527,831.01	
TOTAL EQUITY & SURPLUS/(DEFICIT)	2,267,142.76	
		2,312,213.16

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT 2,312,213.16  
=====

## BALANCE SHEET

AS OF: JULY 31ST, 2016

21 -River Park Bond Retirement

ACCOUNT# TITLE

## ASSETS

11002 River Prk Dev Bank Acct-	170,740.83	
15001 Receivables - Current	5,167.60	
15003 LT Receivables	1,048,308.15	
		<u>1,224,216.58</u>

## TOTAL ASSETS

1,224,216.58

## LIABILITIES

21000 Deferred Revenue-Current	5,167.60	
21001 LT Deferred Revenue	1,048,308.15	
		<u>1,053,475.75</u>

## EQUITY

30001 FUND BALANCE	152,071.27	
		<u>152,071.27</u>
TOTAL BEGINNING EQUITY	152,071.27	
TOTAL REVENUE	320,594.56	
TOTAL EXPENSES	301,925.00	
		<u>18,669.56</u>
TOTAL SURPLUS/ (DEFICIT)	18,669.56	
		<u>170,740.83</u>
TOTAL EQUITY & SURPLUS/ (DEFICIT)	170,740.83	
		<u>1,224,216.58</u>
TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		<u>1,224,216.58</u>

BALANCE SHEET

AS OF: JULY 31ST, 2016

22 -Capital Project Bonds

ACCOUNT# TITLE

ASSETS

=====

11002 Cash ---	16,031.52	
12000 Claim on Cash	75,642.83	
14010 Lease Revenue Fund	0.48	
14012 Reserve Fund	0.03	
		<u>91,674.86</u>

TOTAL ASSETS 91,674.86

LIABILITIES

=====

EQUITY

=====

30001 Fund Balance	( 244,067.14)	
TOTAL BEGINNING EQUITY	( 244,067.14)	
TOTAL REVENUE	336,842.00	
TOTAL EXPENSES	1,100.00	
TOTAL SURPLUS/(DEFICIT)	335,742.00	
TOTAL EQUITY & SURPLUS/(DEFICIT)		<u>91,674.86</u>
TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		<u>91,674.86</u> =====

## BALANCE SHEET

AS OF: JULY 31ST, 2016

23 -Brush Creek NID

ACCOUNT# TITLE

## ASSETS

=====

12000 Claim on Cash	186,196.10
14011 Debt Service Fund	2,439.70
14012 Debt Service Reserve Fund	399,768.37
15001 Receivables	137,545.83
15002 Receivables-Current	( 250,556.50)
15003 LT Receivables	4,976,775.00
	<u>5,452,168.50</u>

TOTAL ASSETS	<u>5,452,168.50</u>
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=====

## LIABILITIES

=====

21000 Deferred Revenue	( 113,010.67)
21001 LT Deferred Revenue	4,976,775.00
	<u>4,863,764.33</u>

TOTAL LIABILITIES	<u>4,863,764.33</u>
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## EQUITY

=====

30001 Fund Balance	417,000.02
30002 Fund Balance-Maintenance Fund	7,599.82
	<u>424,599.84</u>
TOTAL BEGINNING EQUITY	424,599.84
TOTAL REVENUE	257,348.08
TOTAL EXPENSES	93,543.75
	<u>163,804.33</u>
TOTAL SURPLUS/(DEFICIT)	163,804.33

TOTAL EQUITY & SURPLUS/(DEFICIT)	<u>588,404.17</u>
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588,404.17

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT	<u>5,452,168.50</u>
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BALANCE SHEET

AS OF: JULY 31ST, 2016

24 -Brink Meyer Road NID

ACCOUNT# TITLE

ASSETS

=====

14011 Brink Myer Note Fund (D S F)	291,415.32	
14012 Brink Meyer Bond Fund	1,782.82	
15003 LT Receivables	3,244,712.00	
		<u>3,537,910.14</u>

TOTAL ASSETS 3,537,910.14

=====

LIABILITIES

=====

21001 LT Deferred Revenue	3,244,712.00	
23001 Loan from Em Reserve Payable	178,123.94	
		<u>3,422,835.94</u>

TOTAL LIABILITIES 3,422,835.94

EQUITY

=====

30001 Fund Balance	109,938.46	
30002 Fund Balance-Maintenance Fund	1,625.04	
		<u>111,563.50</u>

TOTAL BEGINNING EQUITY 111,563.50

TOTAL REVENUE	77,504.45	
TOTAL EXPENSES	73,993.75	
		<u>3,510.70</u>

TOTAL SURPLUS/(DEFICIT) 3,510.70

TOTAL EQUITY & SURPLUS/(DEFICIT) 115,074.20

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT 3,537,910.14

=====

BALANCE SHEET

AS OF: JULY 31ST, 2016

30 -Sewer Service Fund

ACCOUNT# TITLE

ASSETS

=====

11002 Sewer Fund Cash in Bank	1,740.71
11003 Cash	23,851.26
11005 MM Bank Lib	210,050.06
12000 Sewer Service Claim on Cash	325,697.46
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

4,273,569.37

TOTAL ASSETS 4,273,569.37

LIABILITIES

=====

20070 Vol. Employee Fund	15.31
22001 AP Pending (Due to Pooled)	5,756.65
26000 Customer Deposits	13,485.00

19,256.96

EQUITY

=====

30001 Fund Balance	4,429,417.26
TOTAL BEGINNING EQUITY	<u>4,429,417.26</u>

TOTAL REVENUE	571,733.22
TOTAL EXPENSES	746,838.07
TOTAL SURPLUS/(DEFICIT)	( 175,104.85)

TOTAL EQUITY & SURPLUS/(DEFICIT) 4,254,312.41

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT 4,273,569.37

## BALANCE SHEET

AS OF: JULY 31ST, 2016

34 -SRF Fund

ACCOUNT# TITLE

## ASSETS

12005 UMB Principal Payments Res Acc	87,503.14	
12006 UMB SRF Interest Payment Res A	2,261.06	
		89,764.20
TOTAL ASSETS		89,764.20

## LIABILITIES

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

## EQUITY

30001 Fund Balance	( 1,380,110.89)	
TOTAL BEGINNING EQUITY	( 1,380,110.89)	
TOTAL REVENUE	129,367.84	
TOTAL EXPENSES	32,843.75	
TOTAL SURPLUS/(DEFICIT)	96,524.09	
TOTAL EQUITY & SURPLUS/(DEFICIT)	( 1,283,586.80)	
TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		89,764.20

## BALANCE SHEET

AS OF: JULY 31ST, 2016

## 40 -Transportation Fund

ACCOUNT# TITLE

## ASSETS

12000 Claim on Cash	159,404.67
15000 Receivables - General	10,885.46
15001 Receivable Held in Escrow Acct	8,883.40
15004 Receivables-Sales Tax	88,393.46
	<u>267,566.99</u>

## TOTAL ASSETS

267,566.99

## LIABILITIES

22001 A/P Pending (Due to Pooled)	1,885.09
22500 Liability in Held in Escrow Ac	8,883.40
	<u>10,768.49</u>

## TOTAL LIABILITIES

10,768.49

## EQUITY

30001 Fund Balance	320,047.57
	<u>320,047.57</u>
TOTAL BEGINNING EQUITY	320,047.57
TOTAL REVENUE	498,276.53
TOTAL EXPENSES	561,525.60
	<u>( 63,249.07)</u>
TOTAL SURPLUS/(DEFICIT)	( 63,249.07)
TOTAL EQUITY & SURPLUS/(DEFICIT)	<u>256,798.50</u>
TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT	<u>267,566.99</u>

267,566.99

CITY OF PARKVILLE  
RESERVED FUND SUMMARY  
AS OF: JULY 31ST, 2016

	This Month		Cumulative		Fund Balance
	Income	Expenses	Income	Expenses	
45 -Fewson Project Fund	26.05	9.00	2,753.43	56.50	569,694.73
46 -Guest Room Tax Fund	0.00	0.00	470.54	1,000.00	351.95
50 -Emergency Reserve Fund	26,458.33	0.00	200,572.33	73,993.75	1,574,544.19
60 -Nature Sanctuary Fund	1,268.07	4,900.00	10,372.35	4,900.00	40,180.32
63 -Park Donations	4,000.00	1,004.30	4,093.73	9,060.94	20,236.39
80 -Court Recoupment Fees	0.00	0.00	1,000.70	0.00	39,930.09
81 -Police Training Fees-LET	144.00	180.00	1,558.00	2,231.48	40,788.40
91 -TIF Development Fund	33,478.30	0.00	129,351.14	0.00	141,794.81
95 -Capital Projects Fund	45,001.25	1,744.15	161,073.05	206,129.95	11,687.57
TOTAL	110,376.00	7,837.45	511,245.27	297,372.62	2,439,208.45

\*\*\* END OF REPORT \*\*\*

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

**General Fund #10**

Cash on Hand 181.31  
Total Cash Accounts\* 1,831,640.50

**Fund Cash & Investments Total \$1,831,821.81**

**Transportation Fund #40**

Total Cash Accounts\* 159,404.67

**Fund Cash & Investments Total \$159,404.67**

**River Park Bond Retirement Fund #21**

Total Cash Accounts\* 170,740.83

**Fund Cash & Investments Total \$170,740.83**

**Emergency Reserve Fund #50**

Total Cash Accounts\* 1,396,420.25

**Fund Cash & Investments Total \$1,396,420.25**

**Capital Project Bonds Fund #22**

Total Cash Accounts\* 91,674.35  
Reserve Fund Account 0.51

**Fund Cash & Investments Total \$91,674.86**

**TIF Development Fund #91**

Total Cash Accounts\* 141,794.81

**Fund Cash & Investments Total \$141,794.81**

**Brush Creek NID Fund #23**

Total Cash Accounts\* 188,635.80  
Reserve Fund Account 399,768.37

**Fund Cash & Investments Total \$588,404.17**

**Parkville Market Place Fund #92**

Total Cash Account 9,421.40

**Fund Cash & Investments Total \$9,421.40**

**Brink Meyer Road NID Fund #24**

Total Cash Accounts\* 291,415.32  
Reserve Fund Account 1,782.82

**Fund Cash & Investments Total \$293,198.14**

**Capital Projects Fund #95**

Total Cash Accounts\* 11,687.57

**Fund Cash & Investments Total \$11,687.57**

**Sewer Service Fund #30**

Total Cash Accounts\* 555,582.84

**Fund Cash & Investments Total \$555,582.84**

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

Unaudited Financial Report to be used for Budgetary Management Purposes

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

ITEM 4E

For 08-16-16

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. 6)	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	16	16	11	15
a. Firearm	41				
b. Knife or Cutting Instrument	42				
c. Other Dangerous Weapon	43				
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44	5	5		4
e. Other Assaults - Simple, Not Aggravated	45	11	11		11
5. BURGLARY TOTAL	50	8	8	3	1
a. Forcible Entry	51	5	5		
b. Unlawful Entry - No Force	52	3	3		1
c. Attempted Forcible Entry	53				
6. LARCENY - THEFT TOTAL ( Except Motor Vehicle Theft )	60	36	36	42	17
7. MOTOR VEHICLE THEFT TOTAL	70	3	3	2	2
e. Autos	71	1	1		1
b. Trucks and Buses	72	1	1		1
c. Other Vehicles	73	1	1		
GRAND TOTAL	77	63	63	60	35

Prior 3yrs.  
Average

January 2016

Month and Year of Report

thru

June 30, 2016

Parkville, Missouri PD

Agency and State

Mo0830100

Agency Identifier

5700.00

Population

August 1, 2016

Date

Craig Hubbell

Detective Sergeant

Prepared By

Title

Chief K.L. Christian

Chief, Commissioner, Sheriff, or Superintendent

**PROPERTY STOLEN BY CLASSIFICATION**

CLASSIFICATION		NUMBER OF ACTUAL OFFENSES (COLUMN 4 Return A)	Monetary Value of Property Stolen
<b>1. MURDER AND NONNEGLIGENT MANSLAUGHTER</b>	12		
<b>2. FORCIBLE RAPE</b>	20		
<b>3. ROBBERY</b>			
(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		
<b>TOTAL ROBBERY</b>	30		
<b>5. BURGLARY - BREAKING AND ENTERING</b>			
(a) RESIDENCE (dwelling)			
(1) NIGHT (6 p.m. - 6 a.m. )	51		
(2) DAY (6 a.m. - 6 p.m. )	52	2	6439
(3) UNKNOWN	53	2	19529
(b) NON-RESIDENCE (store, office, etc.)			
(1) NIGHT (6 p.m. - 6 a.m. )	54	3	1139
(2) DAY (6 a.m. - 6 p.m. )	55		
(3) UNKNOWN	56	1	2
<b>TOTAL BURGLARY</b>	60	8	27109
<b>6. LARCENY - THEFT (Except Motor Vehicle Theft )</b>			
(a) \$200 AND OVER	61	15	52305
(b) \$50 TO \$200	62	4	458
(c) UNDER \$50	63	17	304
<b>TOTAL LARCENY (Same as Item 6X )</b>	60	36	53067
<b>7. MOTOR VEHICLE THEFT (Including Alleged Joy Riding)</b>	70	3	3300
<b>GRAND TOTAL - ALL ITEMS</b>	77	47	<b>48</b> 83476
<b>ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT</b>			
<b>6X. NATURE OF LARCENIES UNDER ITEM 6</b>			
(a) POCKET-PICKING	81		
(b) PURSE SNATCHING	82		
(c) SHOPLIFTING	83	22	<b>16</b> 3620
(d) FROM MOTOR VEHICLE (except e)	84	7	5014
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(f) BICYCLES	86	1	350
(g) FROM BUILDING (except c and h )	87	3	<b>5</b> 8452
(h) FROM ANY COIN-OPERATED MACHINES ( parking meters etc. )	88		
(i) ALL OTHERS	89	3	35631
<b>TOTAL LARCENIES (Same as Item 6 )</b>	80	36	<b>42</b> 53067
<b>7X. MOTOR VEHICLES RECOVERED</b>			
(a) STOLEN LOCALLY AND RECOVERED LOCALLY	91	1	<i>Prior 3yrs. Average</i>
(b) STOLEN LOCALLY AND RECOVERED BY ANOTHER JURISDICTION	92		
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b )	90	1	
(d) STOLEN IN OTHER JURISDICTION AND RECOVERED LOCALLY	93	2	

*January 1, 2016 thru June 30, 2016*

## **CITY OF PARKVILLE**

### **Policy Report**

Date: Monday, August 9, 2016

Prepared By:  
Melissa McChesney  
City Clerk

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Approve Resolution No. 16-013 to adopt the records retention policy.

BACKGROUND:

Minimum records retention schedules for municipalities are set by the State of Missouri, and no records can be destroyed until they meet the minimum retention. Over the years the City has not been following a consistent records retention schedule which has led to a large volume of records and a lack of storage space. In addition, staff has not been able to easily determine which records are stored where, and additional staff time has been needed to fill open records requests. A written procedure is necessary to ensure the proper disposition of records in a timely fashion, to create consistency in recordkeeping and to address how to store and destroy records. Staff drafted a policy to supplement guidance from the State and address procedures for records retention and storage.

In addition to including retention schedules, the policy will help organize the City's records, establish a procedure for the disposal of records that have exceeded their required retention period and protect and conserve permanent and archived records to ensure their physical integrity. It will also help staff manage the City's records in an efficient manner, streamline the paper flow, provide for document archiving, minimize the storage constraints and remain in compliance with state and federal laws. On August 2, 2016, the city clerk presented the proposed policy is a work session with the Board of Aldermen. Comments and suggested changes from the Board are incorporated into the final draft.

BUDGET IMPACT:

There will be no impact to the budget with adoption of this policy.

ALTERNATIVES:

1. Approve Resolution No. 16-013 to approve the records retention policy.
2. Provide direction to staff on recommended changes.
3. Postpone the discussion.

STAFF RECOMMENDATION:

Staff recommends the Board approve a resolution to adopt the records retention policy.

SUGGESTED MOTION

I move to approve Resolution No. 16-013 adopting the records retention policy.

ATTACHMENTS:

1. Resolution No. 16-013
  2. Records Retention Policy
-



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

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***CITY OF PARKVILLE, MO.  
RESOLUTION No. 16-013***

**A RESOLUTION ADOPTING A RECORDS RETENTION POLICY**

WHEREAS, public records are governed by RSMo Chapter 109 (statutory obligations), Chapter 610 (Sunshine Law) and local retention schedules established by the Missouri Local Records Board; and

WHEREAS, a records retention policy ensures that all records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner; and

WHEREAS, the Board of Aldermen reviewed the Records Retention Policy at a work session on August 2, 2016, and recommended changes that are incorporated into the final version.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby adopts the Records Retention Policy as attached hereto and incorporated herein by reference.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 16<sup>th</sup> day of August 2016.

\_\_\_\_\_  
Mayor Nanette K. Johnston

ATTESTED:

\_\_\_\_\_  
City Clerk Melissa McChesney

## CITY OF PARKVILLE, MISSOURI

<b>Policy Title:</b>	Records Retention Policy		
<b>Policy Number:</b>	100-07	<b>Category:</b>	Board
<b>Effective Date:</b>	August 16, 2016 Resolution No. 16-013	<b>Updates:</b>	

### INTRODUCTION

The purpose of this policy is to guide the City in the organization of records, the disposal of records that have exceeded their required retention period, the protection and security of records and the conservation of records to ensure longevity of the physical integrity of permanent or archival records.

This policy provides a quick reference to all employees with information necessary to carry out their specific duties related to public records and provides that all officials and employees are responsible for properly managing records they come across in the course of their duties, regardless of format (paper, electronic, e-mail, etc.).

### SCOPE

Due to the ever-increasing volume of records citywide, and minimal storage space, a written procedure is necessary to ensure proper disposition of inactive records. In addition to proper maintenance of public records and increased storage space as a result of destruction of eligible inactive records, implementation of the procedures will ensure records can be located when needed and will reduce staff time used in performing records searches. The life cycle of a record includes creation, use and disposition (or preservation if permanent record) and the policy addresses each part of a document's life cycle.

### COMPLIANCE WITH STATE LAW

Public records are governed by RSMo Chapter 109 (statutory obligations), Chapter 610 (Sunshine Law) and local retention schedules established by the Missouri Local Records Board. The retention schedule is based on schedules set by the Missouri Secretary of State's Office, with some additional retention based on staff recommendations.

### DEFINITIONS

**Active Records** – records that are used by a department with sufficient frequency to warrant them being kept within the department

**Box number** – number assigned by the City Clerk to a records box that includes inactive records

**City Clerk** – The employee appointed by the Board of Aldermen to perform the duties outlined in Chapter 115 of the Parkville Municipal Code, as may be amended from time to time, or his/her designee

**Closed public record** – any record closed to the public that is subject to the confidentiality provisions of the Sunshine Law

**Department records coordinator** – designated employee from each city department responsible for the department’s active records until they are inactivated and given to the City Clerk for storage

**Inactive Records** – records that are used infrequently but retain legal, historical or business value and warrant the need for storage in the records room or for disposition

**Inclusive dates** – dates of the documents in a records box

**Missouri Local Records Board** – coordinating board that establishes proper retention schedules for all local governments in Missouri which derives its authority from RSMo 109.230 and 109.255 and is chaired by the Missouri Secretary of State

**Non-record** – documents made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and blank documents that do not require retention scheduling or destruction authorization

**Open public record** – any document, book, paper, photograph, map, sound recording or other material open to the public, regardless of the physical form or characteristic, made or received pursuant to law or in connection with the transaction of official business, retained by or of any public governmental body or prepared by the public governmental body that is not subject to the confidentiality provisions of the Sunshine Law

**Permanent records** – records that must be kept indefinitely and may never be disposed of

**Public governmental body** – any legislative, administrative or governmental entity as defined by RSMo 610.010, including but not limited to the Board of Aldermen and all City-appointed boards, commissions and committees

**Records room** – The official room and/or space at City Hall designated by the city administrator for storage of inactive records

**Record series** – group of records that are related as the result of being created, received or used in the same activity

**Retention period** – length of time a record must be kept

**Retention schedule** – document that identifies and describes and organization’s records and indicates how long records must be kept

**Vital records** – records essential to the continued functioning or reconstitution of an organization during and after an emergency and records essential to protecting the legal and financial rights of the organization and of the individuals directly affected by its activities

## **CITY CLERK RESPONSIBILITIES AND SERVICES**

The City Clerk is responsible for administration of this policy and the implementation of processes and procedures to ensure that the schedule is followed.

The City Clerk will maintain the records room and an ongoing destruction program. Services include the following:

- Accept inactive records for storage in the records room
- Index inactive records stored in the records room
- Provide departmental access to inactive records in storage
- Conduct an annual destruction program
- Back up vital records electronically for long-term storage
- Assist and advise departments regarding retention and records management in general

- Assist with organization of internal filing areas/systems, including file tracking
- Provide certification of records destroyed annually
- In cooperation with human resources, provide training as needed to city employees regarding compliance with the Records Retention Policy

The City Clerk will provide guidance to departments to prepare inactive records for storage. All departments are required to prepare their own active records and coordinate with the City Clerk to store inactive records and dispose of those records per this policy.

The City Clerk will inventory, determine retention and store the inactive records. The affected department will be given an electronic copy of the box inventory. Designated department staff will have access to any materials stored in the records room and will be asked to approve destruction of eligible records prior to the records being destroyed by the City Clerk.

This service will be provided only for inactive records which are to be entered into the records program and eventually disposed of according to the schedule in Exhibit A.

### **DEPARTMENTAL RESPONSIBILITIES**

Each department head must ensure that his/her employees are responsible for the proper maintenance of all active records within their care. Each department head will assign a department records coordinator to be responsible for maintenance and storage of its active records and enforcement of this policy. The department records coordinator will work closely with the City Clerk to determine when the department records become inactive and the destruction date.

Please note the City Clerk will not provide certification for records destroyed which have not first been inactivated and stored in the records room and then processed through the annual destruction program as required by law. Because there is no official record of items so destroyed, the City Clerk cannot attest to their existence or destruction.

### **HOW RECORDS ARE FILED**

The City Clerk must determine if the inactive record is complete and all attachments are present. Only one original is required to be kept and all extra copies should be destroyed. As inactive records are filed by the City Clerk, the top of the page must be facing the left side of the box as the reader faces it with the most recent document in the front of the box.

All boxes should be clearly labeled on both sides with a computer-generated label as follows:

<p><b>BOX NUMBER:</b> _____</p> <p>DEPARTMENT: _____</p> <p>RECORD SERIES: _____</p> <p>INCLUSIVE DATES: _____</p> <p>RETENTION: _____</p> <p>DISPOSAL YEAR: _____</p>
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The following should be used to provide a uniform method for preparing inactive records for transfer to the records room. Any questions about preparation, transfer, determining destruction dates, etc. may be directed to the City Clerk.

- Must be in a folder or a box with a lid
- Only cubic foot boxes may be used and should be no more than 10” x 12” x 15”
- Computer-generated labels must be posted on each side of box facing the aisles in the records room

### **Guidelines**

1. Avoid unnecessary filing – do not keep records the City is not required to keep.
2. Arrange folders, guides and labels correctly.
3. Prepare documents for filing:
  - a. Remove sticky notes, rubber bands, paper clips and other temporary fasteners.
  - b. Determine if file is complete and all necessary enclosures and attachments are present.
4. File only one copy in the official file; when extra copies must be retained mark them “Copy” and file them separately from the original.
5. Maintain the files in an organized manner – don’t overload the boxes or folders and leave 3 to 4 inches of working space in each box.

### **Rules for records room**

1. Items other than records shall not be stored in the records room except with approval of the City Clerk.
2. Boxes larger than one cubic foot, except special map and check boxes, may not be used anywhere within the records room. Use of odd-sized boxes decreases the available storage space. Boxes used for copy paper, office supplies shipments, etc. are not made for records storage and do not meet the acceptable size standards.
3. Boxes or other items shall not be stored in an aisle except by the City Clerk when a destruction program is in progress.
4. Storage boxes must have a lid in place when not in use.
5. Loose records will not be accepted and should be placed in a box with a corresponding record series.
6. A department head may request that any inactive record be retained beyond its retention date listed in Exhibit A, subject to approval by the City Clerk.
7. Employees may only access the records room by permission of the City Clerk, unless they have been assigned a key. Boxes must be returned to their assigned shelf location. Employees may check out materials with the City Clerk if materials must be removed from a storage box for further review. The City Clerk will keep a list of items checked out and will check with the department records coordinator when a file has not been returned in a timely manner. The checkout list should be placed in the records box. Original copies of files may not be removed from City Hall.

### **CONSEQUENCES FOR VIOLATING POLICY**

Failure to provide access to open public records in a timely manner can ultimately result in litigation. Failure to respond to a subpoena because the required records are missing and cannot be shown to have been legally destroyed may also lead to legal consequences.

There are no legal consequences for destroying records that have met their required retention period, unless there is pending litigation. The list of destroyed records will be kept in the City Clerk’s Office.

If it can be demonstrated that records were destroyed properly, during the normal course of business, there is no recourse under the Sunshine Law.

### **DESTRUCTION OF RECORDS**

No records can be destroyed until they meet the retention period set by this policy. In cases where there is no schedule for a particular record series, the Missouri Local Records Board must grant permission for the destruction.

The City Clerk shall conduct the annual destruction program and will work directly with the department records coordinator prior to disposition of inactive records. All inactive records will be reviewed prior to disposition and each department head will be notified of pending destruction.

The disposition of inactive records for the City of Parkville shall be adopted by resolution by the Board of Aldermen and shall include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was completed. The disposition list becomes a permanent record. Destruction of the inactive records can be accomplished by shredding, burning or recycling depending on the types of records being destroyed. When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the City Clerk may dispose of the remains only after verification and documentation by the Missouri Local Records Program.

### **PRESERVATION OF PERMANENT INACTIVE RECORDS**

The records that have been identified as permanent shall be stored in the records room with limited access to staff. All permanent inactive records must be placed in an acid-free folder in an archive box (no banker's boxes allowed). Most of the paper files will have a corresponding electronic version stored on the network. A secondary backup of electronic files will be stored offsite and daily.

### **ELECTRONIC RECORDS**

Records are records, regardless of the format and there should be no difference in how the records are managed. The same policies, procedures and retentions apply.

Electronic records will be classified the same as if they were the original paper document and indexed the same in a folder on the network as it would be filed in a box in the records room. If the original paper document were to be destroyed, the electronic record would be the new official record and would keep the same retention schedule. Electronic records become inactive at the same time as the paper record and destruction must be approved prior to deleting the file(s). Electronic scans must be saved in a TIFF, PDF or JPEG200 file format.

Information posted to the City's social media pages must be retained based on the content of the message, in accordance with the applicable records retention schedules in Exhibit A. The City Clerk will download the information quarterly and save it to the network.

### ***E-mail Records***

If a message is not a record when delivered on paper it is not a record when it is sent electronically. The content of the e-mail determines the retention period. The City Clerk shall be

copied on all e-mails sent to the Board of Aldermen and any appointed board or commission or committee and the City Clerk will retain the e-mail per the retention schedule in Exhibit A.

## **DISASTER PREPAREDNESS**

The protection and preservation of the City's records is essential to the maintenance of government functions and should be a high priority. Potential threats include fire, water and theft.

### ***Fire***

The prevention of fire is an important factor in safeguarding records. The records that govern the laws of the City (ordinances, contracts, etc.) will be placed in fireproof cabinets in the City Clerk's office. Most of the files will have a corresponding electronic version stored on the network and at an off-site backup.

To prevent fires, the following will be done:

- No smoking
- Do not store records with chemicals, cleaning supplies or other combustible materials
- Keep the records room neat and check on it occasionally to ensure it stays that way
- Have regular safety inspections
- Install fire protection system and smoke detectors in records room
- Check fire extinguishers at regular intervals

### ***Water***

Most record disasters involve water. Water damage to records occurs when the storage area floods, sewers back-up, water pipes break, or sprinkler systems are used to put out fires. The records will not be stored below water pipes and will be kept on a free-standing shelf at least 6 inches off the floor and at least one foot away from the walls.

### ***Theft***

The records room is located behind locked doors and only designated employees with a key can access it. The doors will be closed at all times unless an employee is accessing the files. To help safeguard the records, electronic copies will be stored on the network and off-site.

## **SUSPENSION OF SCHEDULE IN MATTERS OF LITIGATION**

In the event the City is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit or the commencement of any litigation against or concerning the City, such employee shall inform the City Clerk and any further disposal of documents pertinent to the matter shall be suspended until such time as the City Clerk, with the advice of legal counsel, determines otherwise. The City Clerk shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

## **RETENTION SCHEDULES**

The schedules in Exhibit A include the minimum retention requirements set by the Missouri Local Records Board which are related to the business of the City, with some exceptions of additional retention based on staff recommendations. If a record is kept beyond the minimum retention schedule, it remains a public record and must still be managed, and is subject to public

inspection and/or legal discovery during litigation. The City Clerk has the authority to extend specific retention requirements upon request of a department head based on each department's need for the records. These are notated with an asterisk before the minimum retention.

**Box Information**

Below is a sample of the box inventory sheet that will be placed inside each records box. Information on the sheet will correspond to the type of document(s) in the box. When the box is prepared for destruction, the inventory sheet will be attached to list of destroyed records and kept permanently in the City Clerk's Office.

<b>Date Span of Records:</b> 2013-2014	<b>Retention:</b> Completion of audit + 1 year
<b>Department:</b> Administration	<b>Disposal Year:</b> 2016
<b>Description of Records:</b> Accounts Payable	<b>Disposal Date:</b> December 1, 2016; Resolution No. 2016-025

**Review of Policy**

The policy and retention schedules in Exhibit A will be reviewed by the City Clerk annually to determine if any changes were made to the State's minimum retention schedules. Changes to this policy will require adoption of a resolution by the Board of Aldermen.

**REFERENCES:**

- A. Missouri Local Records Board Schedule
- B. Missouri Secretary of State
- C. City of Grandview Records Retention Policy

# Exhibit A – Retention Schedules

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Municipal Court.....	20
Police .....	20
Public Works.....	22
Environmental, Health and Safety Records .....	23
Forestry & Landscaping Records.....	23
Parks and Recreation Records.....	23
Special Facilities Records.....	23
Transportation & Transit Records.....	24

## RECORDS RETENTION SCHEDULE

\*Denotes changes and additions per staff deviating from Missouri minimum retention schedule

<b>Administration</b>			
<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Accident Report Files</b> (0001)	Accidents involving City employees resulting in personal injury	5 years after case concluded	Destroy securely
<b>Administrative Reports</b> (GS 076)	Activity reports, management reports,	Completion of audit	Destroy
<b>Annexation Records</b> (0003)	Annex property into City boundaries	6 years after recorded in minutes	Destroy
<b>Annual &amp; Special Reports</b> (GS 001)	Summary reports documenting program or activities and accomplishments for previous year	Permanent	Archive; microfilm for preservation
<b>Audit Reports – Non-Financial</b> (GS 074)	Performance audits, non-audit services	<ul style="list-style-type: none"> <li>• Final reports: <i>permanent</i></li> <li>• Working papers and supporting documentation: <i>5 years from report date</i></li> </ul>	Permanent: archive Other: destroy
<b>Bonds, Public Officials and Employees</b> (GS 045)	Public official bond, commissions and official bonds	6 years after expiration	Destroy securely
<b>Budget Adjustments</b> (0008.2)	Transfer of or supplemental appropriation to departmental monies during fiscal year	5 years	Destroy
<b>Calendars and Scheduling</b> (GS 072)	Appointment books and planners	1 year	Destroy
<b>Capital Improvement Program (CIP) Files</b> (GS 023)	Records related to construction, repair or renovation of publicly-owned buildings, structures, streets, sidewalks, or other infrastructure (sewer)	Life of structure, sidewalk or road plus 10 years (may be subject to federal requirements)	Destroy
<b>Charters and Articles of Incorporation</b> (GS 075)	Creates and defines rights of City (original charter, petitions, constitution, by-laws, amendments)	Permanent	
<b>City Seal</b> (0012)	Documenting current and past City seals	Permanent	Archive; microfilm for preservation
<b>Computer Software Licensing Files</b> (GS 024)	Documents providing licensure and implementation of computer software (warranty, liability, permitted uses, etc.)	Duration of license plus 5 years	Destroy
<b>Computer System Documentation</b> (GS 025)	Development, implementation, modification and use of computer programs and systems (instruction manuals, migration plans, programming logs, related correspondence)	<ul style="list-style-type: none"> <li>• Migration plans: <i>until superseded</i></li> <li>• Other: <i>1 year after system superseded</i></li> </ul>	Destroy
<b>Contracts, Leases and Agreements</b> (GS 060)	Contracts, exhibits, bid documents, change orders and amendments, leases and agreements	*Permanent	Destroy
<b>Correspondence: General</b> (GS 012)	Letters, memos and e-mails pertaining to routine matters, does not contain significant information about policies or programs	1 year	Destroy

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Correspondence: Transitory</b> (GS 012.1)	Letters, memos and e-mails of short-term interest that have no evidentiary value which are not included in any other record series	None	Destroy
<b>Correspondence: Policy</b> (GS 013)	Letters, memos and e-mails which state or form basis of policy, set important precedents or record important events in operational and organizational history of City.	Permanent	Archive; microfilm for preservation
<b>County-recorded Documents</b> (0054)	Register of official recording activity with Platte County Recorder (plats, easements, etc.)	Permanent	Archive
<b>Deeds and Conveyances</b> (GS 077)	Dedication deeds, record of right-of-way, deed of conveyance	Permanent	Archive
<b>Disaster/Emergency Preparedness and Recovery Records</b> (GS 051)	Documents the plans for protection and reestablishment of services and equipment in the event of a disaster PD?	Until superseded or no longer needed	Destroy securely
<b>Domestic Partnership Registry</b> (GS 095)	Formal domestic partnerships relationships for purposes of employee benefits, visitation or other privileges	Permanent	Archive
<b>Domestic Violence Shelter Records</b> (GS 097)	Publicly operated domestic violence shelters	5 years after last contract	Destroy
<b>Employee Suggestion Forms</b> (0020)	Suggestions by employees for programs, awards or administrative action	*1 year	Destroy
<b>Equipment Ownership and Maintenance Records</b> (GS 069)	Legal titles, warranties, maintenance logs	Life of equipment	Transfer to new owner or destroy
<b>Franchises: Utilities, Cable TV, etc.</b> (0022)	Franchises granted by City to utility companies and other non-public organizations permitting them to provide services to the city	Expiration/cancellation of franchise plus 5 years	Destroy
<b>Gifts and Contributions</b> (GS 071)	Records documenting gifts and contributions that result from a fundraising effort, donation, memorial or tribute by private individuals or corporations	Permanent	Archive; microfilm
<b>Historic Preservation Files</b> (0024)	Related to historical preservation programs and projects by the City (individual structures or districts)	Permanent for historical purposes	Archive; microfilm for preservation
<b>Index of Files</b> (0048)	Indexes relating to City files organized by category	Permanent	Archive
<b>Land Trust Property Record</b> (0028)		7 years	Destroy
<b>Local Finance Initiative Administrative Records</b> (GS 092)	TIF, CID, NID, TDD, property tax abatement, local option economic development sales tax	Life of district plus 10 years	Destroy
<b>Local Finance Initiative Financial Support</b> (GS 093)	TIF, CID, NID, TDD that provide basis for permanent general ledger	10 years after creation of record	Destroy
<b>Lost and Found Records</b> (0057)	Record of articles turned into City, date found and date released	5 years including audit	Destroy

Type	Content	Minimum Retention	Disposition
<b>Mailing Lists</b> (GS 014)	Compiled to facilitate billing, official notification, etc.	Destroy when superseded or obsolete	Destroy
<b>Maintenance Guarantee Bonds (Private Development)</b> (0015.1)		Term of contract plus term of bond plus 4 years	Destroy
<b>Meeting Records: Internal Staff and Committees</b> (GS 085)	Proceedings of internal departmental meetings	Minutes, agendas, reports: <i>3 years</i> Other: <i>DCA?</i>	Destroy
<b>Mission Statement</b> (GS 082)	Outlines functions and duties of City	Until superseded	Destroy
<b>News/Press Releases</b> (GS 037)	Prepared statements, announcements, news conference transcripts issued to media	<ul style="list-style-type: none"> <li>• Policy and historic news: <i>Permanent</i></li> <li>• Routine releases: <i>2 years</i></li> </ul>	Permanent: archive Other: destroy
<b>Oaths of Office</b> (GS 001)	Oaths of office for elected and appointed officials	1 year after term expiration <ul style="list-style-type: none"> <li>• Historical value: <i>Permanent</i></li> </ul>	Destroy
<b>Orders Issued</b> (GS 048)	Court orders, writs of execution, including those related to tax collection	<ul style="list-style-type: none"> <li>• If recorded in minutes: <i>Completion of audit</i></li> <li>• If not recorded: <i>Permanent</i></li> </ul>	Permanent: archive Other: destroy securely
<b>Ordinances and Resolutions</b> (GS 078)	Legislative and non-legislative actions that document policy development	Permanent	Archive; microfilm
<b>Participant Registration and Attendance Records</b> (GS 065)	Documents the registration and attendance of participants in City-sponsored events, activities or classes	3 years	Destroy securely
<b>Permits and Licenses</b> (GS 050)	Building permits, business license, facility use permit, parade permit, etc.	2 years after expiration	Destroy securely
<b>Petitions</b> (0039)	Signed by citizens requesting action by the City	5 years Retain vacation of public rights-of-ways with ordinances	Destroy
<b>Policy and Procedure Files</b> (GS 047)	Directives and manuals that document policies, procedures developed by City to govern internal functions	<ul style="list-style-type: none"> <li>• Clerical manuals: <i>until superseded</i></li> <li>• One copy of all policy documentation: <i>permanent</i></li> </ul>	Permanent: archive Other: destroy securely
<b>Proclamations</b> (0043)	Official proclamations issued by the mayor or Board	3 years after recorded in official minutes If not in minutes: <i>permanent</i>	Non-permanent: Destroy Permanent: Archive; microfilm
<b>Publications</b> (GS 036)	Published records produced by Parkville and made available to the public (newsletters, pamphlets, reports, etc.)	<ul style="list-style-type: none"> <li>• Brochures, pamphlets and leaflets: <i>until superseded</i></li> <li>• Other: <i>permanent</i></li> </ul>	Permanent: archive Other: destroy
<b>Public Information Requests</b> (GS 066)	Sunshine Law requests and open records requests	3 years	Destroy
<b>Public Notice Records</b> (GS 022)	Affidavits of publication, notice of meetings, public notices, proof of publications	3 years	Destroy

Type	Content	Minimum Retention	Disposition
<b>Records Management Records</b> (GS 018)	Documents authorized retention, scheduling, inventory and disposition of public records (guidelines, schedules, inventory, disposal lists, destruction authorization, correspondence)	<ul style="list-style-type: none"> <li>All inventories, disposal lists, destruction authorizations and transfer agreements: <i>permanent</i></li> <li>Other: <i>until superseded</i></li> </ul>	Permanent: archive; microfilm for preservation Other: destroy
<b>Request and Complaint Files</b> (GS 049)	Documents citizen requests or complaints about service, maintenance, repairs, materials, etc.	3 years after final disposition	Destroy securely
<b>Scrapbooks, Photographs, Clippings</b> (GS 038)	News clipping file, photo file that documents City in chronological order	As needed	Permanent: archive Other: destroy
<b>Security Camera Video Recordings</b> (GS 088)	Surveillance camera video	30 days and review	Destroy/reuse
<b>Technical Manuals, Specifications and Warranties</b> (GS 039)	Owner's manuals and warranties for City-owned vehicles and equipment	Until disposition of vehicle or equipment	Destroy
<b>Telecommunications Log</b> (GS 017)	Telephone log, communications log	1 year	Destroy
<b>Telecommunications System Management Records</b> (GS 017)	Documents creation, modification or disposition of telecommunication systems (equipment, FCC, maintenance, service orders, etc.)	1 year after system is superseded	Destroy
<b>Unclaimed Property</b> (GS 087)	Abandoned property (cash from bank accounts, stocks, bonds, etc.)	1 year after turning over to State Treasurer	Destroy
<b>Vendor Files</b> (GS 019)	Vendor lists, registers or logs	Destroy when superseded or obsolete	Destroy
<b>Websites</b> (GS 079)	City website, Facebook, Twitter,	Destroy when no longer needed	Destroy
<b>Work Orders</b> (GS 020)	Maintenance and service requests, service report, application for services	3 years	Destroy
<b>Vehicle Ownership and Maintenance Records</b> (GS 067)	Certificate of title, registration, licenses, warranties, maintenance records	<ul style="list-style-type: none"> <li>Titles, licenses, warranties and maintenance records: <i>until vehicle sold</i></li> <li>Registration: <i>until superseded or disposition</i></li> </ul>	Destroy
<b>Animal Control</b>			
<b>Bite Records</b> (0101)	Documenting any animal biting incident	2 years after bit report	Destroy securely
<b>Investigation Logs and Reports</b> (0104)	Chronological record of investigations of incidents/cases handled by animal control officers	2 years	Destroy
<b>Dog Licenses</b> (0105)	Documenting licensed dogs	5 years after expiration	Destroy
<b>Ownership Verification Records, Animals</b> (0108)	Records necessary to reclaim animal when summons is issued	2 years after court date	Destroy

<b>Boards, Commissions &amp; Committees</b>			
<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Commission and Appointment Records</b> (GS 044)	Board, committee and commission files and appointment files	Record in official minutes; 1 year after expiration of appointment	Destroy securely
<b>Meeting Records</b>	Documents of proceedings of public bodies (minutes, agendas, packets, indexes, audio/visual recordings)	<ul style="list-style-type: none"> <li>• Minutes, agendas, packets, and indexes: <i>permanent</i></li> <li>• Other: <i>1 year</i></li> </ul>	Permanent: archive; microfilm for preservation Other: destroy
<b>Cemetery Records</b>			
<b>Cemetery Register</b> (0303)	Records showing all lots	Permanent for historical purposes	Archive; microfilm for preservation
<b>Deed Books</b> (0304)	Certify ownership of lots, numbered or unnumbered	Permanent for historical purposes	Archive; microfilm for preservation
<b>Elections</b>			
(these are requirements for the County but also used for the City)			
<b>Campaign Finance Reports</b> (028.008)	Personal financial disclosure (PFD) statements; personal financial disclosure notice; candidate acknowledgment; Ethics Commission documentation; committee electronic filing agreement; notice to candidate	PFD: <i>5 years</i> PDF notices: <i>1 year</i>	Destroy securely
<b>Candidacy Records</b> (028.009)	Declaration of candidacy, candidate withdrawal	22 months	Destroy
<b>Certification of Election Results</b> (028.012)	Document given to City by Platte County Board of Elections that is attached to each canvassing ordinance	Permanent (attached to ordinance)	Archive; microfilm for preservation
<b>Election Expenses</b> (028.017)	Records documenting the City's expense for an election	Completion of audit *plus 1 year	Destroy securely
<b>Election Notices</b> (028.018)	Affidavits of publication and proof of publication	22 months	Destroy
<b>Financial Records</b>			
<b>Accounts Payable Records</b> (GS 007)	Invoices, vouchers, warrants, billing records, refunds, etc.	Completion of audit *plus 1 year	Destroy
<b>Accounts Receivable Records</b> (GS 008)	Documenting revenues owed by citizens, organizations, vendors, etc.	Completion of audit *plus 1 year	Destroy
<b>Adopted Budget</b> (GS 003)	Official and approved annual budget	Permanent	Archive; microfilm
<b>Annual Financial Statements</b> (GS 073)	Documents general financial condition and operation of City on annual basis	5 years • If not included in audit report file: <i>permanent</i>	Archive; microfilm
<b>Audit Report – Financial</b> (GS 002)	Documenting audits of financial position conducted by local, state, federal and/or non-governmental auditing agencies	Permanent	Archive; microfilm

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Ad Valorem Tax Records</b> (0742) (City tax collected by Platte County on behalf of City)	Listing of merchants and manufacturers or professional establishments for purposes of collecting certain taxes; record has been discontinued	6 years (kept by Platte County)	Destroy
<b>Banking and Investment records</b> (GS 010)	Account statements, deposit books, withdrawal slips, cancelled checks, etc.	Completion of audit plus 1 year	Destroy
<b>Bank Loan Files</b> (0704)	Documenting outstanding financial obligations incurred by the city	Until cancellation of loan plus 5 years	Destroy
<b>Bid Records</b> (GS 055) <b>Request for Proposals</b> <b>Request for Qualifications</b>	Documents publicizing, evaluating and awarding quoted bids to vendors – bids and quotes, bids and specs, and including request for proposals and request for qualifications	<ul style="list-style-type: none"> <li>• Accepted bids: 5 years after contract expires</li> <li>• Rejected bids: 3 years or completion of audit</li> <li>• *Bids related to CIP projects: permanent</li> </ul>	Destroy
<b>Bonds and Coupons</b> (0706)	Documenting retired individual bonds and their coupons	5 years after cancellation date plus completion of outside audit	Destroy
<b>Bonds and Coupons: City Reconciliation Files</b> (0706.1)	Registered and non-registered bonds, records of individual statements from the bank combined with municipal working papers used to reconcile payments of bonds in general ledger	10 years after final maturity of bond issue	Destroy
<b>Bonds Issued</b> (0707)	Related to financing city projects through bond indebtedness	10 years after final maturity 5 years: rejected proposals	Destroy
<b>Bonds: Lost Checks or Warrants</b> (0758.1)	Support the reissuance of payment to cover lost or stolen City-issued checks or warrants	5 years	Destroy securely
<b>Bonds: Maintenance Guarantee</b> (0757)		Term of contract statute of limitations	Destroy
<b>Bonds: Performance / Capital Projects</b> (0756)		Term of bond plus 10 years	Destroy
<b>Bonds: Performance</b> (0756.1)	Private development of streets, sidewalks, sewers, etc.	5 years	Destroy
<b>Budget Preparation Documents</b> (GS 004)	Working papers, budget requests	Completion of audit *plus 1 year	Destroy
<b>Convention and Tourism Tax Return (Guest Room Tax)</b> (0734a)	Records documenting all tourism tax collected from food establishments and hotel/motels covered by City ordinance	5 years	Destroy
<b>Data Entry Coding</b>	Record of transactions to be entered in computer database files	5 years after all defects have been corrected	Destroy
<b>Depreciation Schedules</b> (0713)	Document useful life of city equipment and property for capital equipment and other financial planning and control	Life of equipment plus 3 years	Destroy
<b>Fee Records</b> (GS 053)	Documenting billing and collection of fees – fee books, statement of fees collected	Completion of audit *plus 1 year	Destroy

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Fixed Assets Inventory</b> (GS 054)	Listing of fixed assets owned by City – property and equipment inventory	<ul style="list-style-type: none"> <li>• Current lists: <i>until superseded</i></li> <li>• Superseded lists: <i>completion of audit</i></li> </ul>	Destroy
<b>General Ledgers</b> (GS 005)	Year-end print out with aggregate totals	Permanent	Archive; microfilm
<b>Grant Records</b> (GS 040)	Documents the application, evaluation, awarding, administration, monitoring and status of grants	<ul style="list-style-type: none"> <li>• Final reports from significant grants: <i>permanent</i></li> <li>• Other: <i>3 years after submission of final report or as specified by agency</i></li> <li>• Unsuccessful grants: <i>1 year</i></li> </ul>	Permanent: archive Other: destroy securely
<b>Insurance Policy Records</b> (GS 056)	Policies, endorsements, premium rate change notices, agent of record	Insurance policy and carrier information until all claims settled: <i>6 years after cancelled or expired</i>	Destroy securely
<b>Journal Entries, Journal Vouchers</b> (0717)	Records of adjustments to financial accounts to balance city's books	5 years	Destroy securely
<b>Motor Fuel Usage Reports</b> (0718)	Documentation of gasoline, oil and diesel fuel used by City vehicles	5 years	Destroy
<b>Non-Campaign Financial Disclosures</b> (0714a)	Records created prior to 1/1/91; financial records of employees who make binding decisions, issues licenses and permits, and have power to contract or empowered to adopt rules and regulations	5 years after person filing leaves office	Destroy securely
<b>Postal Records</b> (GS 015)	Documenting transactions with USPS and private carriers – postal meter records, receipts for registered and certified mail, insured mail	1 year	Destroy
<b>Purchasing Records</b> (GS 009)	Purchase order ledgers, purchasing requests, requisitions, authorizations	3 years plus completion of audit	Destroy
<b>Receipts</b> (GS 011)	Copies of receipts issued to person paying fees or for petty cash expenses	Completion of audit *plus 1 year	Destroy
<b>Special Tax Assessments</b> (0750)	Special tax assessments for road, street, sewer connection services where property owner may be charged for certain improvements of services	6 years after due date and final payment	Destroy
<b>Street Paving File: Special Assessment Files</b> (0720)	Records to account for street paving funds and verifying revenue contributions from citizens	5 years after last collection	Destroy
<b>Subsidiary Ledgers</b> (GS 006)	Journals, registers, monthly ledgers, etc.	Completion of audit *plus 1 year	Destroy
<b>Surplus Property</b> (0764)	Property owned by the City that has been declared surplus (declarations, advertisements, notices, transfer papers)	5 years	Destroy

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Tax Anticipation Notes</b> (0752)	Related to tax anticipation	5 years	Destroy
<b>Tax Assessment Files</b> (0753)	Related to assessments for real estate taxes	6 years including audit	Destroy
<b>Travel Expense Reimbursement Records</b> (GS 070)	Documenting requests, authorizations, mileage, claims for reimbursement related to employee travel	Completion of audit plus 1 year	Destroy
<b>Legal Records</b>			
<b>Insurance Claims Files</b> (GS 057)	Claim forms, bills, death and birth certificates, reports, related documents in processing claims	<ul style="list-style-type: none"> <li>• Action taken: <i>10 years after case closed</i></li> <li>• No action taken: <i>3 years</i></li> </ul>	Destroy securely
<b>Litigation Case Files</b> (GS 058)	Affidavits, summons and complaints, responses, orders of dismissal, legal briefs, transcripts of proceedings, orders and court decisions	6 years after case closed	Destroy securely
<b>Legal Opinions</b> (GS 059)	Formal opinions by counsel; usually includes date, office requesting opinion and text of the opinion	Until superseded	Destroy
<b>Personnel Records</b>			
<b>Drug Testing Records</b> (GS 043)	Drug screening records of current and prospective employees	5 years: positive test results 1 year: negative test results	Destroy securely
<b>Employee Personnel Records</b> (GS 026)	Job application, notice of employment, personnel transaction records reflection classification and salary level, orientation checklists, payroll withholding information, leave summary record, and performance documentation	75 years from date of hire <ul style="list-style-type: none"> <li>• Duplicate copies: <i>1 year</i></li> </ul> <i>Note:</i> At time of separation personnel files may be replaced with summary file in lieu of original file – must contain appointments, resignations, promotions, salary history, years of service and all accumulative leave	Destroy securely
<b>Employee Benefit Records</b> (GS 032)	LAGERS, supplemental insurance, insurance plans, retirement, pension and disability, deferred compensation	<ul style="list-style-type: none"> <li>• Year-end leave balance and retirement enrollment: <i>75 years after hire date</i></li> <li>• Other: <i>3 years after separation or eligibility</i></li> </ul>	Destroy securely

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Employee Medical Records</b> (GS 027)	Pre-employment medical examination records, records of significant health or disability limitations, work-related injuries or illnesses, drug testing records and hazard exposure records	<ul style="list-style-type: none"> <li>• Hazard exposure records: <i>30 years after separation</i></li> <li>• Other: <i>7 years after separation</i></li> </ul>	Destroy securely
<b>Employment Grievance and Complaint Records</b> (GS 061)	Grievances or complaints filed by current and terminated employees, applicants or private citizens	5 years after final disposition	Destroy securely
<b>Employment Recruitment and Selection Records</b> (GS 062)	Employee application files and applications for employment, recruitment and selection of employees	<ul style="list-style-type: none"> <li>• Announcements, position description and test and rating records: <i>3 years</i></li> <li>• Unsolicited applications and resumes if not returned to solicitor: <i>6 months</i></li> <li>• Unsuccessful applications: <i>1 year after position filled</i></li> </ul>	Destroy securely
<b>Equal Employment Opportunity (EEO)</b> (GS 030)	Documenting adoption, administration and compliance with EEOC	Plans, policies and updates: <i>permanent</i> Complaint records: <i>3 years</i>	Destroy securely
<b>Federal and State Tax Records</b> (GS 034)	Report the collection, distribution, deposit and transmittal of federal and state income, social security and unemployment taxes	5 years	Destroy securely
<b>Employment Eligibility (I-9 Forms)</b> (GS 031)	Verifies applicant or employee is eligible to work in the United States	Length of employment plus 1 year	Destroy securely
<b>Leave Requests</b> (GS 029)	Documents requesting sick, vacation leave, compensatory or other leave	Completion of audit plus 3 years	Destroy securely
<b>Payroll Records</b> (GS 068)	Documents earnings, deductions and withholdings of employees	<ul style="list-style-type: none"> <li>• Year-to-date annual summary: <i>70 years</i></li> <li>• Other records: <i>5 years</i></li> </ul>	Destroy securely
<b>Position/Job Description, Classification and Compensation Records</b> (GS 063)	Details of duties and responsibilities of each position and often include reports, position descriptions and evaluations, compensation studies, wage surveys,	3 years after obsolete or superseded	Destroy
<b>Time and Attendance Records</b> (GS 028)	Hours worked and leave hours accrued, time sheets, time cards, attendance and absence reports and work schedule	Completion of audit plus 3 years	Destroy securely

Type	Content	Minimum Retention	Disposition
<b>Training Records</b> (GS 064)	Training materials and program records	<ul style="list-style-type: none"> <li>• Training materials (one copy): <i>until superseded</i></li> <li>• Program materials: 3 years</li> <li>• Individual employee / official training records: 5 years after termination of employment for any records not transferred to employee's master personnel record</li> </ul>	Destroy
<b>Unemployment Insurance Case Files</b> (GS 090)	Documents unemployment claims	2 years after last action	Destroy
<b>Volunteer Program Records</b> (GS 041)	Activities and administration of volunteer programs	5 years	Destroy
<b>Volunteer Worker Records</b> (GS 042)	Work performed by citizens without compensation	3 years after separation	Destroy securely
<b>Employee's Withholding Allowance Certificates (W-4 form)</b> (GS 035)	Documents exemption status of individual employees	5 years after superseded or employee separation	Destroy securely
<b>Wage and Tax Statements</b> (GS 033)	W-2 federal tax form, annual statements documenting employee earnings and withholdings for state and federal income taxes and social security taxes	5 years	Destroy securely
<b>Workers' Compensation Case Files</b> (GS 091)	Documents claims filed against the City	<ul style="list-style-type: none"> <li>• If action taken: 10 years after case closed, dismissed or last action</li> <li>• No action: 3 years</li> </ul>	Destroy
<b>Community Development</b>			
<b>Building Inspections</b> (0743)	Copies of building permits used for appraisal purposes based on property improvements	5 years	Destroy
<b>Building and Grounds Maintenance Records</b> (GS 080)	All maintenance and repairs to buildings and grounds owned or leased by the City	3 years	Destroy
<b>Building Applications and Permits</b> (GS 052)	Requests and authorizations for property owners to erect new structures, including signs, or make structural modifications including plumbing, electrical and mechanical	<ul style="list-style-type: none"> <li>• Historical structures: <i>permanent</i></li> <li>• Completed structures: <i>life of structure</i></li> <li>• Demolition permits: 10 years after demolition</li> <li>• Other: 5 years after expiration</li> </ul>	Permanent: archive Other: destroy
<b>Building Code Inspection and Enforcement</b> (0217)	Elevator, mechanical, plumbing, property maintenance, electrical, fire and life safety code inspections	5 years or 5 years after defects corrected	Destroy

Type	Content	Minimum Retention	Disposition
<b>Building Plans and Drawings</b> (GS 099)	Blueprint and specification file, construction designs	<ul style="list-style-type: none"> <li>• Commercial: <i>10 years after certificate of occupancy</i></li> <li>• Residential: <i>5 years after certificate of occupancy</i></li> <li>• Other: <i>1 year</i></li> </ul>	Destroy
<b>Certificates of Occupancy</b> (0205)	Records certifying a building complies with minimum standards required by local and state laws	Permanent until superseded	Destroy
<b>Dangerous Building</b> (0207)	Records relating to demolition and boarding of buildings deemed unfit for human habitation by building inspectors	<ul style="list-style-type: none"> <li>• Buildings demolished or boarded-up by City: <i>5 years if assessment paid</i></li> <li>• Buildings demolished or boarded up by owner: <i>1 year after case closed</i></li> </ul>	Destroy
<b>Maps and Plats</b> (GS 098)	General reference maps for Parkville	Original and all revisions: <i>permanent</i>	Archive; microfilm
<b>Monthly Reports of Building Permits Issued</b> (0208)	Records compiled for U.S. Census on residential and commercial building permits issued	3 years	Destroy
<b>Standardized Building Codes</b> (0210)	Printed code books used in enforcement of building construction by city inspectors	As revised and updated: <i>permanent</i>	Destroy
<b>Street Address Log</b> (0211)	Master list of current streets and house numbers	Until superseded or no longer needed for reference	Destroy
<b>Plans &amp; Zoning</b>			
<b>Development (land) and applications</b>		Permanent	Archive; microfilm for preservation
<b>Field Notes (Survey)</b>	Written records usually involving legal descriptions, accompanying surveys of property within the city limits	Permanent	Archive; microfilm for preservation
<b>Rezoning Requests</b>	Applications for rezoning that may include surveys, correspondence, petitions and meeting minutes	<ul style="list-style-type: none"> <li>• Accepted request: <i>permanent</i></li> <li>• Denied request: <i>5 years</i></li> </ul>	Permanent: archive; microfilm for preservation Denied: destroy
<b>Variance Requests: Building and Zoning requirements</b>	Applications for variance and supporting documents that may include surveys, correspondence, petitions and meeting minutes	<ul style="list-style-type: none"> <li>• Approved request: <i>permanent</i></li> <li>• Denied request: <i>5 years</i></li> </ul>	Permanent: archive; microfilm for preservation Denied: destroy
<b>Zoning Violations – Written Notice (Citation)</b>	May include petitions, notices of violation to the zoning board, correspondence and meeting minutes	5 years after correction of violation	Destroy
<b>Zoning Notices from Platte County</b>	Written notice of a public hearing	5 years from date received	Destroy

<b>Municipal Court</b>			
<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Index Records for Municipal Ordinance Cases</b>	Includes certification and Trial de Novo	Permanent	
<b>Cases resulting in dismissal</b>	Charging document and amendments, docket sheet and disposition	3 years after final disposition	
	Case file	6 months after final disposition	
<b>Case resulting in acquittal, conviction, judgment or suspended imposition of sentence</b>	Judgment record, judgment index for all case types within COR 8.04.6	Permanent	
	Stealing and driving while intoxicated, blood alcohol content	Charging document and amendments, docket sheet or backer sheet and waiver of counsel: <i>50 years after case disposed</i> Remainder of case file: <i>12 years after case disposed</i>	
	Other serious ordinance offenses, including driving while revoked or suspended, leaving scene of accident, fleeing or attempting to elude officer, driver license violations, fraud, burglary, assault and others including non-traffic related damage to person or property	12 years after case disposed	
	All other ordinance cases and parking tickets	3 years after case disposed	
	Request or order for destruction of evidence when no case is filed	3 years after date of request or order	
<b>Search warrant</b>	Not in case file	3 years after date of filing	
<b>Police</b>			
<b>Incident Report/File (POL 001)</b>	Documents an alleged violation of law or ordinance	Case filed: <i>until final disposition</i> Class A felony, no charges filed: <i>permanent</i> Other felony: <i>3 years</i> Sex crime involving minor: <i>30 years after victim reaches 18 years of age</i> Misdemeanor: <i>1 year</i> Infraction: <i>6 months</i>	Destroy

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Non-Criminal Incident Report/File</b> (POL 002)	Documents an incident that is not criminal in nature, but may be a requirement of insurance or other industry	1 year	Destroy
<b>Accident Report/File</b> (POL 003)	Documents accident on public property or highway	Felony case: <i>7 years</i> Other: <i>5 years</i>	Destroy
<b>Missing Person/Runaway Report</b> (POL 004)	Documents report of missing person or runaway	Not found: <i>permanent</i> Located safe: <i>1 year</i> Located deceased, not suspicious: <i>1 year</i> Located deceased, suspicious: <i>until resolved</i>	Destroy securely
<b>Messages/Teletypes</b> (POL 005)	9-1-1 printouts, MULES messages, weather reports	Reference	Destroy
<b>Arrest Records</b> (POL 006)	Arrest log, files, register, register ID, fingerprints, booking sheet	5 years	Destroy securely
<b>Orders of Protection/Full Orders</b> (POL 007)	Court orders of protection ex-parte	Reference	Destroy
<b>Logs</b> (POL 008)	Record of daily, weekly or monthly activities	5 years or completion of audit	Destroy
<b>Subpoena</b> (POL 009)	Order for records or personnel to attend court proceeding	1 year from court date	Destroy
<b>Racial Profiling Statistics</b> (POL 010)		1 year after submission to Attorney General	Destroy
<b>Audio/Video Recordings</b> (POL 011)	Car audio/video recordings, booking surveillance, surveillance	Evaluate after 30 days	
<b>Warrants</b> (POL 012)	Bench warrants, fugitive files, out-of-jurisdiction files	Class A felony: <i>75 years</i> Class B felony: <i>3 years</i> Misdemeanor: <i>1 year</i>	Destroy
<b>Information Received/Confidential</b> (POL 013)	Tip line, Crime Stoppers, information received, intelligence files	1 year	Destroy
<b>Police Auction Records</b> (POL 014)	Record of police sales	Completion of audit	Destroy
<b>Special Investigations Fund</b> (POL 015)	Record of money expended during an investigation	Same as case file	Destroy after audit
<b>VIN Verification</b> (POL 016)	Record of VIN accuracy checks for the MO Department of Revenue	90 days	Destroy
<b>Police Administrative Reports</b> (POL 017)	UCR reports, MIBRS reports, quarterly stolen vehicle, quarterly VIN, yearly purge list	2 years	Destroy
<b>Internal Affairs Records</b> (POL 018)	Documents internal investigations	Complaint report Not sustained: <i>1 year</i> Sustained: <i>5 years</i> Complaint face sheet Sustained: <i>until termination</i> Not sustained: <i>until termination</i> Unfounded, exonerated, withdrawn complaints: <i>until settlement</i>	Destroy securely

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Expungement Orders</b> (POL 021)	Court orders of expungement	Retain order same as underlying incident file	Destroy If incident report/ arrest records met retention and were destroyed, order may be destroyed
<b>Public Works</b> (Streets, Parks, Sewer, etc.)			
<b>Backflow Prevention Testing Records</b>	Documents tests to check for water contamination	5 years	Destroy
<b>City-owned Building Plans</b>	Plans and specifications of city-owned buildings	Life of structure Evaluate for historical value	Destroy
<b>Engineering Drawings and Blueprint Files</b>	As-built engineering drawings and blueprints for all facilities owned or managed by the City that may include maps of streets, highways, water lines, sewage treatment plants, utilities and other facilities	Permanent	Archive; microfilm for preservation
<b>Equipment, Public Works Check In/Check Out Cards</b>	Record of public works equipment temporarily removed on a regular or periodic basis from storage	2 years	Destroy
<b>Laboratory Reports</b>	Bacterial reports providing results of tests done on waste water	5 years	Destroy
<b>State and Federal Compliance Records (Waste Water Treatment Plant)</b>	Reports filed with the state and federal agencies monitoring the City's compliance with government regulations that may include applications, recycling permits and reports, water treatment permits and reports and other permits for solid waste and sewage treatment lagoon processes	5 years	Destroy
<b>Sewage Treatment Monitoring Reports</b>	Records used to monitor and report on the operations of the waste water (sewer) plant and sewage treatment lagoons	5 years	Destroy
<b>Street Design Improvement Files</b>	Reports used to assess cause of accidents on city streets and make street design improvements in order to reduce accidents	5 years	Destroy
<b>Street Paving Log Book</b>	Record of street maintenance that may include a summary of streets paved listing the street name(s), material used, cost, date and other related information	10 years after last entry in book	Destroy
<b>Structure Inventory and Appraisal Sheet</b>		Permanent and update for the life of the inventory	Destroy

## Environmental, Health and Safety Records

Type	Content	Minimum Retention	Disposition
<b>Environmental Complaints</b> (GS 081)	Investigations and inspections from suspected hazardous materials to unpleasant odors, complaint forms, investigation notes, correspondence	Hazardous materials: <i>permanent</i> Non-hazardous: 5 years	Destroy
<b>Hazardous Materials</b> (GS 089)	Documents that identify chemicals used and warnings to identify	30 years	Destroy
<b>Hazardous Materials Accident Reports</b> (GS 094)	Investigations of hazardous material accidents	Permanent	Archive
<b>Maintenance Safety Compliance Records</b> (GS 084)	Documents safety practices by maintenance staff for machinery, in confined spaces, hazardous atmospheres, or operations capable source of ignition	1 year	Destroy
<b>Pollution and Pollution Studies</b> (GS 096)	Pollution, air quality, water quality, soil contamination reports	5 years	Destroy
<b>Safety Incident Records</b> (GS 083)	Investigating workplace injuries	5 years	Destroy

## Forestry & Landscaping Records

<b>Tree and Shrub planting and maintenance</b>	Records describing planting and maintenance of trees and shrubs on city-owned property	Permanent as updated and revised	Destroy outdated material
<b>Horticulture/Greenhouse planting and maintenance</b>	Records describing short-lived annual and perennials planted on city-owned property	3 years	Destroy

## Parks and Recreation Records

<b>Maintenance: parks, parkways and maintenance areas</b>		5 years	Destroy
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## Special Facilities Records

<b>Event Files</b>	Records relating to leasing of city-owned facilities to various groups (i.e. City Hall office to Parkville EDC)	5 years after cancellation or expiration of lease	Destroy
<b>Facility Event and Recreation Program Scheduling and Reservations</b>		5 years	Destroy
<b>Special Facilities Regulations</b>	City, state and federal regulations unique to the operation of a city-owned facility	5 years	Destroy

## Transportation & Transit Records

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Traffic Signals Intersection File</b>	Records relating to traffic planning that may include studies, drawings of traffic controllers and intersections, signal permits, time progressions and turning count used for traffic control	10 years	Destroy

## **CITY OF PARKVILLE**

### **Policy Report**

Date: August 10, 2016

Prepared By:  
Stephen Berg  
Treasurer

Reviewed By:  
Tim Blakeslee  
Assistant to the City Administrator

#### ISSUE:

Authorization to transfer funds from the Emergency Reserve Fund to the Brink Meyer Debt Service Fund sufficient to cover the payment of bond interest and fees due on September 1, 2016.

#### BACKGROUND:

In 2014, permanent financing was obtained for the expenses incurred for the Brush Creek Drainage and Brink Meyer Road Neighborhood Improvement Districts (NID), with the payments due for each on September 1, 2016. Assessments were applied on the benefitting properties within each of the associated NID districts and were due for payment on December 31, 2015. While the Brush Creek assessment collections have been sufficient to cover the bond payments due, to-date none of the Brink Meyer NID assessments have been received, and with the acquisition of the properties involved due to assessment delinquencies, no payments are anticipated. With no receipts coming in for the Brink Meyer NID fund, the fund has no funds available from which to meet its debt obligations.

For the past several years, in anticipation that a significant portion of the NID assessments might not be paid in a timely manner, the City has followed a policy of building up the balance of the Emergency Reserve Fund sufficient to cover any deficiencies in collections that may occur. Assessment collections to-date are more than sufficient to cover the current Brush Creek bond payment due of \$93,104.03. However, the Brink Meyer payment will require the City to contribute \$74,210.92 of emergency funds to cover the interest and fees due on September 1, 2016. It is here proposed that this payment be made from funds to be transferred from the Emergency Reserve fund. Similar transfers to the Brink Meyer NID fund were made in 2015 and February 2016 to cover the previous Brink Meyer NID bond payments.

#### BUDGET IMPACT:

The possibility of this expenditure was foreseen; and an amount of \$149,988 was appropriated in the 2016 Emergency Reserve Fund budget for transfer to the Brink Meyer Fund for the purpose of paying the 2016 bond payments and fees. While the proposed transfer will reduce the balance in the Emergency Reserve Fund, currently at \$1,396,420.25, these funds are held separately from the General Fund and there is no impact to the City's General Fund.

#### ALTERNATIVES:

1. Authorize staff to transfer up to \$74,210.92 from the Emergency Reserve Fund to the Brink Meyer Road NID Debt Service Fund and then use the funds to pay the bond interest payment due on that fund. Approval of this transfer will require a "super-majority" vote by the Board of Aldermen, with a minimum of 6 of 8 members voting in favor of the transfer.
2. Authorize the payment to be made using general operating funds and reduce other expenditures.
3. Do not authorize the bond payment, in which case the City will default on the loan payment.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Aldermen authorize the transfer of funds from the Emergency Reserve to the Brink Meyer Road NID fund for the purpose of paying the loan payment due on September 1, 2016.

**FINANCE COMMITTEE RECOMMENDATION:**

On August 8, 2016, by a vote of 4-0, the Finance Committee recommended that the Board of Aldermen authorize the transfer of funds from the Emergency Reserve to the Brink Meyer Road NID fund for the purpose of paying the loan payment due on September 1, 2016.

**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. The Reserve Policy, Resolution No. 12-01-13, states that any expenditure from the Emergency Reserve Fund must be approved by a super majority (6 of 8) of the Board of Aldermen.

**SUGGESTED MOTION:**

I move to authorize staff to transfer up to \$74,210.92 from the Emergency Reserve Fund to the Brink Meyer Road NID Fund for the purpose of paying the Brink Meyer Road NID bond payment due on September 1, 2016.

## **CITY OF PARKVILLE**

### **Policy Report**

Date: Tuesday, August 9, 2016

Prepared By:  
Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Approve an agreement with First Student, Inc. for parking and shuttle service.

BACKGROUND:

City staff recently received a request from First Student, Inc. (6207 NW Bell Rd., Parkville, MO 64152) for an off-site parking and shuttle service location. The company has experienced considerable growth and outgrown its existing space for employee parking. The company has over 200 employees at its Parkville location. The company requests permission to allow employees to park off-site in public lots south of the railroad tracks in or adjacent to the riverfront parks (see Primary Lot and Secondary Lot indicated on Exhibit A of Attachment 1). The impact would be on weekdays only and the company would need about 20 stalls. The company would shuttle employees to the location on Bell Rd.

The request was presented to the Board of Aldermen on July 19, 2016. On a vote of 8-0, the Board authorized staff to express to First Student the intent of the Board of Aldermen to negotiate a use agreement for the parking and shuttle service at the Platte Landing Park lot with appropriate out clauses and reasonable termination dates in addition to compensation determined by staff through research of fair market value. The Board further agreed to allow First Student to use the parking lot during a trial period while a formal agreement is negotiated. In addition, the Board of Aldermen asked that this request be presented at the next Community Land and Recreation Board (CLARB) meeting for discussion and approval.

The Main Street Parkville Association (MSPA) was asked to provide input and reported that no merchants expressed concern of negative impacts of busses shuttling First Student employees from the downtown city parking lots. Two downtown business stakeholders recommended the use of the Primary Lot in addition to the Secondary Lot in an effort to encourage shuttle riders to patronize downtown businesses.

Based on the input from the Board, CLARB, and MSPA, staff negotiated the proposed use agreement (see Attachment 1). The agreement allows First Student to use parking stalls in the Primary Lot weekdays only during the school year from 6:00 AM to 9:00 AM and 2:30 PM to 4:00 PM. On Wednesdays after 12:00 PM during the months of April through October, parking would be limited to the Secondary Lot (in Platte Landing Park) in order to avoid conflicts with the Parkville Farmers Market. First Student understands the premises are for general public use and no exclusive rights or designated parking stalls would be granted. First Student has been informed that periodically the premises may be temporarily restricted due to the issuance of a special event permit. If both the Primary Lot and the Secondary Lot are restricted simultaneously, the City would attempt to identify an alternate location for First Student. The agreement allows either party to terminate by providing ten business day's written notice to the other party.

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Staff consulted with the Mid-America Regional Council (MARC) to obtain comparable market data for parking lease rates. No such information was readily available for areas outside of downtown Kansas City, MO since many smaller downtowns in the region do not charge for public parking. Therefore, the proposed fee of \$300 per month is based on a formula to prorate the regular special event permit fee for public parking lots. The proceeds are recommended to be deposited to the Parks Donations Fund to support other public parks needs and amenities.

**BUDGET IMPACT:**

First Student will pay \$300 per month (\$3,600 annually) for the use of the lots under the terms of the agreement. The proceeds will be deposited to the Parks Donations Fund.

**ALTERNATIVES:**

1. Recommend approval of a use agreement for the parking and shuttle service with First Student, Inc.
2. Recommend that the use go unregulated.
3. Recommend that the use go unregulated on a temporary basis through October 14, 2016, (approximately 60 days) and re-evaluate the impacts at that time.
4. Recommend that the Board of Aldermen decline the request.
5. Postpone the item.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Aldermen approve a use agreement for the parking and shuttle service with First Student, Inc.

**COMMUNITY LAND AND RECREATION BOARD RECOMMENDATION:**

On August 10, 2016, by a vote of 8-0, the Community Land and Recreation Board recommended that the Board of Aldermen approve a use agreement for the parking and shuttle service requested with First Student, Inc.

**POLICY:**

The Parkville Municipal Code limits parking in public stalls to no more than 72 continuous hours. No other regulations appear to apply. Although the public lots south of the railroad tracks are intended primarily to serve patrons of the downtown parks and merchants, this use is not specified in the Municipal Code.

**SUGGESTED MOTION:**

I move to approve a use agreement for the parking and shuttle service requested with First Student, Inc.

**ATTACHMENT:**

1. Use Agreement
-

## PARKING LOT USE AGREEMENT

This Use Agreement is made and entered into this 16<sup>th</sup> day of August 2016, by and between the City of Parkville, Missouri, a municipality of the fourth class, hereinafter called “the City,” and First Student, Inc., a corporation registered to do business in the State of Missouri and operating at 6207 NW Bell Road in Parkville, Missouri, hereinafter called “First Student.”

**WHEREAS**, the City owns land in Platte Landing Park and adjacent to English Landing Park that is available for general public parking for downtown amenities and merchants (the “Premises”); and,

**WHEREAS**, on May 16, 2016, First Student requested permission from the City to use the public parking lots to operate an employee shuttle due to lack of sufficient parking at its primary location on Bell Road in Parkville; and,

**WHEREAS**, the City desires to allow First Student to use the Premises as requested in order to support a local business and encourage more patron activity in downtown Parkville.

**NOW THEREFORE**, The City agrees to allow First Student to use the Premises, as follows:

1. **Term.** The term of this Agreement shall be for a period beginning on August 17, 2016, and running until July 31, 2017. The Agreement shall automatically renew on August 1, 2017, and on August 1, 2018, thereafter, for up to two (2) successive periods of one (1) year, unless either party terminates the Agreement by written notice to the other party in accordance with this Agreement.
2. **Premises.** The Premises governed by this Agreement shall include the two public parking lots generally described as follows and depicted on Exhibit A: (1) “Primary Lot” – approximately sixty-five (65) stall parking lot south of BNSF railroad tracks, west of English Landing Park, east of East Street, and north of McAfee Street; and (2) “Secondary Lot” – approximately sixty (60) stall parking lot north of the Missouri River, west of Grigsby Field, and south of Main Street near the entrance to Platte Landing Park.
3. **Grant of Use.** First Student shall be granted use of up to twenty (20) parking stalls on weekdays only during the term of this Agreement from 6:00 AM to 9:00 AM and 2:30 PM to 4:00 PM. On Wednesdays after 12:00 PM during the months of April through October, parking will be limited to the Secondary Lot in order to avoid conflicts with the Parkville Farmers Market. It is understood that the Premises are for general public use and no exclusive rights or designated parking stalls are implied by this Agreement. Periodically the Premises may be temporarily restricted due to the issuance of a special event permit. If both the Primary Lot and the Secondary Lot are restricted simultaneously, the City will make every effort to identify an alternate location for First Student.
4. **Public Access.** First Student will not interfere with public access to the Premises and will comply with all applicable traffic regulations.
5. **User Fee.** First Student will pay a user fee of three hundred dollars (\$300) per month. The first payment is due on or before September 1, 2016. Subsequent payments are due each month thereafter on or before the 1<sup>st</sup> of the month.
6. **Indemnification.** First Student will indemnify the City and save the City harmless from and against any and all claims, actions, damages, liabilities and expenses in connection with the loss of life, personal injury, theft, vandalism or damages to property arising out of or from the use of the Premises by First Student, provided, however, First Student will not be liable to the City on any claim, to the extent it is caused by the negligence of the City, or its agents or employees. Failure of First Student to maintain adequate liability insurance coverage shall not relieve it of any contractual responsibility or obligation, including but not limited to, the indemnification obligation.

7. **Alterations.** No alterations or structural improvements, including lighting and signage, shall be made by First Student to the Premises during the term hereof without the prior written consent of the City.
8. **Compliance with Law.** First Student must comply with all applicable local, state, and federal laws with regard to their use of the Premises, including but not limited to, city ordinances related to traffic codes, occupational licensing, zoning regulations, building codes, and nuisances. Failure to comply with applicable laws is considered a breach of this Agreement.
9. **Successors and Assigns.** First Student shall not assign this Agreement, or any part, or any interest in this Agreement without first obtaining the written consent of the City, which consent shall not be unreasonable withheld or delayed. Any such assignment (a) shall not be binding on the City unless and until accepted in writing by the City; and, (b) shall not relieve First Student of any of its obligations, responsibilities or liabilities. First Student agrees that if it is permitted by the City to assign any rights under this Agreement, that assignee shall be contractually obligated to be bound by, and observe the terms and provisions of this Agreement.
10. **Termination for Convenience.** Either party may at any time and for any reason terminate this Agreement upon ten (10) business day's written notice to the other party. Business days exclude weekends and holidays observed by the City of Parkville. Should either party terminate this Agreement before the end of a term, both parties understand that the City shall have no duty to rebate or pro rate user fees paid or due to the City prior to termination.
11. **Notice.** Written notice regarding this Agreement shall be effective upon receipt via hand-delivery; three working days after deposit in the U.S. Mail or by confirmed delivery by national overnight delivery service to the following addresses:

To City:

City of Parkville  
Attn: City Administrator  
8880 Clark Ave.  
Parkville, MO 64152

To First Student:

First Student, Inc.  
6207 NW Bell Rd.  
Parkville, MO 64152

12. **Entire Agreement.** This document constitutes the entire agreement between First Student and the City. This Agreement cannot be modified except in writing and must be signed by all parties. The City and First Student have made no promises or representations, other than those set forth in this Agreement and those implied by law.

**In witness whereof** of the parties have set their hands this 16<sup>th</sup> day of August, 2016.

**First Student, Inc.**

\_\_\_\_\_  
**By: Paul Gomez, Assistant Location Manager**

**City of Parkville, Missouri**

\_\_\_\_\_  
**By: Nanette K. Johnston, Mayor**

**ATTEST:**

\_\_\_\_\_  
**By: Melissa McChesney, City Clerk**

EXHIBIT A



## **CITY OF PARKVILLE**

### **Policy Report**

Date: Tuesday, August 9, 2016

Prepared By:  
Melissa McChesney  
City Clerk

Reviewed By:  
Tim Blakeslee  
Assistant to the City Administrator

ISSUE:

Approve a resolution to reaffirm the ethics and disclosure of conflicts of interest Ordinance No. 2773, codified as Chapter 107 of the Parkville Municipal Code.

BACKGROUND:

RSMo Section 105.485.4 allows each political subdivision the option to adopt its own method of disclosing conflicts of interest and personal financial disclosure. The City's conflict of interest ordinance was last amended on September 4, 2014 as Ordinance No. 2773 and is set to expire this year. In order to keep the City's policy in effect it is mandatory to re-adopt the ordinance at an open meeting by September 15 (or adopt a new ordinance with changes). Within 10 days of adoption, the City Clerk is required to submit a certified copy of the resolution to the Missouri Ethics Commission.

If the Board does not adopt the revised ordinance to amend the Code of Ethics, all elected, appointed, and decision-making personnel, as well as candidates for public office, will be required to file a Personal Financial Disclosure statement.

BUDGET IMPACT:

There is no impact to the budget.

ALTERNATIVES:

1. Approve the ordinance.
2. Approve the ordinance subject to changes to satisfy the desires of the Board of Aldermen.
3. Do not approve the ordinance.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends approving Resolution No. 16-014 reaffirming the ethics and disclosure of conflicts of interest Ordinance No. 2773, codified as Chapter 107 of the Parkville Municipal Code

POLICY:

The Board of Aldermen must approve changes to the City's Municipal Code. RSMo 105.485.4 allows each political subdivision the option to adopt its own method of disclosing conflicts of interest and personal financial disclosure.

SUGGESTED MOTION:

I move to approve Resolution No. 16-014 reaffirming the ethics and disclosure of conflicts of interest Ordinance No. 2773, codified as Chapter 107 of the Parkville Municipal Code

ATTACHMENT:

1. Resolution No. 16-014



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

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***CITY OF PARKVILLE, MO.  
RESOLUTION No. 16-014***

**A RESOLUTION REAFFIRMING THE ETHICS AND DISCLOSURE OF CONFLICTS OF INTEREST ORDINANCE NO. 2773, CODIFIED AS PARKVILLE MUNICIPAL CODE CHAPTER 107**

WHEREAS, RSMo Section 104.485.4 allows each political subdivision the option of adopting its own method of disclosing conflicts of interest and personal financial disclosure; and

WHEREAS, in order for the City's conflict of interest ordinance to remain in effect, it must be re-adopted at an open meeting of the Board of Aldermen every two years by September 15; and,

WHEREAS, the City's conflict of interest ordinance was amended by Ordinance No. 2773 on August 19, 2014.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby reaffirms the ethics and disclosure of conflicts of interest Ordinance No. 2773, as attached hereto to this original Resolution and incorporated herein by reference.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 16<sup>th</sup> day of August 2016.

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Mayor Nanette K. Johnston

ATTESTED:

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City Clerk Melissa McChesney

## **CITY OF PARKVILLE**

### **Policy Report**

Date: Tuesday, August 9, 2016

Prepared By:  
Alysen Abel  
Public Works Director

Reviewed By:  
Tim Blakeslee  
Assistant to the City Administrator

#### ISSUE:

Approve a construction agreement with Foley Company for the Clarifier Floor Replacement at the Wastewater Treatment Facility.

#### BACKGROUND:

The Wastewater Treatment Facility (WWTF) was constructed in 1993. The two clarifiers were installed in 2005 and are used to process wastewater in a multi-step process. The first step includes a bar screen to remove trash and large objects. Next, the process goes through an aeration basin which feeds oxygen into the system and mixes the sludge and finally goes to the clarifier which separates the sludge from the clear water, allowing the larger particles to settle to the bottom of the basin.

The clarifier repair includes the replacement of the concrete floor topping in Clarifier No. 2 (west unit) at the WWTF. The existing grout topping is delaminating after years of service and the concrete surface is flaking. The proper treatment is to remove the existing floor and replace it with a new poured-in-place grout topping. Staff plans to perform the same repair on the concrete floor of Clarifier No. 1 (east unit) in 2018.

On March 7, 2016, the Finance Committee approved a work authorization with North Hills Engineering, Inc. for the design and administration of the clarifier floor repair in the amount of \$4,950. Since that time, North Hills Engineering has completed the plans and specifications for the clarifier repair. The bid request was released in July 2016.

On August 2, 2016, the City received bid responses from 4 contractors to perform the clarifier floor repair. The bid tabulation is included as Attachment 2. The low bidder was Foley Company with a bid of \$32,300. Although the City has not contracted directly with Foley Company, the contractor has previous favorable experience in wastewater plant reconstruction with North Hills Engineering, Inc. and with the Platte County Regional Sewer District.

#### BUDGET IMPACT:

The 2016 Capital Improvement Program includes \$45,000 for the replacement of the clarifier floor. The work authorization for the engineering-related fees was in the amount of \$4,950, leaving a balance for the project of \$40,050. The bid provided by Foley Company is within the project budget at \$32,300.

#### ALTERNATIVES:

1. Approve a construction agreement with Foley Company for the clarifier floor repair in the amount of \$32,300.
2. Provide alternative direction to staff.
3. Postpone the item.

**STAFF RECOMMENDATION:**

Staff recommends the approval of a construction agreement with Foley Company for the clarifier floor repair in the amount of \$32,300.

**FINANCE COMMITTEE RECOMMENDATION:**

On August 8, 2016, by a vote of 4-0, the Finance Committee recommended that the Board of Aldermen approve a construction agreement with Foley Company for the clarifier floor repair in the amount of \$32,300.

**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 construction agreement with Foley Company for the clarifier floor repair in the amount of \$32,300.

**ATTACHMENTS:**

1. Photo of Existing Clarifier
2. Bid Tabulation





### Work Authorization #3

Date: August 16, 2016  
 Issued to: Mid America Pump  
 5600 Inland Drive  
 Kansas City, KS 66106

Project/Work Description: WWTP  
 Title: Repair of Submersible Mixer  
 Scope of Work/Purpose: Repair Proposal to Include:  
 New Prop, New basic repair kit – bearings, mechanical seals and o-rings,  
 New power cable protector, New band-it clamp and clip for the prop seal,  
 Labor to inspect- clean up parts, assemble and test, install and test  
 MLS and truck charges  
 Estimated freight - \$95.00  
 Total \$5,933.96

Project Start Date: August 9, 2016  
 Estimated Completion Date: August 30, 2016  
 Latest Acceptable Date: August 30, 2016  
 Estimated Cost: \$5,933.96  
 Expenditure Limit: \$5,933.96  
 Budget Account Code: 30-501.06-01-00

**Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.**

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Company: Mid America Pump Date: \_\_\_\_\_

**Authorization**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
 Alysen Abel, Public Works Director

City Administrator (if over \$1,000): \_\_\_\_\_ Date: \_\_\_\_\_

Mayor (if over \$2,500): \_\_\_\_\_ Date: \_\_\_\_\_  
 Nanette K. Johnston

## **CITY OF PARKVILLE**

### **Policy Report**

Date: July 18, 2016

Prepared By:  
Alysen Abel  
Public Works Director

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Approve a collection and treatment service agreement with Platte County Regional Sewer District (PCRDS) for sewer service to West Park Lot 5 (10350 NW Hwy FF).

BACKGROUND:

H&H Septic Service is the property owner of 10350 NW Hwy FF (Lot 5, West Park Addition), requested to be served by the City's sanitary sewer. This property is located within unincorporated Platte County and is within the Platte County Regional Sewer District (PCRSD) service boundary (see Attachments 1 and 2).

There are a total of 6 buildings located within the West Park Addition, along Hwy FF. All of these buildings are currently served with private septic tanks. The current request is for a single property owner to be served by the City's sewer, but the proposed improvements were designed to provide additional service lines to the other property owners in the future.

The City has an existing 6" force main sewer located off of Hwy FF, adjacent to the property. The nearest PCRSD main is about 1 mile away and is not easily accessible to the property. Although this area is not within the Parkville city limits, it borders areas that are within the city limits. West Park Addition is located between River Hills Estates to the west and The Bluffs to the east. The property is eligible for voluntary annexation into Parkville, but the owners are not interested in being annexed into the city limits.

At the May 17, 2016, meeting, the Board directed staff to negotiate with Platte County Regional Sewer District (PCRSD) to provide collection and treatment services for 10350 NW Hwy FF. Since that time, staff has drafted a collection and treatment service agreement. PCRSD will compensate the City for the collection and treatment of the sanitary sewage for the property located at 10350 NW Hwy FF, as outlined in the agreement in Attachment 3.

The Platte County Regional Sewer District (PCRSD) Board will review the collection and treatment service agreement for West Park Lot 5 at their meeting on Wednesday, August 10<sup>th</sup>. It is recommended that the Board of Aldermen authorize staff to finalize the agreement once both the PCRSD Board and Parkville Board of Aldermen have had a chance to review the agreement.

BUDGET IMPACT:

Platte County Regional Sewer District (PCRSD) will compensate the City for the collection and treatment. The agreement includes a wholesale compensation rate of \$3.25 per 1,000 gallons of water usage. The City may adjust the rate on a yearly basis, provided that any increases are approved by the Board of Aldermen and do not exceed the annual percentage increase for the City's sewer customers. Payment by the District shall be made to the City at the end of each quarterly billing cycle.

**ALTERNATIVES:**

1. Recommend that the Board of Aldermen approve the collection and treatment service agreement with Platte County Regional Sewer District for the sewer service to 10350 NW Hwy FF.
2. Direct staff to negotiate changes to the agreement to meet the desires of the Finance Committee.
3. Reject the agreement and do not provide sewer service to 10350 NW Hwy FF unless the property is annexed into Parkville.
4. Postpone the item.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Aldermen approve the collection and treatment service agreement.

**POLICY:**

The collection and treatment service agreement with Platte County Regional Sewer District (PCRSB) establishes a financial relationship between the City and PCRSB.

**SUGGESTED MOTION:**

I move to approve the collection and treatment service agreement with Platte County Regional Sewer District for the sewer service to 10350 NW Hwy FF.

**ATTACHMENTS:**

1. Vicinity Map
2. Zoning Map
3. Draft Agreement



**RIVER HILLS  
SUBDIVISION**

**10350 NW HWY FF**

**THE BLUFFS  
SUBDIVISION**

Rush Creek

Rush Creek

Rush Creek

Parkville  
Children's  
Cottage



SANITARY SEWER COLLECTION AND TREATMENT AGREEMENT  
10350 NW HWY FF

THIS SEWER AGREEMENT ("Agreement") is made the 16<sup>th</sup> day of August 2016, by and between the Platte County Regional Sewer District (the "District"), and the City of Parkville, Missouri (the "City").

WITNESSETH:

WHEREAS, the District desires to enter into an agreement with the City for the City's collection and treatment of sanitary sewage generated within a certain area within the unincorporated jurisdiction of the District, and

WHEREAS, the City desires to provide such collection and treatment of sanitary sewage to the District in accordance with the terms and conditions of this Agreement, and

NOW THEREFORE, in consideration of the above recitals, the mutual promises and covenants hereinafter set forth and for other valuable consideration, the District and the City agree as follows:

ARTICLE I: District's Representative

The Executive Director or any other person duly designated by the District shall be the District's designated representative, and is authorized to act with authority on behalf of the District.

ARTICLE II: City's Representative

The City Administrator of the City, or any other person duly designated by the City, shall be the City's designated representative, and is authorized to act with authority on behalf of the City.

ARTICLE III: Contract Area

This Agreement pertains to that certain real property located at 10350 HW Hwy FF (Lot 5, West Park Addition) within Platte County, Missouri, as shown in Exhibit 1 attached hereto (the "Property").

ARTICLE IV: Effective Dates and Termination of Agreement

The effective date of this Agreement ("Effective Date") shall be the date shown in the opening paragraph of this Agreement.

The date of commencement of the Services (defined in Article VI.A. herein) of the City under this Agreement and of the commencement of the payment obligations of the District under this Agreement shall be the first day of the month following the substantial completion of the Service Line (defined in Article V) such that it is capable of providing sanitary sewer service to the Property (the "Service Commencement Date").

This Agreement may be terminated by either party upon providing twelve (12) months' advance written notice.

ARTICLE V: Conditions to Agreement

The District, at its expense, shall construct a lateral service line, together with any and all appurtenant improvements thereto, for the purpose of providing sanitary sewer service to the property, which line shall extend from the Property to the City's force main ("Service Line"). The City will grant permission to tap into its force main pursuant to all applicable fees and regulations established in the Parkville Municipal Code or administrative policies.

Prior to commencement of construction of the Service Line, the District shall submit to the City the plans and specifications for the Service Line, which plans and specifications shall be subject to the City's

written approval (the "Plans"), which shall not be unreasonably withheld. Construction shall not commence until the City has approved the Plans. Upon reasonable notice, the City and its respective agents and employees shall have the right of entry and free access to inspect the construction and related work of the District to ensure compliance with the Plans.

The District represents and warrants to the City that the District has obtained or will obtain from the appropriate governmental authorities all required approvals (including all environmental approvals) with respect to the construction of the Service Line, and before the beginning of said construction, will obtain all necessary permits, certificates, licenses and other approvals required for the construction of the Service Line. Any addition or modification to the Plans shall be approved in writing by the City, and, to the extent required by law, by the appropriate governmental authorities.

The District shall construct the Service Line substantially in accordance with the Plans, free and clear of all liens and encumbrances. Upon reasonable notice, the City and its agents and employees shall have the right of entry and free access to inspect the Service Line and related work of the District as it related to connection to the City's sanitary sewer collection system.

ARTICLE VI: Terms of Service

A. Services by City.

As of the Service Commencement Date, the City shall provide the complete collection and treatment of the sanitary sewage generated within the Property (the "Services") for the duration of the term of this Agreement.

B. Ownership, Operation, and Maintenance.

The District, at its expense or through its customer, shall maintain the Service Line of the Property. The City, at its expense, shall maintain the Force Main.

C. Fees, Charges and Payments.

The District agrees to allow the City to adjust the fees on a yearly basis; provided, however, that the City's requested changes of fees, charges and payments must be approved by the City's Board of Aldermen and shall not be greater than the annual percentage rate increase of treatment charge that the City places on its customers.

D. Water Usage.

The District shall provide the City with monthly water usage reports as provided by Missouri American Water or the designated water utility provided for the Property. The water usage reports will be totaled to generate a number of gallons used during the prior month for billing purposes.

In the event of water line breaks or water meter usage estimates that require corrected water usage any such inaccuracy resulting in an increase or decrease in usage previously billed, payment shall be made to the City for any amounts due it, or if such error resulted in overpayment by the District, then such amount shall be remitted to the District.

E. Rights of Use.

Both parties recognize and agree that the protection of the health of citizens and quality of the waters of the State of Missouri are paramount to monetary or proprietary issues. However, nothing in this section shall prevent either party from seeking immediate legal recourse in a court of competent jurisdiction to recover costs and amounts due under this Agreement or to obtain specific performance or to enjoin noncompliance with the terms of this Agreement

where such relief is necessary to protect the health, safety, and welfare of the residents of the District or the City or to prevent damage to the wastewater collection and treatment facilities of the District or the City.

F. Schedule

Neither the City nor the District shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. The City's Representative and the District's Representative are authorized to reasonably extend any deadlines in the Agreement for routine delays typically associated with construction projects.

ARTICLE VII: Terms of Payment

Subject to Articles V and VI of this Agreement, as a consideration for receiving the Services of the City, the District shall pay the City in the following manner:

A. Compensation Rate.

The wholesale compensation rate for the Services shall be three dollars and twenty-five cents (\$3.25) per 1,000 gallons of water usage pursuant to Article VI.D. The City shall provide the District notice of any wholesale treatment compensation rate changes in the same manner that it notices other sewer customers and pursuant to the notice requirements in state law. If the City elects to increase the wholesale treatment rate, such increase in rate percentage shall be subject to the terms of Article VI.C. of this Agreement.

B. Payment for Services.

Payment by the District for the Services of the City shall be made to the City at the end of each quarterly billing cycle upon presentation to the District of the City's statement. The District shall make prompt quarterly payments in response to the City's quarterly statement.

C. Interest.

If the District fails to make any payment due to the City for said services on or before the due date, the City may apply late fees and penalties as established by administrative policy or Parkville Municipal Code for all Parkville sewer customers. As of the date of this agreement, a ten percent (10%) penalty will be applied to the current bill, and a three percent (3%) penalty will be applied to all previous balances. The City may waive the late penalty one time per calendar year. The City may alter the late fees and penalty amounts from time to time by approval of the Board of Aldermen. Notice will be provided to the District in the same manner as other Parkville sewer customers and in accordance with the notice requirements of state law.

ARTICLE VIII: General Provisions

A. Governing Law.

This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.

B. Waiver.

The failure of either party to require performance of this Agreement shall not affect such party's right to enforce the same. A waiver by either party of any provision of breach of this Agreement shall be in writing. A written waiver shall not affect the waiving party's rights with respect to any other provision or breach.

C. Assignment.

This Agreement is to be binding on the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other. No assignment of this Agreement shall be effective until the Assignee assumes in writing the obligations of the assigning party, and delivers such written assumption to the other original party to this Agreement.

D. Breach of Duties.

Each party recognizes that any breach of its duties under this Agreement could cause irreparable harm to the other party, its residents or customers, or its environment, and recognizes that any damages provided for in this Agreement may not adequately compensate said party for such breaches. Therefore, in addition to the other remedies provided for in this Agreement, each party shall be entitled to seek injunctive relief in any court of competent jurisdiction to prevent or halt any continuing or threatened breach.

E. Effectuation.

The District and the City agree to pass such ordinances and resolutions and to execute such instruments from time to time as may be necessary to effectuate the terms and conditions of this Agreement.

F. Force Majeure.

Neither party hereto shall be liable for its failure to perform hereunder due to contingencies beyond its reasonable control, including, but not limited to, strikes, riots, war, fire and acts of nature not including normal weather conditions.

G. Severability.

In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement: this Agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein. This Agreement shall be governed by the laws of the State of Missouri.

H. Autonomy.

No provision of this Agreement shall be constructed to create any type of joint ownership of any property, any partnership or joint venture, or create any other rights or liabilities except as may be otherwise expressly set forth herein.

I. Sharing of Information.

The District and the City each agree to furnish the other party with information consisting of reports, engineering plans and studies that could impact the operation of either party's sewerage system, except for those documents that are protected by attorney-client privilege or otherwise excluded from disclosure under the Missouri Sunshine Law.

J. Notices.

Any notices, demands or request required by this Agreement shall be made in writing and shall be sent by U.S. Mail, postage prepaid, to the following addresses:

Platte County Regional Sewer District  
Attn: Executive Director

P. O. Box 590  
Platte City, MO 64079  
  
City of Parkville  
Attn: City Administrator  
8880 Clark Ave  
Parkville, MO 64152

K. Complete Agreement.

This written agreement constitutes the complete understanding of the parties and can only be modified or terminated in writing by mutual agreement of the parties.

L. Further Assurances.

The parties will execute and deliver such further documents and do such further acts and things as may be required to carry out the intent and purpose of this Agreement.

IN WITNESS WHEREOF, the parties hereto acting under authority of their respective governing bodies, have caused this Agreement to be duly executed as of the Effective Date.

CITY OF PARKVILLE

\_\_\_\_\_  
Nanette K. Johnston, Mayor

ATTEST:

\_\_\_\_\_  
Melissa McChesney, City Clerk

PLATTE COUNTY REGIONAL SEWER DISTRICT

\_\_\_\_\_  
Daniel Koch, Executive Director

ATTEST:

\_\_\_\_\_  
Shawn Burns, Secretary

## **CITY OF PARKVILLE**

### **Policy Report**

Date: Friday, August 12, 2016

Prepared By:  
Stephen Lachky  
Community Development Director

Reviewed By:  
Tim Blakeslee  
Assistant to the City Administrator

#### ISSUE:

Request to approve the purchase of a new 2017 Ford Focus SE sedan from Joe Machens Ford of Columbia, Missouri be used as a Community Development Department and city-wide vehicle to replace the 2004 Ford Taurus.

#### BACKGROUND:

The 2016 CIP includes \$22,000 to replace the Community Development Inspection Vehicle – 2004 Ford Taurus. During last year’s budget request, the vehicle projected to replace the Taurus was a front-wheel drive, four-door sedan. Since there is no other vehicle in the City fleet available for general staff to use, it was envisioned that this vehicle could be used for in-state travel in addition to use by Community Development Department staff conducting routine building inspections and code enforcement inspections around the city.

On July 8, 2016, staff issued a request for bids and advertised it on the City’s website. The bid announcement contained detailed specifications (see Attachment 1). Additionally, staff e-mailed 31 vendors throughout Kansas and 52 vendors throughout Missouri based off a list that was compiled by staff during last year’s request to purchase a new 2015 Ford Escape for the Community Development Department (see Attachment 2). Staff also reached out to the Kansas City Regional Cooperative Purchasing Cooperative (KCRPC) as well as the State of Missouri’s Division of Purchasing for motor vehicles available through the statewide purchasing contract. Five (5) vehicles through KCRPC’s metro-wide bid matched the detailed specifications, and one (1) vehicle through the statewide contract matched the detailed specifications. Only one sealed bid was received by mail after the deadline date of Friday, July 29, 2016, at 10:00 a.m. (received at 10:30 a.m.). Therefore, the bid was invalid and was not opened and read aloud by City Clerk Melissa McChesney and Community Development Director Stephen Lachky.

Based on feedback from the Finance Committee, staff recommends purchasing the vehicle through Missouri’s statewide contract which is \$15,689.00 from Joe Machens Ford. The dealership’s 2016 model listed on the Bid Tabulation Sheet (see Attachment 3) was only available through August 5, 2016; however, Joe Machens Ford has agreed to provide the newer 2017 model at the same price listed. The dealership has also agreed to reduce their normal delivery fee from \$200 down to \$150. The department plans to auction the 2004 Ford Taurus, along with a surplus truck from the Public Works Department, later in August. The funds from the sale of the 2004 Ford Taurus will be returned to the City’s General Fund. Staff also recommends purchasing the vehicle with additional equipment/packages totaling \$1,020 as detailed in the Budget Impact section. Costs for these additional items are the same for all Ford dealership car vendors listed on the Bid Tabulation Sheet (see Attachment 3).

#### BUDGET IMPACT:

The 2016 Capital Improvement Program (CIP) includes \$22,000 from the General Fund for the purchase and equipment of an inspections vehicle to replace the current 2004 Ford Taurus. This includes costs for additional needed equipment (e.g., caution lights) and optional packages which can extend the life of the vehicle. With the purchase of the inspections vehicle from the

lowest bid, \$6,311 would be available for additional needed equipment and optional packages. Staff has analyzed the multiple options (see Attachment 4) and intends to include the following equipment/packages with the purchase order, totaling \$1,020:

- Weather Tech Floor Mats (\$200)
- Rust Proofing Undercoat (\$175)
- Cold Weather Package (\$645)

\$5,291 would remain in the CIP budget for the additional needed equipment. This includes caution lights and City fleet decals, which are not available options from any of the car vendors and would have to be purchased and installed at a later time. Staff estimates these costs to be between \$1,500-2,000.

**ALTERNATIVES:**

1. Accept the bid from Joe Machens Ford, additional equipment and delivery fee in the amount of \$16,859.00
2. Do not approve the purchase and provide alternative direction to staff.
3. Postpone the purchase.

**STAFF RECOMMENDATION:**

Staff recommends the Board of Aldermen approve the purchase of a new 2017 Ford Focus SE sedan from Joe Machens Ford in the amount of \$16,859.00 and declare the 2004 Ford Taurus as surplus and eligible for auction upon execution of the purchase order.

**FINANCE COMMITTEE RECOMMENDATION:**

On August 8, 2016, by a vote of 4-0, the Finance Committee recommended that the Board of Aldermen approve the purchase of a new 2016 Ford Focus SE sedan from Joe Machens Ford in the amount of \$15,689, plus \$1,489 for additional features, and declare the 2004 Ford Taurus as surplus and eligible for auction upon execution of the purchase order.

**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.

*Addition for Local Suppliers*

The Purchasing Policy states, "It is the City's intention to purchase from local suppliers, within reason, as it selects the best and most reasonably priced source for each transaction. The local residence of a supplier may be a factor considered in selecting among bidders on a purchase. It is the determination of the Governing Body that, in certain instances, choosing a local supplier serves the valid public purpose of supporting local businesses that, among other attributes, pay taxes to the City."

*Addition for Lowest Responsible Bidder*

The Notice to Bidders for this project stated that the City will accept the lowest responsible bidder (emphasis added), and that the City reserves the right to reject any bid if the bidder is unqualified or has a record of poor performance with the City or other municipalities. The Finance Committee has the authority to reject the low bid and accept an alternative if the company's qualifications are not validated.

**SUGGESTED MOTION:**

I move to recommend that the Board of Aldermen approve the purchase of a new 2017 Ford Focus SE sedan from Joe Machens Ford in the amount of \$16,859.00 and declare the 2004 Ford Taurus as surplus and eligible for auction upon execution of the purchase order.

**ITEM 4L**  
*For 08-16-16*  
**Board of Aldermen Meeting**

ATTACHMENTS:

1. Detailed Specifications
2. Car Vendor Notification List
3. Bid Tabulation Sheet
4. Ford Focus Specifications
5. Joe Machens Ford Statewide Contract

## **Attachment 1 - DETAILED SPECIFICATIONS**

A new 2016/17 compact four-door, front-wheel drive sedan motor vehicle or equivalent. This includes motor vehicles similar or equivalent (but not limited) to a Ford Focus, Chevrolet Cruze, Dodge Dart, Honda Civic, Toyota Corolla, Nissan Sentra, Mazda 3, Subaru Impreza, Hyundai Elantra, Kia Forte, Mitsubishi Lancer, or Volkswagen Jetta with the following minimum specifications:

- 1.0L engine (equivalent or greater)
- Automatic transmission
- Traction control
- Stability control
- Power-assisted steering
- Anti-lock brake system
- Adjustable steering wheel
- Seat/safety belts
- Air conditioning
- AM/FM radio
- Console with storage
- Message center / trip computer
- Rear view camera
- Interior lighting
- Cruise control
- A/C or equivalent power outlets
- Power windows
- Power mirrors
- Headlamps
- Front wipers
- Driver and front-passenger airbags

## Car Vendor Notification List

Vendor Name	State	E-mail	Reason
American Equipment Co.	KS	ryan@americanequipment.us	Bid Notification
AUSTIN SALES INC.	KS	ron@austinsales.com	Bid Notification
beckman motors inc.	KS	rodmangold@hotmail.com	Bid Notification
Blue Sky Enterprises Inc.	KS	service@questautoservice.com	Bid Notification
Briggs Auto	KS	daniel.guebara@briggsauto.com	Bid Notification
Briggs Auto Group	KS	matt.bauer@briggsauto.com	Bid Notification
Bruckner Truck Sales	KS	dpianalto@brucknertruck.com	Bid Notification
Chux Trux INC.	KS	rabate@chuxtrux.com	Bid Notification
Corbin Equipment, Inc.	KS	corbequip@mindspring.com	Bid Notification
Davis-Moore Automotive, Inc	KS	jpulley@davis-moore.com	Bid Notification
Davis-Moore Chevrolet, Inc	KS	jpulley@davis-moore.com	Bid Notification
Davis-Moore Nissan, Inc	KS	jpulley@davis-moore.com	Bid Notification
Doonan Truck & Equipment of Wichita	KS	bryan_mitchell@doonantruck.com	Bid Notification
Henke Manufacturing	KS	tlesco@henkemfg.com	Bid Notification
Inland Truck Parts Company	KS	rayp@inlandtruck.com	Bid Notification
K & K Auto Parts	KS	jcorbyhicks@aol.com	Bid Notification
Ka-Comm., Inc	KS	joehm@ka-comminc.com	Bid Notification
Kansas City Peterbilt	KS	manthatdraws@yahoo.com	Bid Notification
Kansas City Peterbilt	KS	mikejacobs@kcpete.com	Bid Notification
Kansas Truck Center	KS	mgrady@kansastruck.com	Bid Notification
Kansas Truck Equipment Co., Inc.	KS	ksbusguy@hotmail.com	Bid Notification
Kenny Thomas Enterprises	KS	kthomastoyota@yahoo.com	Bid Notification
Mccarthy Chevrolet	KS	dmason@mccarthyautogroup.com	Bid Notification
McCarthy Olathe Nissan	KS	jgordon@mccarthyautogroup.com	Bid Notification
MHC Kenworth - OLATHE	KS	smayhew@mhctruck.com	Bid Notification
Olathe Ford Sales, Inc.	KS	patl@olatheford.com	Bid Notification
Olathe Toyota	KS	ktolathetoyota@yahoo.com	Bid Notification
Olathe Transmission Services, Inc.	KS	olathetransmission@yahoo.com	Bid Notification
Shawnee Mission Ford	KS	jay.cooper@shawneemissionford.com	Bid Notification
Systems Finance Corporation	KS	sferguson@systemsfinancecorporation.com	Bid Notification
Weis Fire and Safety Equipment Comp	KS	dennis.j@weisfiresafety.com	Bid Notification
Al Scheppers Motor Company	MO	tbruemmer@alscheppers.com	Bid Notification
Auto & Boat Center LLC	MO	autoboatcenter2@gmail.com	Bid Notification
B&C Truck Electric	MO	steve@bctruckelectric.com	Bid Notification
BAILEY CHEVROLET	MO	derek@baileychevy.com	Bid Notification
Barr's Auto Repair	MO	barrsautorepair@comcast.net	Bid Notification
Benchmark Inc	MO	cmartin@earlsdodge.com	Bid Notification
BULLARD AUTO SERVICE INC.	MO	TDMYEARS@HOTMAIL.COM	Bid Notification
Carquest Auto Parts	MO	shaunnflannery@yahoo.com	Bid Notification
Central Power Systems and Services	MO	mike.wettstein@cpower.com	Bid Notification
City Wide Fire Extinguisher Service LLC	MO	DEmanuele02@gmail.com	Bid Notification
Cobra Automotive, Inc.	MO	indcottman@sbcglobal.net	Bid Notification
Custom Truck & Equipment, LLC	MO	tcarder@cte-equipment.com	Bid Notification
Diamond International	MO	howard.gentry@diamondtrucks.com	Bid Notification
Dick Smith Ford	MO	glofton@dicksmithford.com	Bid Notification
DWD Management Group, LLC	MO	tiger@tigertowing.com	Bid Notification
Elliott Equipment Company	MO	KevinH@elliotequipco.com	Bid Notification
Friendly Ford, Inc.	MO	friendlyford@gmail.com	Bid Notification
Gary Wood Chrysler Dodge Jeep inc	MO	Gwood6215@prodigy.net	Bid Notification

Genuine Parts Company	MO	kenny_sheehy@genpt.com	Bid Notification
GENUINE PARTS COMPANY	MO	rcnapa@aol.com	Bid Notification
Gladstone Dodge	MO	rvestal@gladstonedodge.com	Bid Notification
Hertz Equipment Rental	MO	drider@hertz.com	Bid Notification
Independence Complete Auto Service	MO	marco@kcccompleteauto.com	Bid Notification
Jenkins Diesel	MO	gregoryd@jenkinsdiesel.com	Bid Notification
Kansas City Freightliner	MO	lsetter@kcfreightliner.com	Bid Notification
Kansas City Freightliner	MO	klauritsen@kcfreightliner.com	Bid Notification
Kansas City Freightliner Sales, Inc.	MO	dfischer@kcfreightliner.com	Bid Notification
KCR INTERNATIONAL TRUCKS, INC	MO	russ.petty@diamondtrucks.com	Bid Notification
Legacy Truck Equipment	MO	legacy@ofmlive.net	Bid Notification
Master's Transportation	MO	bobt@masterstransportation.com	Bid Notification
Max Motors	MO	nswitzer@maxmotors.com	Bid Notification
MHC Kenworth	MO	tom.callahan@mhctruck.com	Bid Notification
Mid America Coach	MO	peterb@midamericacoach.com	Bid Notification
Midway Ford Truck Center, Inc.	MO	kyle.mead@midwaytrucks.com	Bid Notification
MIDWAY FORD TRUCK CENTER, INC.	MO	PBARR@MIDWAYTRUCKS.COM	Bid Notification
MMP Business Associates, Inc	MO	johnh@armor-equip.com	Bid Notification
OZARK KENWORTH	MO	jeff.vincent@mhctruck.com	Bid Notification
Precision Fire Apparatus Inc.	MO	trapper@precisionfireapparatus.com	Bid Notification
Republic Ford Lincoln	MO	sforrester@republicford.com	Bid Notification
Rob Sight Ford	MO	keith@robsight.com	Bid Notification
ROBERTS AUTO PLAZA, INC.	MO	fleet@robertschevroletbuick.com	Bid Notification
RobertsChevrolet Buick	MO	fleet@robertschevroletbuick.com	Bid Notification
squeaky express car wash and detail	MO	dannydimauro@hotmail.com	Bid Notification
STORCH FORD, INC	MO	STORCHFORD@SBCGLOBAL.NET	Bid Notification
Summit Truck Equipment	MO	dbowe@summitbodies.com	Bid Notification
Truck Component Services	MO	bshockley@larsongroup.net	Bid Notification
Vander Haag's Inc	MO	matts@vanderhaags.com	Bid Notification
Vanguard Truck Center	MO	mark.roman@vanguardtrucks.com	Bid Notification
Westfall GMC Truck	MO	jshull@westfallgmc.com	Bid Notification
Westfall GMC Truck, Inc.	MO	phuff@westfallgmc.com	Bid Notification
Westfall O'Dell Truck Sales	MO	ggates@westfallgmc.com	Bid Notification
Westfall O'Dell Truck Sales	MO	crandall@westfallgmc.com	Bid Notification

## BID TABULATION

2016-17 Compact Four-Door, Front-Wheel Drive (FWD)  
Sedan Motor Vehicle or Equivalent  
Friday, July 29, 2016  
10:05 a.m. – Board / Municipal Court Room

Bidder	TOTAL	DELIVERY FEE
2016 Ford Focus SE Joe Machens Ford (Statewide Contract)	\$15,689.00	\$150.00
2016 Ford Focus SE* Shawnee Mission Ford (Metro Bid - Shawnee, KS)	\$15,801.00	None
2016 Ford Focus P3F SE Olathe Ford Sales, Inc. (Metro Bid - Olathe, KS)	\$16,012.00	\$32.00
2016 Ford Focus Dick Smith Ford (Metro Bid - Raytown, MO)	\$16,349.00	\$16.10
2016 Nissan Sentra SV** D-Patrick, Inc. (Sealed Bid – Evansville, IN)	\$17,031.00	Unknown at this time
2016 Dodge Dart Landmark Dodge (Metro Bid - Independence, MO)	\$17,135.00	\$58.75
2016 Chevrolet Cruze Roberts Chevrolet (Metro Bid – Platte City, MO)	Pricing not available at this time	None

(\*) Recommended Award of Purchase

(\*\*) Sealed Bid received by mail at 10:30 a.m. on Friday, July 29, 2016

Item No. 11

Type: **COMPACT SEDAN - Vehicle Classification by Volume**  
**(94.0 cu. ft. minimum) Passenger Volume**

Model Year 2016

FEATURE	DESCRIPTION	BIDDER MUST COMPLETE MFG'S CODE &/OR DESCRIPTION	MEETS SPEC	
			Mark Yes or No Yes	No
Compact Sedan	Focus, Cruze, Dart, Corolla or equal	FOCUS	X	
Air Bag	Driver & Passenger Side	STD	X	
Air Conditioning	Factory installed	STD	X	
Alternator	Best grade avail. State amps.	150	X	
Arm Rests	Left & right side, front	STD	X	
Auxiliary Outlet	12 volt, Factory installed	STD	X	
Battery	Maint. free, state CCA	500	X	
Body Style	4 door sedan	P3F	X	
Brakes	Power	4 WHEEL ABS Front Disc Rear Drum	X	
Compact Sedan		FOCUS	X	
Defroster	Rear window, factory installed	STD	X	
Door Locks	Power, all doors, factory installed	STD	X	
Engine	Minimum 4 cylinder, gasoline, state liter & horsepower	2.0L 4CY FFV 160HP	X	
Floor Mats	Front and Rear	STD	X	
Mirrors-Inside	Inside: day/night	STD	X	
Mirrors-Outside	Outside: dual remote driver's side	STD	X	
Paint	Mfg. standard - provide color chart	www.fleet.ford.com	X	
Radio	AM/FM, factory installed	with CD Player	X	
Seats	Cloth, split front or buckets-State	YW-Charcoal YL-Med Lt Stone	X	
Spare Tire	Standard for model bid	mini spare	X	
Steering	Power	STD	X	
Steering Wheel	Tilt & Cruise- Factory Installed	STD	X	
Sun Visors	Dual	STD	X	
Suspension	Standard for model bid	STD	X	
Tires	Radial, all season, 4 each	P215/55R16 all-season BSW	X	
Transmission	Automatic, 4 speed with overdrive	6-spd Auto 44W	X	
Warranty	Attach all manufacturer standard	included	X	
Wheels	4 each; alloy	16" Painted Aluminum	X	
Windows	Power, all windows, factory installed	STD	X	
Wipers	Intermittent	STD	X	
<b>BID PRICING</b>	<b>TOTAL - COMPACT SEDAN - ITEM NO. 11</b>		<b>\$ 15,801</b>	

You must enter pricing in the online bid page

Item No. 11

Type: **COMPACT SEDAN (continued)**  
 (94.0 cu. ft. minimum) Passenger Volume

Model Year 2016

FEATURE	DESCRIPTION	BIDDER MUST COMPLETE	
		MFG'S CODE &/OR DESCRIPTION	PRICE
<b>OPTIONAL EQUIPMENT</b>			
Alarm System		Ford	\$ 399
Alternative Fuel	Examples: Biodiesel, CNG, gasoline, propane	FEV	\$ STD
	State gallon equivalent compared to base fuel of this vehicle		\$
			\$
			\$
	AMOUNT OF TAX CREDIT PROVIDED		\$
Brakes	Anti-Lock Braking System (ABS)	STD	\$ STD
Daytime Running Lights		942	\$ 36
Diagnostic Software & Cabling		Rotunda / Motor Craft	\$ call for a quote
Engine		1 year of software	\$
Transmission			\$
ABS Brakes			\$
Electrical System			\$
Body Module			\$
Engines		N/A	\$
			\$
			\$
Extended Warranty		call for a Quote 913-248-2287	\$
			\$
			\$
Floor Mats	Rubber/Vinyl	Weather Tech	\$ 100 ea Row
Heated Mirrors		47W	\$ 575
Light	Auxiliary interior	N/A	\$
Key Options	Extra key price	Chip Key	\$ 100 each
		All in one Key	\$ 200 each
Manuals	Service manuals	Helm CD ROM	\$ 175
Paint		N/A	\$
Rust Proofing	State brand & include warranty	Undercoat	\$ 200
Spare Tire	Full size	N/A	\$
Temporary Tag		DI	\$ 3
Trunk Opener	Remote trunk release within driver's reach	STD	\$
<b>OPTION DELETE FROM STANDARD</b>			
	Door Locks - Power, all doors, factory installed	N/A	\$
	Floor Mats - Front & Rear	N/A	\$
	OnStar	N/A	\$
	Radio	N/A	\$
	Windows - Power	N/A	\$

2016 Ford Focus

Item 11

Additional Options to Consider

Color Keyed Body Side Moldings            \$250

SE Power Seat Package (65C)            \$264

- 6-Way Power Cloth w/Manual Lumbar

Reverse Sensing (60R)            \$228

**2016 MY FOCUS  
PRICE LIST  
(PRICE LEVEL CODE 620)**

\*Revised

MODEL	SERIES CODE	BASE VEHICLE PRICE	DEALER INVOICE W/HOLDBACK	SUGGESTED RETAIL
S	P3E	*Sedan S	\$ 16,234	\$ 17,225
SE	P3F	*Sedan SE	17,264	18,515
Titanium	P3J	*Sedan Titanium	21,657	23,225
SE	P3K	*5 Door Hatch SE	17,731	19,015
Titanium	P3N	*5 Door Hatch Titanium	22,124	23,725
Electric	P3R	5 Door Hatch Electric	27,202	29,170
ALL MODELS	—	Destination and Delivery	875	875

TRIM SERIES	ORDER CODE	EQUIPMENT GROUPS	DEALER INVOICE W/HOLDBACK	SUGGESTED RETAIL
S Only	100A	Equipment Group 100A (S Only)	\$ 0	\$ 0
SE Only	200A	Equipment Group 200A (SE Only)	0	0
	201A	Equipment Group 201A (SE Luxury Package)	1,781	1,995
Titanium Only	300A	Equipment Group 300A (Titanium Only)	0	0
Electric Only	500A	Equipment Group 500A (Electric Only)	STD	STD

	OPTION CODE	POWERTRAINS	DEALER INVOICE W/HOLDBACK	SUGGESTED RETAIL
TRANSMISSION	44W	2.0L 6 Speed Automatic (S, SE)	\$ 978	\$ 1,095
	447	1.0L 6 Speed Automatic (SE Only; Only Available with 67E)	978	1,095
	44B	1.0L 6 Speed Manual (SE Only; Not Available with 67E)	N/C	N/C

	OPTION CODE	OTHER OPTIONS	DEALER INVOICE W/HOLDBACK	SUGGESTED RETAIL
AVAILABLE ON ALL MODELS UNLESS OTHERWISE NOTED	43M	*Power Moonroof (SE, Titanium, ST)	\$ 799	\$ 895
	58K	Navigation (Titanium, ST)	710	795
	85C	*Navigation with Sony® audio system & SYNC® 3 Package, including HD radio and Dual-zone Electronic Automatic Temperature Control (SE Only)	1,335	1,495
	PUG	White Platinum Metallic Tricoat Paint (Titanium, Electric)	531	595
	PRR	Ruby Red Metallic Tinted Clearcoat Paint (SE, Titanium, Electric)	353	395
	PZ9	Blue Candy Metallic Tinted Clearcoat Paint (SE, Titanium, Electric)	353	395
	883	Leather Seats with 6-way Driver Power (Electric Only)	888	995
	65H	Titanium 18 inch Wheel Package	558	625
	47W	SE Cold Weather Package	575	645
		Titanium Cold Weather Package	174	195
	60P	Active Park Assist (Titanium Only)	353	395
	60R	Reverse Sensing System (SE Only)	228	255
	584	*SiriusXM® Radio (SE Only)	174	195
	64M	17 inch Black Gloss Aluminum Wheel (VP) (SE Eco Pkg Only)	442	495
	96B	*Cargo Mat (VP) (S, SE, Titanium)	67	75
	90A	Keyless Entry Keypad (VP) (S, SE)	85	95
	47P	Interior Protection Package (VP) (SE)	135	150
	90C	Exterior Protection Package (VP) (S, SE, Titanium, Electric)	218	245
	67S	SE Sport Package (Optional on SE 200A)	978	1,095
	U3S	SE Sport Package Discount (Regional Discount - West Market Only)	(357)	(400)
	46T	Titanium Technology Package	710	795
	99E	1.0L EcoBoost Engine (Stand Alone Option w/ M/T 44B)	442	495
	67E	1.0L EcoBoost App Package (SE Only; Available only with A/T 447)	799	895
65C	SE Power Seat Package	264	295	
66F	Remote Start System (VP) (S, SE)	397	445	
96D	Charge Port Door Graphic (VP) (Electric only)	54	60	
153	Front License Plate Bracket	N/C	N/C	

	OPTION CODE	FLEET OPTIONS	DEALER INVOICE W/HOLDBACK	SUGGESTED RETAIL
AVAILABLE ON ALL MODELS UNLESS OTHERWISE NOTED	41H	Engine Block Heater (S, SE, Titanium, ST)	\$ 30	\$ 35
	942	Daytime Running Lamps (S, SE, Titanium, Electric - Fleet Only)	36	40

09/01/2015

**2016 MY FOCUS**  
**PRICE LIST**  
(PRICE LEVEL CODE 620)

**PROPRIETARY**

\*Revised

	OPTION CODE	FACTORY INVOICED ACCESSORIES	DEALER INVOICE W/HOLDBACK	SUGGESTED RETAIL
AVAILABLE ON ALL MODELS UNLESS OTHERWISE NOTED	76A	Charge Cord Bag (VP) (Electric only)	\$ 59	\$ 65
	76B	Car Cover (VP) (Electric Only)	331	370



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING**

**NOTIFICATION OF STATEWIDE CONTRACT**

July 1, 2016

**CONTRACT TITLE: MODEL YEAR 2016 FLEET PASSENGER CARS**

<b>CURRENT CONTRACT PERIOD:</b>	<b>December 30, 2015 through December 31, 2016 (Joe Machens) December 30, 2015 through December 31, 2016 (Capitol Chrysler)</b>
<b>RENEWAL INFORMATION:</b>	<b>NO RENEWAL OPTIONS AVAILABLE</b>
<b>BUYER INFORMATION:</b>	Teri Schulte (573) 522-3296 <a href="mailto:Teri.schulte@oa.mo.gov">Teri.schulte@oa.mo.gov</a>

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.  
Local Purchase Authority shall not be used to purchase supplies/services included  
in this contract unless specifically allowed by the contract terms.

The entire contract document may be viewed and printed from the Division of Purchasing's **Awarded Bid & Contract Document Search** located on the Internet at

<http://oa.mo.gov/purchasing>.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

<b>CONTRACT NUMBER</b>	<b>VENDOR NUMBER</b>	<b>VENDOR INFORMATION</b>	<b>MBE/WBE</b>	<b>COOP PROCUREMENT</b>
C116025001	4746580860 1	Joe Machens Ford Lincoln 1911 W. Worley Columbia, MO 65203 (573) 445-4411 (573) 445-8164 fax  <u>Contact:</u>  Kelly Sells – <a href="mailto:ksells@machens.com">ksells@machens.com</a>	No	Yes

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
December 30, 2015 through December 31, 2016	07/01/16	<b>Roll-Over Extension completed for contract C116025002 (Capitol Chrysler). Still waiting for roll-over extension on Ford Focus and Ford Taurus.</b>
December 30, 2015 through December 31, 2016	06/22/16	Order cut-off dates added for Ford Focus and Ford Taurus.
December 30, 2015 through December 31, 2016	03/01/16	Removed regular fuel vehicles where there was an alternative fuel vehicle available in same model and price.
December 30, 2015 through December 31, 2016	02/16/16	Order cut-off dates added for Chrysler/Dodge models.
December 30, 2015 through December 31, 2016	02/02/16	Updated color selection for Ford Fusion.
December 30, 2015 through December 31, 2016	01/26/16	Roll-over Extension completed for line items 010 (Ford Fushion S) and 019 (Ford Fusion S Hybrid) through December 31, 2016. Still waiting for roll-over extension on Ford Focus and Ford Taurus.
December 30, 2015 through End of 2016 Model Year	01/08/16	Vendor number updated for Joe Machens Ford due to assignment of contract.
December 30, 2015 through End of 2016 Model Year	12/30/15	Initial issuance of new statewide contract

**PASSENGER CARS – 2016 MODEL YEAR**  
**(Statewide)**

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**GENERAL INFORMATION**

SAM 2 User Note: The state agency user will note that not all line item numbers on this notice and on SAM 2 are consecutively numbered. This is because the numbering herein follows the numbering from the RFP, which will also be the numbering the contractor will use for invoicing. For reasons of consistency between the RFP document and the contract, the line items herein follow the RFP even though they are not consecutive. SAM 2 line item numbering should match numbering on this statewide notice.

Vehicle specifications and prices, including options, are included herein.

**ORDERING**

Note to State Agencies: Prior to making a vehicle purchase, the state agency must complete a vehicle pre-approval form and submit to Cindy Dixon, State Fleet Manager. The pre-approval form can be found at the following website address:

<http://oa.mo.gov/general-services/state-fleet-management/vehicle-preapproval-process-and-vehicle-credits>

Once the state agency receives approval from the State Fleet Manager, the agency shall issue its own PGQ (Quick Price Agreement) order. The contractor must not ship until they are in receipt of a hard copy PGQ order.

**SPECIFIC CONTRACTUAL AND PERFORMANCE REQUIREMENTS OF THE CONTRACTORS:**

***General:***

The contractor shall provide 2016 model year fleet passenger cars with all manufacturer standard equipment and any additional equipment required by the State of Missouri on an as needed, if needed basis. The base price on contract shall include all mandatory requirements and specifications presented herein.

All items of standard equipment which are normally provided with each vehicle by the manufacturer shall be furnished unless such items are expressly deleted or are specified to be other than standard.

All options and/or accessories stated herein must be manufacturer's original equipment. Aftermarket options and/or accessories shall not be acceptable.

As applicable, all options must be factory installed.

Each vehicle shall be clean, lubricated, serviced and ready for immediate service. This shall include installation of all required options and accessories and removal of all plastic from interior and exterior of the vehicle.

***Warranty:***

The Standard Factory Warranty shall apply to all vehicles. A properly executed warranty must be delivered with the vehicle. The warranty shall not become effective until the unit is placed in service.

**PASSENGER CARS – 2016 MODEL YEAR**  
**(Statewide)**

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***Order Documentation Requirement:***

At no cost to the State of Missouri, and upon request of the state agency, the contractor must provide a copy of the order documentation submitted to the manufacturer when ordering each vehicle.

***Delivery:***

Delivery must be made between the hours of 8:00 a.m. and 12:00 Noon or 1:00 p.m. and 4:00 p.m., Monday through Friday, holidays excepted.

The contractor shall notify the state agency a minimum of twenty-four (24) hours prior to delivery of the vehicle to the state agency location.

The contractor must understand and plan accordingly that upon delivery the state agency representative must verify the vehicle delivered has all required equipment and options and that nothing was damaged during the delivery of the vehicle. If something is damaged during delivery of the vehicle the contractor shall be responsible for all costs associated with the repair of any such damage.

Each vehicle shall be delivered with the proper form to apply for Missouri title and license including the Manufacturer's Statement of Origin and invoice.

Each vehicle shall be delivered with the owner's manual.

The contractor shall comply with the manufacturer's recommended pre-delivery service.

In the event the contractor fails to deliver the vehicle by the stated ARO time, the State of Missouri reserves the right to find the same or similar vehicle from another source, and to charge the contractor the difference for the substitution. In assessing the applicability of this provision, the State of Missouri will consider the degree of contractor responsibility in the delay.

***Potential Recall or Manufacturer Initiated Customer Service Action/Notification Requirement:***

The contractor shall be responsible for accessing potential recall notices from the National Highway Traffic Safety Administration (NHTSA), as well as any manufacturer initiated customer service actions prior to delivering the vehicles to the state agency location. If a recall or customer service action is found for the vehicle being delivered to the state agency, the contractor should, to the best of their ability, complete the necessary action(s) prior to delivery. If the contractor is unable to address the required recall or customer service action(s) prior to delivery, the contractor must inform the state agency of the "open" recall or customer service action upon delivery. The contractor shall then assist the state agency in getting the recall or customer service action(s) completed as quickly as possible.

**PASSENGER CARS – 2016 MODEL YEAR**  
**(Statewide)**

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***Substitutions:***

The contractor shall not substitute any item(s) that has been awarded to the contractor without the prior written approval of the Division of Purchasing and Materials Management.

In the event an item becomes unavailable, the contractor shall be responsible for providing a suitable substitute item. The contractor's failure to provide an acceptable substitute may result in cancellation or termination of the contract.

Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The contractor shall understand that the state reserves the right to allow the substitution of any new or different product/system offered by the contractor. The Division of Purchasing and Materials Management shall be the final authority as to acceptability of any proposed substitution.

Any item substitution shall require a formal contract amendment authorized by the Division of Purchasing and Materials Management prior to the state acquiring the substitute item under the contract.

The state may choose not to compel an item substitution in the event requiring a substitution would be deemed unreasonable in the sole opinion of the State of Missouri. The contractor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the contractor.

***Replacement of Damaged Product:***

The contractor shall be responsible for replacing any item received in damaged condition at no cost to the State of Missouri. This includes all shipping costs for returning non-functional items to the contractor for replacement.

**NOTE: IF ANY OF THE ABOVE PERFORMANCE REQUIRMENTS ARE NOT MET AND/OR VEHICLE DELIVERED DOES NOT HAVE ALL NECESSARY EQUIPMENT, PLEASE CONTACT TERI SCHULTE AT (573) 522-3296 OR [teri.schulte@oa.mo.gov](mailto:teri.schulte@oa.mo.gov).**

**PASSENGER CARS – 2016 MODEL YEAR**  
(Statewide)

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**Contract Number: C116025001**

**Contractor: Joe Machens Ford**

**LINE ITEM 001 – Compact; 4-Door Sedan; Alternative Fuel**

**Commodity Service Code: 07007**

**MAKE/MODEL: Ford Focus SE**

**PRICE: \$15,689.00**

**ORDER CUT-OFF DATE:**

**AUGUST 5, 2016**

***THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER***

**EQUIPMENT INCLUDED IN PRICE**

2.0 Liter, 4 cylinder engine; <b>Flex-Fuel</b>	104.3 inch Wheelbase
178.5 inches Overall Length	Automatic Transmission
Front Wheel Drive	4-Wheel ABS, Brakes
Power Steering	Five (5) All Season Tires (compact spare acceptable)
Front Bucket Cloth Seats	Rear 60/40 or Bench Seat
Power Windows, Door Locks & Exterior Mirrors	Dual Frontal Air Bags
Manufacturer's Standard Heating and Air Conditioning	Head Curtain Side-Impact Air Bags
Manufacturer's Standard AM/FM Radio	Speed Control and Tilt Wheel
Colored Key Front and Rear Floor Mats	Two (2) Sets of Keys
Daytime Running Lamps	Electric Rear Window Defroster
Remote Keyless Entry with Two (2) Transmitters	

Available Exterior Colors: Tectonic Metallic, Magnetic Metallic, Race Red, Ruby Red Metallic, Tuxedo Black Metallic, Ingot Silver, Oxford White, Blue Candy Metallic

Available Interior Colors: Charcoal Black; Medium Light Stone

EPA Fuel Mileage Per Gallon: City – 27                      Fuel Tank Size: 12.4 gallons  
Highway – 40  
CAFÉ Rating – 55.37493

**AVAILABLE OPTIONS**

**Line Item 003 – 3<sup>rd</sup> Set of Keys (ignition and door locks)                      \$170.00**

**DELIVERY:** 100 – 130 days ARO – Subject to Delays

**WARRANTY:** 3 year (36,000 miles) bumper to bumper; 5 year (60,000 miles) on the power train.

**PASSENGER CARS – 2016 MODEL YEAR**  
**(Statewide)**

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The following line item has been awarded to all vendors listed above and may be used for the purchase of miscellaneous options/features for the models specified that are not stated herein.

**Line Item 022 – Miscellaneous Options/Features**

(Shall be used for the purchase of miscellaneous options/features not specified herein (including upcharges for special exterior paint colors; e.g., metallic). Prior to issuing a purchase order, the state agency shall contact the contractor to obtain the price for the option required.)

**COOPERATIVE PROCUREMENT DELIVERY PRICE**

The contractor will allow other political subdivisions throughout the State of Missouri to purchase off the contract through the Cooperative Procurement Program. The following is the applicable charges to deliver the vehicle to a cooperative procurement entity:

**C116025001 – Joe Machens Ford**

Price per Mile	\$1.50
Guaranteed Not To Exceed Total Delivery Price	\$200.00

The vehicles will be delivered from Columbia, Missouri.

**C116025002 – Capitol Chrysler, Dodge, Jeep**

Price per Mile	\$1.50 (round trip per vehicle)
Guaranteed Not To Exceed Total Delivery Price	\$250.00 (per vehicle)

The vehicles will be delivered from Jefferson City, Missouri.

\*\*These prices shall not apply to state agencies. It shall apply only to public entities participating in the Cooperative Procurement Program.

**Cooperative Procurement Members Note:** The Vehicle Pre-Approval Form does not apply to cooperative procurement members only to State of Missouri agencies.

**PASSENGER CARS - 2016 MODEL YEAR  
(STATEWIDE CONTRACT)**

<p><b>State of Missouri Office of Administration Division of Purchasing Contract Performance Report</b></p>
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Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

**Contract No.:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Describe Product Purchased (include Item No's., if available):** \_\_\_\_\_

**Rating Scale:** 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	Rate 1-5, 5 best
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	Rate 1-5, 5 best
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Please detach or photocopy this form & return by FAX to 573/526-9816, or mail to:**

Office of Administration  
Division of Purchasing  
301 West High Street, RM 630  
PO Box 809  
Jefferson City, Missouri 65102

**You may also e-mail form to the buyer as an attachment at  
[Teri.schulte@oa.mo.gov](mailto:Teri.schulte@oa.mo.gov)**

## **CITY OF PARKVILLE**

### **Policy Report**

Date: Tuesday, August 9, 2016

Prepared By:  
Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Approve Resolution No. 16-015 adopting revisions to the insurance provisions in the guidelines for events in Parkville.

BACKGROUND:

On September 10, 2014, the Community Land and Recreation Board (CLARB) approved revised guidelines for events in Parkville. On November 12, 2014, May 4, 2015, April 13, 2016, and May 11, 2016, CLARB approved sets of minor modifications to the newly enacted event guidelines. As presented in previous meetings, these updates to the event application and approval process represent the organization of old documents, the application of current best practices, and the implementation of new ideas.

The new guidelines have been in effect since the beginning of the 2015. Overall, the implementation process has gone relatively smoothly. However, the guidelines are intended to be a fluid document that can be changed as new and/or previously unrecognized issues arise. As a result, staff recommends the following change to the guidelines:

- Update of additionally insured endorsement requirements: The change in this section is to update the required insurance documentation to be collected for each event. The alterations are recommended by the city's attorneys. The changes specify a different additionally insured endorsement form that is more applicable to events and the allowance that a proof of premium payment can be used as a substitute for the notice of cancellation endorsement. These changes will help city staff continue to collect the appropriate insurance documentation at suitable coverage levels and should also make it easier for event insurance providers to provide the correct documentation to the city. The new language will read:

*No less than seven (7) days before the event, the applicant shall furnish the City with the following:*

- *A Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers.*
- *The City, and any other person or entity required by the Permit, and all their assigns, subsidiaries and affiliates shall be included as additional insureds under Applicant's furnished insurance (except Workers' Compensation or Professional Liability Insurance), for ongoing and completed operations, using ISO Additional Insured Endorsement (CG 20 26), edition date 07/04, or an equivalent. Said insurance shall be written on an OCCURRENCE basis, and shall be PRIMARY and NON-CONTRIBUTING.*
- *Insurer shall provide the City with a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or*

*other equivalent carrier forms. A proof of premium payment may be substituted for the Notice of Cancellation Endorsement.*

*A special event permit will not be issued until a copy of the ACORD Form, Additional Insured Endorsement, and Notice of Cancellation Endorsement or proof of premium payment and Additional Insured Endorsement are furnished to the City.*

- Clarification of previous insurance requirement alteration: On April 13, 2016, CLARB approved modifications to the Event Guidelines to clarify that event vendors do not need to list the city as additionally insured. The idea behind the change was that event organizers are still be required to list the city as additionally insured for the event as a whole, which covers the activities of vendors. When the revision was made, a portion of the language was mistakenly left in the guidelines. It has been struck through and marked in red below. The new language will read:

*Food and Beverage Vendors: In addition to standard permit insurance requirements - \$1,000,000 Combined Single Limit Bodily and Property Damage (CSL) each occurrence, \$1,000,000 General Aggregate are required. ~~per each vendor. If insurance is supplied by a vendor, they must list the event organizer as additionally insured.~~ \*\*\**

*\*\*\*Evidence of coverage may be submitted by an event vendor or the event organizer.*

It is important to note that the insurance requirements as a whole are vital to have in place to protect the best interests of the City. In at least one instance last year, the city was protected by the additionally insured requirement. The additional requirements take a little more time to explain, but event organizers often just need to reach back out to their insurers and receive an updated policy document.

City staff will continue to piece together event guideline revisions and will defer to CLARB's judgment to provide further guidance on these issues as they are presented. As items are approved, staff will bring the updated documents to the Board of Aldermen for approval at a future meeting.

#### BUDGET IMPACT:

There is no immediate budget impact.

#### ALTERNATIVES:

1. Approve Resolution No. 16-015 to adopt revisions to the insurance provisions related to the revised special event permit process.
2. Approve Resolution No. 16-015 subject to revisions requested by the Board of Aldermen.
3. Do not approve Resolution No. 16-015 related to the revised special event permit process and provide other direction to staff.
4. Postpone the item.

#### STAFF RECOMMENDATION:

Staff recommends that Board of Aldermen approve Resolution No. 16-016 to adopt revisions to the insurance provisions related to the revised special event permit process

#### COMMUNITY LAND AND RECREATION BOARD RECOMMENDATION:

On August 10, 2016, by a vote of 8-0, the Community Land and Recreation Board approved the revisions to guidelines for events in Parkville and recommended that the Board of Aldermen accept the revisions to guidelines for events in Parkville.

**ITEM 4M**  
*For 08-16-16*  
**Board of Aldermen Meeting**

POLICY:

Section 140.345 of the Parkville Municipal Code establishes the guidelines for events in Parkville and states that they may be amended from time to time by a majority vote of CLARB and by a resolution adopted by the Board of Aldermen.

SUGGESTED MOTION:

I move to approve Resolution No. 16-015 adopting revisions to the insurance provisions in the Guidelines for Events in Parkville.

ATTACHMENT:

1. Resolution No. 16-015



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

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***CITY OF PARKVILLE, MO.  
RESOLUTION NO. 16-015***

**A RESOLUTION ADOPTING REVISIONS TO THE GUIDELINES FOR EVENTS IN  
PARKVILLE**

WHEREAS, on December 2, 2014, the City adopted revisions to the guidelines for events in Parkville associated with city parks and special events; and,

WHEREAS, Chapter 140 of the Parkville Municipal Code states that the event guidelines may be amended from time to time by a majority vote of the Community Land and Recreation Board and by a resolution adopted by the Board of Aldermen; and

WHEREAS, the revisions to the guidelines for events in Parkville was considered and recommended for Board of Aldermen approval by the Community Land and Recreation Board on August 10, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby adopts revisions to the guidelines for events in Parkville with regard to the insurance provisions and damage deposit provisions, as attached hereto to this original Resolution and incorporated herein by reference.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 16<sup>th</sup> day of August 2016.

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Mayor Nanette K. Johnston

ATTESTED:

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City Clerk Melissa McChesney

**CITY OF PARKVILLE**  
**Policy Report**

Date: Friday August 12, 2016

Prepared By:  
Emily Crook  
Billing Clerk

Reviewed By:  
Tim Blakeslee  
Assistant to the City Administrator

ISSUE:

Approval of Accounts Payable Invoices, 1<sup>st</sup> of the Month Checks, Electronic Funds Transfer (EFT) Payments, Credit and Debit Card Processing Fees, and Payroll Expenditures from 07/29/2016 through 08/12/2016.

BACKGROUND:

Attached are the statements of approved payments, per the City's Purchasing Policy, for the period from July 29, 2016 through August 12, 2016. All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of city funds.

BUDGET IMPACT:

Accounts Payable	\$409,138.06
Insurance Payments	\$0.00
1 <sup>st</sup> of the Month	\$2350.00
EFT Payments	\$906.30
Processing Fees	\$587.15
Payroll	\$52,325.37
<b>TOTAL</b>	<b>\$465,306.88</b>

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 \$465,306.88 of city funds to pay salaries and accounts.

ATTACHMENTS:

1. Accounts Payable
2. 1<sup>st</sup> of the Month
3. EFT Payments
4. Processing Fees
5. Payroll
6. Lowes Purchases
7. Price Chopper Purchases

PACKET: 05721 Federal Withholdings - 8/5/16

VENDOR SET: 01 \*\*\* DRAFT/OTHER LISTING \*\*\*

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
00044	Park Bank							
	I-T1 201608044163	Federal Withholding	D	8/05/2016		7,762.27CR	000009	
	I-T3 201608044163	FICA W/H	D	8/05/2016		8,803.82CR	000009	
	I-T4 201608044163	Medicare W/H	D	8/05/2016		2,058.96CR	000009	18,625.05

\* \* 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	18,625.05	18,625.05
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	18,625.05	18,625.05

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Accounts:	1	Sewer	Total
Monthly Fees:	\$219.78	\$290.73	\$510.51
\$ Collected on CC:	\$4,768.00	\$13,036.74	\$14,902.89

PACKET: 05727 Regular Payments-08/08/2016

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00002	A & M Printing I-57702	Format Print Manhole Rep-SW	R	8/17/2016		28.60CR	035707	28.60
02018	Ace ImageWear I-0551606	Shop Towels-PK	R	8/17/2016		29.00CR	035708	29.00
01369	Ameriguard Inc I-7449	Fleishans/Haynes Polygraph-PD	R	8/17/2016		550.00CR	035709	550.00
02227	<del>BagSpot Pet Waste Solutions</del> I-2432	<del>Dog Bags-PK</del>	R	8/17/2016		411.30CR	035710	411.30
02470	BOK Wealth Management I-5092795	Brush Creek 2014A DSF-23	R	8/17/2016		2,000.00CR	035711	2,000.00
02309	BOKF, N.A. I-PARKVILLEMOB	Brink Meyer NID-24	R	8/17/2016		72,210.92CR	035712	72,210.92
02466	Carolyn Camoriano I-919092001	Camoriano Sewer Refund-SW	R	8/17/2016		32.87CR	035713	32.87
02465	Charlesworth Benefits, L.C. I-1729	Benefit Broker Consult Serv-AD	R	8/17/2016		4,250.00CR	035714	4,250.00
02469	Clayton Holdings, LLC I-1988	2006 COPS Bond Interest-22	R	8/17/2016		56,635.99CR	035715	56,635.99
02463	Cunningham, Vogel, & Rost, P.C. I-90222	Cell Tower Lease Renewal-AD	R	8/17/2016		3,399.19CR	035716	3,399.19
00039	Downing Construction I-19104	Dog Park Trail-95	R	8/17/2016		300.00CR	035717	300.00
02449	Genesis Environmental Solutions I-Pay App #3	WWTP Storage Build Const-SW	R	8/17/2016		28,552.25CR	035718	28,552.25
00055	H&H Septic Service, Inc. I-38988	Vacuum Pincrest PS-SW	R	8/17/2016		375.00CR	035719	
	I-38989	Sleepy Hollow Main Repair-SW	R	8/17/2016		1,640.00CR	035719	2,015.00
02131	Heritage Tractor, Inc. I-1635971	Pin Fastener-PK	R	8/17/2016		10.00CR	035720	10.00

PACKET: 05727 Regular Payments-08/08/2016

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02448	Hi-G Excavating LLC I-07252016	PLP Wetland Mowing-PK	R	8/17/2016		1,650.00CR	035721	1,650.00
02312	Janice Davis I-072706	Admin Prof Serv-PW	R	8/17/2016		68.25CR	035722	68.25
02443	Julius Kaaz I-Pay App #3	2016 Curb/Sidewalk Prog-TP	R	8/17/2016		28,743.00CR	035723	28,743.00
02021	KAT Nurseries I-SI-83741	Mulch-PK	R	8/17/2016		152.00CR	035724	152.00
00979	KCMO Department of Water Services I-12222	KC Water Apr-June 2016-SW	R	8/17/2016		6,589.94CR	035725	6,589.94
02352	Ken Sidorowicz I-39503	Structural Damage Assess-CD	R	8/17/2016		25.00CR	035726	25.00
01403	Kenny's Auto and Tire Service I-7-27	Tire Repair-PK	R	8/17/2016		25.00CR	035727	25.00
02214	Kusters Zima Corporation I-62236	Clarifier Parts-SW	R	8/17/2016		866.00CR	035728	866.00
00232	Martin Marietta I-18017625	Trail Dust-95	R	8/17/2016		376.12CR	035729	376.12
02054	Matthew Chapman I-Exp Rpt 08/05/2016	Chapman HR Seminar-AD	R	8/17/2016		28.09CR	035730	28.09
00942	McKeever's Price Chopper I-Stmt 08/04/2016	Stmt 08/04/2016	R	8/17/2016		280.67CR	035731	280.67
02228	Metro Rolloff Container Services LLC I-4436 I-4508 I-4627	Restroom Rental-PK Restroom Rental-PK Restroom Chemical Supplies-PK	R R R	8/17/2016 8/17/2016 8/17/2016		460.00CR 485.00CR 116.00CR	035732 035732 035732	  1,061.00
00880	Mid-America Pump I-48341	45 PS Control Panel Repair-SW	R	8/17/2016		610.10CR	035733	610.10
00159	Missouri American Water I-Due 08/17/2016	Water Due 08/17/2016	R	8/17/2016		140.17CR	035734	140.17

PACKET: 05727 Regular Payments-08/08/2016

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01483	Missouri Department of Revenue I-50919	July 2016 Sales Tax Report-AD	R	8/17/2016		35.00CR	035735	35.00
01373	Missouri Division of Employment Security I-8/1	T. Jordan Q2 Unemploy Ben-PK	R	8/17/2016		505.50CR	035736	505.50
01163	North Hills Engineering, Inc I-1607	Eng Serv July 2016-SW	R	8/17/2016		10,350.00CR	035737	10,350.00
02357	Occupational Medicine Mosaic Life Care I-24414	Parker Pre-Emp Drug Screen-PD	R	8/17/2016		36.00CR	035738	36.00
02243	Pest Management Supply I-ORD0177238	Mosquito Spray-ST	R	8/17/2016		309.36CR	035739	309.36
00107	Platte Rental & Supply I-29016-1 I-W3017-1	Bar & Chain Oil-PK Chainsaw Repair-TP	R R	8/17/2016 8/17/2016		12.50CR 118.36CR	035740 035740	130.86
01739	Print Time I-9053506-IN	Eckerle Business Cards-CT	R	8/17/2016		35.00CR	035741	35.00
00115	Rapid Stamp Products I-973639	Staff/P&Z/BZA Nameplates-CD/AD	R	8/17/2016		210.50CR	035742	210.50
02029	Reinders, Inc. I-5029794-00	Glyphosphate-PK	R	8/17/2016		85.00CR	035743	85.00
02467	Shawn Blair I-Jul-16	Special Judge-CT	R	8/17/2016		240.00CR	035744	240.00
02468	Stephen Lachky I-Exp Rpt 07/29/2016	Lachky Floodplain Man Train-CD	R	8/17/2016		22.01CR	035745	22.01
01087	Stinson Leonard Street LLP I-40017060	July Legal Services-AD	R	8/17/2016		6,450.00CR	035746	6,450.00
02071	TranSystems Corporation I-INV-0002996766	Route 9 Entryway Project-95	R	8/17/2016		2,891.26CR	035747	2,891.26
01083	UMB Bank, N.A. I-08/25/2016	2004C Bond Payment-SW	R	8/17/2016		14,745.33CR	035748	14,745.33

PACKET: 05727 Regular Payments-08/08/2016

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01415	UMB Bank, NA I-07182016	River Park NID-21	R	8/17/2016		18,775.00CR	035749	18,775.00

PACKET: 05727 Regular Payments-08/08/2016

VENDOR SET: 01

\*\*\* DRAFT/OTHER LISTING \*\*\*

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
01850	Fleet Services - General Account							
	I-Stmt 07/31/2016	City Fuel-SW/CD/ST/PK/NS	D	8/16/2016		1,311.19CR	000010	1,311.19
01849	Fleet Services - Police							
	I-46354053	Police Fuel-PD	D	8/16/2016		1,771.58CR	000011	1,771.58
01614	KCPL							
	I-Date 08/19/2016	Electricity Due 08/19/2016	D	8/16/2016		20,041.84CR	000012	
	I-Due 08/12/2016	Electricity Due 08/12/2016	D	8/16/2016		313.65CR	000012	
	I-Due 08/15/2016	Electricity Due 08/15/2016	D	8/16/2016		5,546.22CR	000012	
	I-Due 08/18/2016	Electricity Due 08/18/2016	D	8/16/2016		135.80CR	000012	26,037.51
02057	Lowe's Accounts Receivable							
	I-Stmt 08/02/2016	Stmt 08/02/2016	D	8/16/2016		46.77CR	000013	46.77

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	43	0.00	265,861.28	265,861.28
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	0.00	29,167.05	29,167.05
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:	47	0.00	295,028.33	295,028.33

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-02201	ICMA Retirement Coproration					
I-8/11/16-Retiremen	9/01/2016	Lauren Palmer Retirement	554.00			
	AP	DUE: 9/01/2016 DISC: 9/01/2016 Lauren Palmer Retirement		1099: N 10 501.01-22-00	Retirement	554.00
I-ICM201607224161	7/22/2016	457 DEF COMP	166.15			
	AP	EFT DISC: 7/22/2016 457 DEF COMP		1099: N 10 501.01-22-00	Retirement	166.15
I-ICM201608044163	8/05/2016	457 DEF COMP	166.15			
	AP	EFT DISC: 8/05/2016 457 DEF COMP		1099: N 10 501.01-22-00	Retirement	166.15
		=== VENDOR TOTALS ===	886.30			
01-02396	Melissa McChesney*					
I-8/11/16-Allowance	9/01/2016	Cell Phone Allowance	10.00			
	AP	DUE: 9/01/2016 DISC: 9/01/2016 Cell Phone Allowance		1099: N 10 501.03-05-00	Mobile Phones &	10.00
		=== VENDOR TOTALS ===	10.00			
01-01729	Toni Rizutti*					
I-8/11/16-Reimburse	9/01/2016	Cell Phone Reimbursement	10.00			
	AP	DUE: 9/01/2016 DISC: 9/01/2016 Cell Phone Reimbursement		1099: N 10 510.03-05-00	Mobile Phone &	10.00
		=== VENDOR TOTALS ===	10.00			
		=== PACKET TOTALS ===	906.30			

PACKET: 05728 Regular Payments-Sept 1st of M

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00519	Friends of Parkville Animal Shelter I-08112016-Animal Co	Animal Control-AD	R	8/17/2016		500.00CR	035750	500.00
00577	Sarah E Recker, Law Offic I-08112016-Pub Defen	Public Defender	R	8/17/2016		600.00CR	035751	600.00
01407	Witt, Hicklin & Snider PC I-08112016-Prosecuto	City Procescutor-CT	R	8/17/2016		1,250.00CR	035752	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

PACKET: 05729 Regular Payments-08/09/2016

\*\*\*\* CHECK LISTING \*\*\*\*

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02470	BOK Wealth Management I-5092796	Brink Meyer 2014B DSF-24	R	8/17/2016		2,000.00CR	035753	2,000.00
02309	BOKF, N.A. I-PKVLEMO514A	Brush Creek NID-23	R	8/17/2016		91,104.03CR	035754	91,104.03
00159	Missouri American Water I-Due 08/25/2016	Water Due 08/25/2016	R	8/17/2016		30.65CR	035755	30.65

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	93,134.68	93,134.68
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	93,134.68	93,134.68

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02057	Lowe's Accounts Receivable							
	I-Stmt 08/02/2016					000013		
	10 525.07-51-00		D 8/16/2016	39.95				
	10 535.06-21-00		Spray Tank/Bug Kille	6.82				46.77
			Weed Eater Blades-NS					

* * 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	46.77	0.00	46.77
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
10 525.07-51-00	Mosquito & Weed Control	39.95
10 535.06-21-00	Vehicle Repair & Maintenance	6.82
	*** FUND TOTAL ***	46.77

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	46.77	0.00	46.77
BANK: AP	TOTALS:		1	46.77	0.00	46.77
REPORT TOTALS:			1	46.77	0.00	46.77

VENDOR SET: 01 City of Parkville  
 BANK: AP Pooled Cash Regular AP  
 DATE RANGE: 8/01/2016 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00942	McKeever's Price Chopper							
	I-Stmt 08/04/2016		R 8/17/2016			035731		
	10 520.05-21-00		Handtools	22.48				
	10 535.05-42-00		Program Expenses	10.50				
	10 535.05-42-00		Program Expenses	7.00				
	10 535.05-42-00		Program Expenses	76.40				
	10 525.05-99-00		Other Purchases	26.54				
	10 525.05-99-00		Other Purchases	33.13				
	10 20070		Vol. Employee Fund W/H	13.27				
	10 505.05-01-00		Office Supplies & Consumables	4.49				
	10 520.05-21-00		Handtools	86.86				280.67

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	280.67	0.00	280.67
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	13.27
10 505.05-01-00	Office Supplies & Consumables	4.49
10 520.05-21-00	Handtools	109.34
10 525.05-99-00	Other Purchases	59.67
10 535.05-42-00	Program Expenses	93.90
	*** FUND TOTAL ***	280.67

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	280.67	0.00	280.67
BANK: AP	TOTALS:		1	280.67	0.00	280.67
REPORT TOTALS:			1	280.67	0.00	280.67

## CITY OF PARKVILLE Policy Report

Date: Wednesday, August 10, 2016

Prepared By:  
Steve Berg  
Treasurer

Reviewed By:  
Tim Blakeslee  
Assistant to the City Administrator

ISSUE:

Hold a public hearing and approve the 2016 Property Tax Levy for Fiscal Year 2017.

BACKGROUND:

The City has received the State Auditor pro forma calculations for the General Tax Levy and the General-Temp Levy for the next tax year. The temporary levy was authorized by the voters in 2004 for 21 years (until 2025). The pro forma calculations give the prior year's levy adjusted as required by the Missouri Hancock Amendment. Following requirements of the Hancock Amendment, the State Auditor has also calculated the maximum allowed levy amounts for both the General Tax levy and the General-Temp levy for the coming year based on the City's voter-approved levies under Missouri law.

The General levy is already at its maximum level and so the pro forma levy of 0.4701 can be lowered, but cannot be increased. In 2012, the Temp levy was reduced slightly to allow an increase in the General levy to occur without an increase in the total levy. As a result, the Pro Forma Temp levy of \$0.1728 for 2016 is somewhat less than the voter-approved maximum, and the City has the option this year to increase the Temp levy up to 0.1777, should the Board of Aldermen choose to do so. Note that in any year the Board may reduce, but not increase, the proposed levy, while in even-numbered years the Board has the option of increasing the tax levy upward, if the levy is below its allowed maximum. Such an adjustment would become effective for the following odd-numbered fiscal year. The increase would generate approximately \$10,100 in additional revenue in 2017.

The table below summarizes the impact to a typical homeowner of the proposed tax rate compared to previous years. The final column shows the impact of increasing the Temp levy to the maximum permitted level, which is just under \$2.00 per year for a \$210,000 home.

	Tax Year					Maximum Temp Levy
	2012	2013	2014	2015	2016	2016
Value of Home*	\$200,000	200,680	\$203,106	\$206,005	\$210,819	\$210,819
Assessed Valuation (19% of actual)	\$38,000	\$38,129	\$38,590	\$39,141	\$40,056	\$40,056
General Tax Levy	0.4784	0.4784	0.4784	0.4763	0.4701	0.4701
General-Temp Levy	0.1759	0.1759	0.1759	0.1751	0.1728	0.1777
<b>Total City of Parkville Tax</b>	<b>\$248.63</b>	<b>\$249.48</b>	<b>\$252.50</b>	<b>\$254.96</b>	<b>\$257.52</b>	<b>\$259.48</b>

\*Based on average increase/decrease in assessed valuation for existing properties in Parkville.

**BUDGET IMPACT:**

The General tax levy provides about 24% of the General operating funds (General Fund) of the City. The General Temp levy has historically been used to pay approximately one-half of the 2006 capital improvements certificates of participation (COPs) issued by the City. With the refinancing of the 2006 COPs in 2015, the resulting savings will enable the Temp levy to cover between 85% and 90% of the refinanced bonds. The remaining balance and General Fund revenues that were previously dedicated to supplement the debt coverage can be redirected for other uses. In October 2015, the Board of Aldermen reviewed a strategy to redirect these funds to cover shortfalls in the Brush Creek and Brink Meyer neighborhood improvement district (NID) assessment revenues.

The estimated increase in tax revenues in 2016 due to maintaining the tax levies at the adjusted current level is \$27,690 (General) and \$10,137 (General-Temp) for a total of \$37,827. Increasing the Temp levy to the maximum allowed level would increase Temp levy revenue by \$10,100. This could reduce the use of Emergency Reserve funds for NID bond payments by the same amount. Lowering either tax levy would require the City to either find other sources of revenue or to reduce expenditures for 2016.

**ALTERNATIVES:**

1. Approve maintaining the 2016 Tax Levy for the General Fund for Fiscal Year 2016 at the existing rate as adjusted by the State Auditor for the current tax year and increasing the 2016 Temp Tax Levy for Fiscal 2017 up to the maximum amount of \$0.1777 calculated by the State Auditor for the current tax year.
2. Approve maintaining the 2016 Tax Levy for Fiscal Year 2017 at the existing rate as adjusted by the State Auditor for the current tax year.
3. Reduce the 2015 Tax Levy for Fiscal Year 2016 as the Board of Aldermen deems appropriate.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Aldermen approve maintaining the 2016 General Fund Tax Levy at the existing rate, as adjusted by the State Auditor, and approve increasing the 2016 Temp Tax Levy to \$0.1777, as calculated to be the maximum levy allowed by the State Auditor. The impact on individual homeowners is nominal and the additional revenues can be used to offset the impact of the NID financing strategy on the Emergency Reserve Fund. Combined with the mandated adjustment to the General levy, the total tax rate for Fiscal Year 2017 would drop by 0.0036.

**FINANCE COMMITTEE RECOMMENDATION:**

At the meeting on August 8, 2016, the Finance Committee, on a vote of 4-0, recommended that the Board of Aldermen adopt an ordinance to set the 2016 General Tax Levy at \$0.4701 per \$100.00 of assessed valuation and the General-Temp Levy at \$0.1777 per \$100.00 of assessed valuation.

**POLICY:**

The Board of Aldermen may establish the Property Tax Levy to support municipal services within the limitations imposed by state law. The Property Tax Levy will determine a substantial portion of the revenue which will be available for Fiscal Year 2017. The amount of the revenue expected to be generated will be used during the budget process to determine available funds for Fiscal Year 2017. A public hearing is required per RSMo 67.110. Should the Board of Aldermen choose to increase the Temp levy, the hearing will require an explanation of why the increase is needed.

**ITEM 5A**  
*For 08-16-16*  
**Board of Aldermen Meeting**

SUGGESTED MOTION:

I move to approve Bill No. 2883, an ordinance setting the 2016 General Tax Levy at \$0.4701 per \$100.00 of assessed valuation and the General Debt Levy at \$0.1777 per \$100.00 of assessed valuation, on first reading.

I move to approve Bill No. 2883 on second reading by title only to become Ordinance No. \_\_\_\_.

ATTACHMENTS:

1. Ordinance
2. Public Hearing Notices for Tax Levy Alternatives 1 & 2

BILL NO. 2883

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE LEVYING A TAX OF \$0.6478 ON ALL TAXABLE PROPERTY IN THE CITY OF PARKVILLE FOR THE YEAR 2016**

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

The levy on all real and personal taxable property in the City of Parkville for the year 2016 shall be \$0.6478 per one hundred dollars of assessed valuation, divided as follows:

\$0.4701 per one hundred dollars of assessed valuation for the general operating budget.

\$0.1777 per one hundred dollars of assessed valuation for the general operating budget (temporary).

PASSED and APPROVED this 16<sup>th</sup> day of August 2016.

\_\_\_\_\_  
Mayor Nanette K. Johnston

ATTESTED:

\_\_\_\_\_  
City Clerk Melissa McChesney

**Notice of Public Hearing  
On 2016 Tax Levy Adjusted to Comply with  
Missouri State Statutes Chapter 137.073  
City of Parkville, MO**

A public hearing will be held before the Board of Aldermen for the City of Parkville, Missouri, on August 16, 2016, at 7:00 p.m. in the board room at Parkville City Hall, 8880 Clark Avenue, Parkville, Missouri, 64152. At that time citizens may provide public comments on the following revised property tax rate proposed to be set by the City of Parkville for the 2016 tax year. The following information is provided pursuant to RSMo §67.110:

**ASSESSED VALUATION**

<u>Category</u>	<b>Prior Tax Year</b>	<b>Current Tax</b>
Real Estate	\$169,958,035	\$176,916,246
Personal Property	\$27,740,726	\$25,709,897
Railroad & Utility Local Assessed	\$404,220	\$781,484
Railroad & Utility State Assessed	\$5,756,712	\$6,087,120
	_____	_____
Total Current Valuation	\$200,859,693	\$209,494,747
Amount of property tax revenues budgeted for 2015 (less Platte County collection fees)	\$941,387	
	<b>General</b>	<b>General Temp</b>
Current tax rate:	\$0.4763 per \$100	\$0.1751
Proposed tax rate:	\$0.4701 per \$100	\$0.1777
	<b>General</b>	<b>General Temp</b>
Increase in tax revenue due to increase in assessed value due to new construction and improvements, if proposed tax rate is adopted:	\$21,002	\$7,939
Increase in tax revenue as a result of reassessment, if proposed tax rate is adopted:	\$6,697	\$12,299
	0.700%	3.550%

DATE: August 8, 2016

*Melissa McChesney*  
\_\_\_\_\_  
Melissa McChesney, City Clerk



**Notice of Public Hearing  
On 2016 Tax Levy Adjusted to Comply with  
Missouri State Statutes Chapter 137.073  
City of Parkville, MO**

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Real Estate	\$169,958,035	\$176,916,246
Personal Property	\$27,740,726	\$25,709,897
Railroad & Utility Local Assessed	\$404,220	\$781,484
Railroad & Utility State Assessed	\$5,756,712	\$6,087,120
	<hr/>	<hr/>
Total Current Valuation	\$200,859,693	\$209,494,747
Amount of property tax revenues budgeted for 2015 (less Platte County collection fees)		\$941,387
	<b>General</b>	<b>General Temp</b>
Current tax rate:	\$0.4763 per \$100	\$0.1751
Proposed tax rate:	\$0.4701 per \$100	\$0.1728
	<b>General</b>	<b>General Temp</b>
Increase in tax revenue due to increase in assessed value due to new construction and improvements, if proposed tax rate is adopted:	\$21,002	\$7,720
Increase in tax revenue as a result of reassessment, if proposed tax rate is adopted:	\$6,697	\$2,462
	0.700%	0.700%

DATE: August 8, 2016

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Melissa McChesney, City Clerk

## **CITY OF PARKVILLE Policy Report**

Date: Monday, August 8, 2016

Prepared By:  
Lauren Palmer  
City Administrator

Reviewed By:  
Melissa McChesney  
City Clerk

ISSUE:

Accept the 2016 City of Parkville Strategic Planning Workshop Summary Report.

BACKGROUND:

On July 18, 2016, the Mayor and Board of Aldermen participated in a strategic planning workshop. The purpose of the event was to (1) refine Parkville's strategic priorities; (2) identify specific initiatives to advance for the 2017 budget year and beyond; and (3) strengthen the working relationships among the members of the governing body. Patty Gentrup of the Novak Consulting Group facilitated the discussion, and senior staff assisted in the process.

Attached is the summary report of the event and its outcomes. The Board acknowledged progress on 2016 priorities and long-term priorities and confirmed five Critical Success Factors, those things that must go well to the achieve the City's vision, as follows:

### **Vision Statement**

Parkville will offer an exceptional quality of life for residents and visitors by embracing opportunities to enhance commerce and economic activity, while preserving the community's historic charm, attractive character and unique natural environments.

### **Critical Success Factors**

Basic Services  
Infrastructure  
Economic Development  
Parks  
Finances

The Board identified priorities to support each of the Critical Success Factors as outlined in the summary report.

BUDGET IMPACT:

There is no direct budget impact associated with this action.

ALTERNATIVES:

1. Accept the report as presented.
2. Accept the report subject to changes directed by the Mayor and Board of Aldermen.
3. Reject the report and provide alternative direction to staff.
4. Postpone the item.

STAFF RECOMMENDATION:

Accept the 2016 City of Parkville Strategic Planning Workshop Summary Report.

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POLICY:

The city administrator and retreat facilitator recommend that the Board formally accept the report in order to document the work for the public and give guidance to staff to work on implementation of the identified priorities.

SUGGESTED MOTION:

I move to accept the 2016 City of Parkville Strategic Planning Workshop Summary Report.

ATTACHMENT:

1. City of Parkville Strategic Planning Workshop Summary Report – July 18, 2016
-

*City of Parkville*

*Board of Aldermen*

*Strategic Planning Workshop  
Summary*

*July 18, 2016*



The City of Parkville, Missouri held a retreat on July 18, 2016. The purpose of the retreat was to refine Parkville's strategic priorities, identify specific initiatives to advance for the 2017 budget year and beyond, and strengthen the working relationships between and among the members of the governing body. Patty Gentrup of The Novak Consulting Group facilitated the discussion and started the meeting by reviewing the goals, agenda, and norms for the workshop.

## **Introductions**

All members of the governing body attended the meeting:

- Nan Johnston, Mayor
- Diane Driver, Ward 1 Alderman
- Tina Welch, Ward 1 Alderman
- Dave Rittman, Ward 2 Alderman
- Jim Werner, Ward 2 Alderman
- Robert Lock, Ward 3 Alderman
- Douglas Wylie, Ward 3 Alderman
- Greg Plumb, Ward 4 Alderman
- Marc Sportsman, Ward 4 Alderman

The following staff were present:

- Alysen Abel, Public Works Director
- Steve Berg, Treasurer
- Tim Blakeslee, Assistant to the City Administrator
- Matthew Chapman, Finance/Human Resources Director
- Stephen Lachky, Community Development Director
- Melissa McChesney, City Clerk
- Lauren Palmer, City Administrator

City Attorney Steve Chinn also attended.

## **Agenda**

The full agenda can be found on Page 15 of this summary.

Note: Although not reflected on the agenda, Park University Provost Douglas Fiore attended the lunch break and presented town-gown updates from the university. Several important topics and questions were raised for follow-up offline by city and university staff.

## Opening Remarks

The Mayor and Aldermen were asked to share reflections on participating as a member of the governing body. They were asked to complete the following questions.

- I serve my community on this governing body because...
- What I enjoy most about being on this governing body is...
- What frustrates me most about the process of governing is...
- What I contribute to the decision making process of the Board of Aldermen is...
- I think this governing body does \_\_\_\_\_ extremely well.
- I think this governing body could do a better job of \_\_\_\_\_.
- In the coming year I plan to \_\_\_\_\_ to help make this governing body be an (even more) effective body.

Their responses can be found in Attachment B on Page 19 of this summary.

## Parkville's Brand

David Ogilvy described a brand as “the intangible sum of a product’s attributes.” Jerry McLaughlin, a contributor to Forbes magazine says a brand is “everything the public thinks it knows about your name brand offering—both factual and emotional. Your brand name exists objectively; people can see it. It’s fixed. But your brand exists only in someone’s mind.”

Board members were then asked to reflect on what people think of when they hear the word “Parkville.” What is Parkville’s brand? Their answers appear in the following table.

Name	The Parkville Brand
<b>Greg Plumb</b>	<ul style="list-style-type: none"> <li>• City is considered as obstructive and micromanagers by some.</li> <li>• Residential areas like Riss Lake and National think of the city as ok</li> <li>• Park University</li> <li>• Quaint – maybe second to Weston but sometimes first</li> <li>• Parks</li> <li>• Golf Course</li> </ul>
<b>Jim Werner</b>	<ul style="list-style-type: none"> <li>• Inside Parkville there are multiple brands, golf upscale community, eclectic, and free thinkers.</li> <li>• Outside people are the parks—take advantage for trails, parks</li> </ul>
<b>Marc Sportsman</b>	<ul style="list-style-type: none"> <li>• Nice residential community</li> <li>• Quaint downtown</li> <li>• Nice parks</li> <li>• Allure of quaint downtown goes away after awhile</li> </ul>
<b>Dave Rittman</b>	<ul style="list-style-type: none"> <li>• New developments are changing Parkville</li> <li>• New residential areas don't view downtown as anything that needs to be done</li> <li>• Metamorphosing – what is it going to go to, how do we guide that</li> <li>• Location</li> </ul>
<b>Nan Johnston</b>	<ul style="list-style-type: none"> <li>• Progressive yet want to maintain that ambience</li> <li>• Have to be careful and deliberate</li> <li>• Opportunities</li> <li>• Awesome school district, low crime, amenities</li> <li>• Let's develop right because we don't have a choice</li> <li>• Not beige or plain</li> <li>• Think on our terms</li> <li>• Attitude</li> </ul>
<b>Tina Welch</b>	<ul style="list-style-type: none"> <li>• It's about when they drive through downtown; What makes this city Parkville is historic main street and the parks</li> <li>• Differences in all the neighborhoods</li> </ul>
<b>Doug Wylie</b>	<ul style="list-style-type: none"> <li>• Parks, friendly people, family events, and antiques</li> </ul>
<b>Bob Lock</b>	<ul style="list-style-type: none"> <li>• Park University</li> <li>• Downtown</li> <li>• Fabulous park system</li> <li>• Quality development—not selling out to big box</li> <li>• Character</li> <li>• Manage growth</li> </ul>
<b>Diane Driver</b>	<ul style="list-style-type: none"> <li>• Quality—of life, school district, main street,</li> </ul>

The board then identified the themes reflected throughout the comments. They said the Parkville brand encompassed:

- Quality
- Parks/trails
- Historic downtown
- Family events
- Schools
- Location
- Residential development

Upon further discussion, they noted that the one negative aspect of Parkville’s brand was infighting with the downtown property owners and misinformation.

### Parkville’s Progress

City Administrator Lauren Palmer provided a progress report regarding the goals established for 2016 and beyond. She focused on the following as identified in the July 2015 strategic planning workshop.

2016 Priorities
Identify areas to improve, such as low-water crossings in English Landing Park/Crooked Road
Regularly conduct a comprehensive capital needs assessment
Implement viable strategy to develop the Highway 45/I-435 Corridor
Finish English Landing Restrooms
Raise low-water crossing in English Landing Park
Construct trail around perimeter of dog park
Review and ensure proper package of basic services, assessing value and cost
Long-Term Priorities
Streamline process for codes, permits, licenses
Automate City functions
Develop maintenance standards
Create an economic development strategy
Create a stand-alone parks department
Increase staff resources to maintain all new park areas
Evaluate and implement new revenue sources
Assess the fee-for-service structure

Based on that report, the Board determined that identifying areas to improve, such as low water crossings and constructing the trail around the dog park, could be considered accomplished and no longer needed to be on the list. However, they also added other accomplishments to those cited by Ms. Palmer, specifically noting:

- The amount of quality information provided by staff
- Long-term financing strategies related to the NID delinquencies
- Water rate reduction
- Platte Landing Park
- Hiring staff and process in the Police Department
- Entryway project
- Demolishing blighted properties
- Audit
- Budgeting process and award recognition
- Staff credentialing and certifications
- Taking advantage of opportunities that are presented
- Eagle Scout projects in nature sanctuaries
- Road repair that is more visible, orderly, and focused
- Quik Trip development
- CID at 9 and 45
- Route 9 corridor study
- Route 45 corridor study
- Development code update
- Judicial foreclosure
- FEMA storm damage reimbursement

The Board then reflected on lessons learned over the past year.

- Staff focus is assisted by strategic planning sessions
- Financial capacity is necessary to achieve goals
- Budgeting process enabled issues to be addressed earlier
- Staff throughout the organization should understand the Board priorities
- Prioritization of issues is important so that the Board has ownership

### **Vision and Critical Success Factors**

The building blocks of Strategic Planning are a vision for the future, a clear mission for the organization that is executed with common values, and an understanding of the "Critical Success Factors," those things that must go well to achieve the vision.

In 2015, the Mayor and Board of Aldermen confirmed the vision statement and identified and defined the five factors critical to achieving the vision as follows.

**Vision Statement**

*Parkville will offer an exceptional quality of life for residents and visitors by embracing opportunities to enhance commerce and economic activity, while preserving the community's historic charm, attractive character and unique natural environments.*

**Critical Success Factors**

- Basic Services
- Infrastructure
- Economic Development
- Parks
- Finances

Upon discussion, the Board confirmed that that the five critical success factors as identified were still relevant and no changes were necessary. However, the Board also contemplated the definitions of these factors and made slight revisions to the definition of basic services. The revised definitions appear as follows.

<b>Basic Services</b>
Parkville will be a role model for delivery of City services and will meet citizens on their level with customer service that consistently exceeds expectations.
<b>Infrastructure</b>
Maintain existing infrastructure and construct new facilities that support safety, standards, and aesthetics, using cost efficient and best management practices while thinking strategically.
<b>Economic Development</b>
Parkville employs an economic development strategy that supports community and market needs, provides diverse quality development opportunities, makes strategic use of incentives, and encompasses all areas of the community.
<b>Parks</b>
Our parks are regionally recognized for diverse use and quality facilities that provide residents and visitors an outdoor destination. All neighborhoods will be connected by trail to each other, the City, and regional park systems.
<b>Finances</b>
Stable finances give us a road map for future priorities while guiding staff's allocation of time and resources. Although a finite resource, it emphasizes the need for quality economic development, serves as a positioning tool for strategic partnerships, and allows us to make decisions based on long-term cost efficiencies versus short-term responses.

### The Mayor and Board of Aldermen's Priorities

The conversation then turned to emerging issues. Each was given an opportunity to write on Post-it notes new initiatives to be considered. They, along with those initiatives identified last year but not yet accomplished, were then prioritized. Each of the nine members of the governing body was given one red dot, indicating the most pressing issues; six green dots, indicating initiatives of immediate import; and six yellow dots, indicating longer term priorities. The results of those exercises are in the tables below.

2017 Priorities
Implement a viable strategy to develop Highway 45/435 Corridor
Complete/Develop Platte Landing Park and Sports Fields
Improve streets and sewers
Complete/develop trails and connections
Regularly conduct a comprehensive capital needs assessment
Review and ensure proper package of basic services, assessing value and cost
Raise low water crossing at English Landing Park
Restrooms at English Landing Park
Long-Term Priorities
Automate City functions
Develop maintenance standards for city property
Create an economic development strategy in partnership with the EDC
Streamline process for codes, permits, licenses
Create a stand-alone parks department
Increase staff resources to maintain all new park areas
Evaluate and implement new revenue sources
Assess fee-for-structure services

*Note: Italicized items listed first in the tables are priorities identified for 2016 that the Board determined should remain as initiatives in 2017.*

Basic Services	Red	Green	Yellow
<i>Review and ensure proper package of basic services, assessing value and cost</i>			
<i>Automate City functions</i>			
Communication		2	3
Establish an approach and fill city attorney position	-	-	-
Police activity with residents/kids	-	-	1
Public restroom info center	-	1	1
Parkville history museum	-	2	1
Find a solution for police officer shortage	-	-	3
Consistency in communication and customer service response	-	-	-
Expand outreach through community programs and volunteers	-	-	1
Replace antiquated phone system at city hall	-	-	-
Retain and train current staff to prevent turnover and continue successes	-	-	-
Determine what the public deems as adequate basic services through a community survey	-	-	1
Develop a succession plan for operations division	-	-	-

Provide targeted training opportunities for support staff and laborers	-	-	-
Develop an emergency disaster program to respond during floods	-	-	1
Continuation of high standards for police, streets, and City Hall communication	-	-	1

<b>Infrastructure</b>	<b>Red</b>	<b>Green</b>	<b>Yellow</b>
<i>Regularly conduct a comprehensive capital needs assessment</i>			
<i>Develop maintenance standards for City property</i>			
Improve streets/sewers	-	8	4
Develop a plan for building maintenance and implement a plan for reserve study	-	-	-
Maintenance and revitalization for city owned property and infrastructure	-	-	-
Route 9 corridor study implementation	-	2	2
Flood control	-	1	-
Streetscape improvement project for Main Street	-	2	1
High speed internet/Google fiber	1	-	3
Develop a plan for sidewalk improvements with property owners	-	-	-
Develop a grease management plan	-	-	-

<b>Economic Development</b>	<b>Red</b>	<b>Green</b>	<b>Yellow</b>
<i>Implement viable strategy to develop Highway 45/435 Corridor</i>	8	1	
<i>Create an economic development strategy</i>			
<i>Streamline process for codes, permits, and licenses</i>			
Encourage downtown redevelopment	-	-	2
Better transparency, communication, and teamwork between staff and the Parkville EDC	-	-	-
Partner with Park University on development strategy for East Street from 1 <sup>st</sup> to 6 <sup>th</sup> streets	-	2	1
Foster development along 45 Highway	-	-	2
Flood control	-	-	1
Investigate emergency medical facility at 45/435	-	-	1
Greater emphasis on blighted areas	-	-	1
Develop local grant system where two or more property owners could apply to city to improve property	-	-	1

<b>Parks</b>	<b>Red</b>	<b>Green</b>	<b>Yellow</b>
<i>Create a standalone parks department</i>			
<i>Increase staff resources to maintain all new park areas</i>			
<i>Restrooms at English Landing Park</i>	-	2	2
Complete/develop Platte Landing Park and sports fields		6	1
Raise low water crossing at English Landing Park	-	-	-
Implement parks master plan	-	-	-
Protection of English Landing from river flooding	-	2	-

Promote park for functions to outside residents	-	-	1
Develop tree trimming/removal/planting plan for the parks	-	1	1
Revenue generation from existing park facilities	-	-	2
Expand visibility of park functions/assets through infrastructure and marketing	-	-	-
Add to the programming of our parks	-	-	2
Complete/develop trails and connections	-	6	5

<b>Finances</b>	<b>Red</b>	<b>Green</b>	<b>Yellow</b>
<i>Evaluate and implement new revenue sources</i>			
<i>Assess fee for structure services</i>			
Continue to improve budget process with quarterly planning	-	1	-
Use cost/benefit analysis to evaluate if projects and staff activities are achieving goals at a reasonable cost	-	-	-
Maintain fiscal responsibility. Continue to seek ways to reduce costs while maintaining existing or improved levels of service	-	-	-
Long-term strategic plan for emergency reserve	-	3	-
Implementation of audit recommendations	-	1	1
Half-cent capital improvement sales tax	-	1	-
Find additional private funding sources to build ball fields, encourage family foundations to contribute to pet projects	-	1	-
Stabilize financial risk for 45/435 while freeing revenue for infrastructure improvements	-	4	-
Continue seeking grant opportunities to leverage City funds and budget annually	-	3	1

The highest priority initiatives were then further defined. Board members were divided into small groups to identify the problem that needed to be solved and what success would look like once it was solved. The results of those discussions follow.

## Basic Services

### Review and ensure proper package of basic services, assessing value and cost

Problem: Need to maximize finite staff time and resources  
Success: Benchmarking other communities to find efficiencies and best practices  
Implement outsourcing as appropriate to supplement staff

### Automate City functions

Problem: 1. Paper-park-codes-events-sewer  
2. Complaint reporting  
3. Volunteer management  
Success: Program management software

### Communication

Problem: Communicate with residents who are not connected  
Success: Increase number of printed newsletters  
Online and printed "how-to city services" guide  
  
Problem: How do we connect with potential residents and businesses who do not know who we are?  
Success: Contract with the chamber, EDC, and MSPA to create a comprehensive marketing plan  
Increase Facebook exposure with paid ads; partnerships with business and nonprofits.

## Infrastructure

### Regularly conduct a comprehensive capital needs assessment

Problem: Develop a list of capital needs and prioritize with input from the public, staff, and board  
Determine available funds; schedule meetings with capital needs departments  
Success: Annual update of capital needs  
Functional/efficient operation of street, sewer/water, lights, parks  
Communicate plan to City, staff, and public

### Develop maintenance standards for city property

Problem: We tend to be reactionary with maintenance issues, which leads to deferred/major repairs and higher costs in the long term.  
Success: Regular, planned maintenance at a lower or at least more predictable cost  
Manage and communicate public expectations

### Improve streets/sewers

Problem: Constantly playing catch up (reactive)  
Success: Scheduled maintenance prior to required maintenance (failure)  
Increased funding that better reflects the city's priorities  
Less dependence on emergency allocation funds  
Fewer customer service complaints about infrastructure  
Enhanced perception of city staff and infrastructure

## Economic Development

### Implement viable strategy to develop Highway 45/435 Corridor

- Problem: Undeveloped for 10 years since NID financing  
Debt liability on the City as area remains undeveloped
- Success: Solicitation and responses to RFPs from prospective developers  
Flexible to all ideas  
Open to reasonable incentives  
Eliminate financial exposure by the City

### Create an economic development strategy in cooperation with the Parkville EDC

- Problem: Develop a list of key priorities  
Vet the listing  
Acceptability and buy-in
- Success: Current and future viability  
Consistent with long-term city goals  
Nurture future development

### Streamline process for codes, permits, and licenses

- Problem: Learn/create all needed codes  
Current processes are too manual/inconsistent  
Personnel involved in various processes  
Determining risks
- Success: Identify all codes/permits/licenses used in past year  
Consistent product to end user without excess time required of staff  
Efficient flow of personnel and automated resources  
Mitigating risk

## Parks

### Create a stand-alone parks department

- Problem: With additional amenities, we will exceed staff capacity, jeopardizing quality and shifting priorities  
Define the department and staff needs  
Identify funding needs and sources  
Evaluate user fee structure
- Success: Full-time coordinator (event organizer)  
Marketing campaign (promote amenities)  
Full usage of fields/amenities  
Additional amenities (soccer, tennis, pickle ball)  
Automated reservation system

### Increase staff resources to maintain all new park areas

- Problem: Park growth; wetlands, sports fields, recreational programming
- Success: New staffing structure

Complete/develop Platte Landing Park and Sports Fields

Problem: Lack of sports fields to meet community recreation needs  
Success: Draw potential customers downtown  
Amenity – particularly for families with kids  
Revenue stream to offset maintenance

Raise low water crossing at English Landing Park

Problem: Access to park even during high water  
Success: Funded through cooperation with other government agencies  
Make it match aesthetic of park  
Accessible for everyone  
New access point to park?  
Additional entry to park from Riverside trail

Restrooms at English Landing Park

Problem: Significant upgrades needed  
Success: Short-term improvements: functionality, cleanliness, odor, handicap accessibility, changing table, mirror  
Long-term improvements, exterior aesthetics

Complete/develop trails and connections

- Interconnected trail system to other communities
- Separation of walking/bike trails
- Additional ways to access Parkville
- Expand into neighborhoods
- Find funding mechanisms to meet needs to what we choose
- ROW access

## Finances

Evaluate and implement new revenue sources

Problem: Missed opportunities  
Success: Research for all areas of the city – parks, public works, community development, special events, business licenses  
9 Highway CID implementation  
FEMA reimbursements

Assess fee-for-structure services

Problem: Get enough income to pay for services provided  
Success: Consistent, structured outline of changes reviewed at least annually and make changes as needed  
Analyze what we spend to cover the costs  
Determine what services to charge for

**Next Steps**

A complete summary of the Board's discussion will be prepared. Ms. Gentrup recommended that it be formally accepted by the Board to provide policy direction to the staff.

**Adjourn**

The meeting adjourned at 4:15 p.m.

## **Attachment A: Agenda**

## City of Parkville Strategic Planning Work Session

**8:30 a.m. – 4 p.m.**  
**July 18, 2016**  
**Park University**  
**Commercial Underground – Park Distance Learning (PDL)**  
**Parkville, Missouri**

Continental breakfast will be available at 8 a.m. The session will begin promptly at 8:30 a.m.

Immediately following the work session, an informal social gathering will be held at Strong Vodka in the Park Commercial Underground.

### Retreat Goals

- Refine Parkville’s Strategic Priorities
- Identify specific initiatives the governing body would like to advance for the 2017 budget year and beyond
- Strengthen the working relationships between and among members of the governing body

### Preparation

Mayor and Aldermen: Please come prepared to share an “opening statement” that includes the following:

- I serve my community on this governing body because...
- What I enjoy most about being on this governing body is...
- What frustrates me most about the process of governing is...
- What I contribute to the decision making process of the Board of Aldermen is...
- I think this governing body does \_\_\_\_\_ extremely well.
- I think this governing body could do a better job of \_\_\_\_\_.
- In the coming year I plan to \_\_\_\_\_, to help make this governing body be an (even more) effective body.

### Introductions

- Welcome and Introductions
- Agenda Review
- Norms and Expectations for the retreat

*Agenda Item Outcome: Create a safe environment for honest exchange of ideas.*

### Opening Remarks

The Mayor and Aldermen will share reflections on participating as a member of the governing body.

*Agenda Item Outcome: Set the stage for a productive time together*

### **Parkville's Brand**

What is Parkville's brand and what is the governing body's role in protecting it?

- What are we known for?
- How do we as a body protect the brand?
- What does each individual do to protect the brand and how can they improve?

*Agenda Item Outcome: Commit to Parkville's brand and our role in maintaining it.*

### **Parkville's Progress**

City Administrator Lauren Palmer will provide a progress report regarding the goals established for 2016.

*Agenda Item Outcome: Understand the current environment in which the City of Parkville is operating*

### **Vision and Critical Success Factors**

The building blocks of Strategic Planning are a vision for the future, a clear mission for the organization that is executed with common values, and an understanding of the "Critical Success Factors," those things that must go well to achieve the vision. The vision is best articulated by the governing body, the mission statement (who we are, what we do and how we do it) works best when owned by the organization, and values are often a shared statement between the governing body and the organization.

Last year, the Mayor and Board of Aldermen confirmed the vision statement and identified and defined the five critical factors critical to achieving the vision. They appear on the following page.

#### **Vision Statement**

*Parkville will offer an exceptional quality of life for residents and visitors by embracing opportunities to enhance commerce and economic activity, while preserving the community's historic charm, attractive character and unique natural environments.*

#### **Critical Success Factors**

Basic Services  
Infrastructure  
Economic Development  
Parks  
Finances

*Agenda Item Outcome: Review the critical success factors, determine whether revisions to the list of factors is necessary and refine current language regarding their definition.*

### **The Mayor and Board of Aldermen's Priorities**

- Given the Critical Success Factors that have been refined, what priority policy issues ensure the City moves in the right direction?
- Generate and agree on what this governing body would like to accomplish - including a clear understanding of the problem to be solved and "what success looks like" when it has been achieved.

*Agenda Item Outcome: Identify the priority goals for 2017-2021.*

### **Next Steps**

Identify what support the Mayor and Board of Aldermen need from staff to maintain focus on their priority issues.

*Agenda Item Outcome: Clarity regarding the path forward*

### **Parting Thoughts/Adjourn**

As the retreat comes to a close, each participant will be asked to share a parting thought on how they feel about the work done during the retreat.

## **Attachment B: Opening Statements**

Elected Official	I serve my community on this governing body because...	Enjoy most; frustrates me	What I contribute to the decision making process	What the board does well and where it could do a better job	To help the Board be more effective, I plan to...
<b>Nan Johnston</b>	Make a difference and plan for future	Learning new things, collaborating; difference skill sets and opinions; beautiful; large enough for professional staff but smaller without big city issues; Frustrated by length of time to make progress; public suspicion	Getting out in community and metro area. It's not what you know but who you know. Relay information to the board	Analyze process and procedures Get out of the weeds on some things	Do a better job of communicating
<b>Dave Rittman</b>	See full text following this table.				
<b>Jim Werner</b>	It's a responsibility; "graduated" from CLARB	Enjoy the aldermen and the staff; Frustrated by amount of time it takes to get things done	Strive to contribute balance; sometimes weigh in more quickly than had been my intent	The governing body debates well; we are professional and try to be objective. Board could reach out more	Outreach; Lend thoughts and skills to the decision making process

Elected Official	I serve my community on this governing body because...	Enjoy most; frustrates me	What I contribute to the decision making process	What the board does well and where it could do a better job	To help the Board be more effective, I plan to...
<b>Diane Driver</b>	Responsibility; "graduated" from CLARB	Results, learning process; frustrated by the amount of time and the money; sometimes held by own bureaucracy	Viewpoint	Agreeing to agree; I like who we are; Do a better job in seeing flexible solutions	Be "yes and" rather than "yes but"
<b>Doug Wylie</b>	Contribute to Parkville's continued success	Talking through issues and reaching consensus; frustration is about moving slowly although I understand why	Provide focus on basic services while looking for long-term community benefits	Makes best decisions and best fits but it just takes more time	Help more, work on long-term solutions as well as adding voice
<b>Bob Lock</b>	Served on P&Z and it was time to "graduate;" felt had something to give	Advancing the community; working from a positive perspective; impressed with city officials have in place; frustration is that it takes time	Business owner and accounting background	Impressed by the respect that board members have of one another; at end there is consensus; haven't been here long enough to know where we are failing	Better accounting controls and the financial operations
<b>Marc</b>	Originally to make a	Hearing different	Share honest and	Works well together;	Spending more time

Elected Official	I serve my community on this governing body because...	Enjoy most; frustrates me	What I contribute to the decision making process	What the board does well and where it could do a better job	To help the Board be more effective, I plan to...
<b>Sportsman</b>	difference; hoping can help participate in shaping the city's future for the good; still true today	perspectives, especially this board as compared with other boards; frustration comes from time it takes to move ball forward	open opinion without consequences; good leadership skills, expectations and benefits from having those skills	could be more fiscally conservative; believe there is extreme threat on the west side of town	with CLARB and the finance committee
<b>Tina Welch</b>	Truly love Parkville; strong connection to main street and the parks	Frustration is the process and the time	Look at things a different way; look at more fundraising; would like to feel more comfortable, bring fresh ideas and new energy; respect and trust is so important; think outside the box	Confident in everyone's ability; not sure what could do a better job of	Give more input and fresh ideas
<b>Greg Plumb</b>	Service is the culture of my family; feel have an obligation because am getting paid	The people; good working with old friends as well as new ones; Uninformed people are frustrating but that has improved	Don't have a lot of set ideas about things; only want to make a better place to live; excited about possibility of connecting trail to Riverside	Communicating with each other; know where everyone stands; we need a variety of perspectives	Be more responsive

**Dave Rittman**  
**Parkville Strategic Planning Workshop Opening Statement**  
**July 18, 2016**

**Introduction – Thank you**

Good morning. I appreciate the opportunity to be here with you all this morning to help review and develop the ongoing planning for the City over the next year. Our City is growing, and how we collectively manage this growth and plan for the future will leave a legacy for years to come. The question is in what direction we use our influence, skill sets, City funds, and staff toward achievement of the long term vision the Board has approved in the past, and in what direction should any needed adjustments be made to accomplish those goals. Said simply, who are we, how do we envision the City 10 years from now, 20 years from now...and how do we get there? Are we going to be a premium small community, or just another non-descript City without the character and ambience our vision statement makes reference to?

**Involvement**

For myself, I have been involved with the City for a number of years with the personal mindset to make a difference...to assist in the achievement of the City's long term objectives and to assist to guide the day-to-day tasks that lead up to the achievement of the City's long term vision. I don't believe one can live in a City and not contribute back to it. I view myself as a community volunteer working in a team environment on City-wide needs and tasks, rather than a political participant just representing my local Ward.

**The process of governing**

Being able to contribute in whatever ways possible toward the success of the City and achieving its ambience and operational needs is most important to me. Thus working with all the other Alderman, Mayor, and City staff to make that happen is what I appreciate and enjoy the most. Sometimes the complexity of the process and the time that takes does take a toll on us all. Trying to make the available funds and assets stretch around to do all that is desired, or needed is a struggle, of course. Being able to maintain our existing infrastructure (roads, the sewer system, City vehicles, City assets, sidewalks, etc.) to a quality standard is a high priority for me, as the deferred maintenance that I recognize needed to be done during the recession has become quite apparent. While we are making recent progress, there is much more to do along the lines of really catching up near term.

**Skill Sets & Contributions**

All the elected officers bring their own skill sets, professionalism, and experiences to the Board. From my perspective, strategic, marketing, and financial planning at both the staff and operational levels in multi major corporate settings gives me a perspective of experience that I draw on to assist the City as appropriate. Having to make a weekly payroll for the various entities I am involved with makes me sensitive to what works and what doesn't work in terms of business strategies and policies, and my commercial development experiences in the past have given me solid insight to some of the City's own development challenges and opportunities. Being first elected to the Board in 1996 – and while we all keep learning new things forever, a lot of learning experience and expertise has assimilated with this length of service.

**What works and what doesn't**

The City does so many things right that it is hard to summarize them in one brief paragraph. However the staff can be proud of the quality of employees, the depth of analysis they provide, and the dedication to getting the job done. We really are blessed to have some highly talented people within the City's organization. From the Board perspective, ensuring we don't micro manage a task, or talk something to death when we have the quality of staff that we do is important...leaving room for them to do their jobs. The same criteria could be applied to financial planning – looking at finding a way to make things happen rather than finding a way not to do

something. I believe in very prudent solid financial responsibility...but with the cash reserves well above the State recommended maximum, and solutions to some old challenges out at I-435 and Rt. 45 starting to shape up, bringing our very visible maintenance deferred infrastructure to more current status is to me more important than continuing the prior trends of building reserves to even higher levels.

**My commitment for the next year**

While I am employed full time and travel out of town extensively for work, with an anticipation of not having to be gone on business as much as I had been in recent years, I look forward to being more involved and active with the needs of the City. Being available is a key criteria toward making a difference, and I look forward to assisting as my schedule permits.

## **CITY OF PARKVILLE**

### **Policy Report**

Date: August 10, 2016

PREPARED BY:

Alysen Abel  
Public Works Director

REVIEWED BY:

Lauren Palmer  
City Administrator

ISSUE:

Authorize staff to submit two applications for a Traffic Engineering Assistance Program (TEAP) Grant to the Missouri Department of Transportation (MoDOT).

BACKGROUND:

Each year, the Missouri Department of Transportation (MoDOT) provides funding to Local Public Agencies (LPAs) for engineering assistance for studying traffic safety or operational issues through the Traffic Engineering Assistance Program (TEAP). The purpose of the grant funding is to provide funds to small municipalities that have neither the funds available nor the traffic engineering expertise to perform these studies. MoDOT will fund 80% of the TEAP study up to a maximum of \$8,000, with the local agency providing the 20% match.

The City has identified two areas that would benefit from additional traffic analysis. The first priority area is Lewis Street, south of Highway 45. The second priority area is at the intersection of South National Drive, NW River Hills Road, and north of Crooked Road.

The first area is located on Lewis Street, south of the Highway 45 intersection, between the Price Chopper and Walgreens. An aerial view of the location can be seen in Attachment 1. The location of the access is within the influence of the northbound left turn lane of Lewis Street. With the assistance provided in the TEAP study, the City can find a safe alternative. There are several vehicles that use this access when leaving Graden Elementary to travel eastbound on Hwy 45. The City submitted this application last year but a TEAP grant was not awarded. Staff is planning to make several improvements to the application based on the feedback received in the selection process.

The second area is South National Drive, north of the intersection of Crooked Road and South National Drive/River Hills Drive. An aerial view of the location can be seen in Attachment 2. At the request of neighbors in the River Hills subdivision, this location was previously studied for a four-way stop in 2013. At that time, a four-way stop was not warranted at the intersection. The Board made a commitment to the residents that there would be an additional study of the area with future build-out. With the assistance provided in the TEAP study, the City can evaluate this intersection again. Staff recommends expanding the study area to include the three-way intersection north of Crooked Road on South National Drive.

MoDOT requires that the local agency use one of the consultants on its approved consultant list. The three traffic consultants that the City currently has on-call traffic services contracts with are all on the approved consultant list.

Staff previously worked with Affinis Corporation on the TEAP submittal in 2015 for the Lewis Street study. Staff recommends that Affinis assist with the Lewis Street Study in 2016. TranSystems performed the original traffic study at the intersection of Crooked Road, NW River Hills Dr., and South National Drive. Staff recommends that TranSystems assist with the South National Drive Study.

**BUDGET IMPACT:**

The 2016 Budget includes \$35,000 for Engineering and Planning fees (line item 515-08-03-00). The current balance of this line item is over \$30,000. There is money available in the budget to provide the local match for both projects, if awarded. Based on the current trends, staff does not anticipate exceeding this budget line item.

**ALTERNATIVES:**

1. Authorize staff to submit two TEAP grant applications to MoDOT for the Lewis Street Traffic Study (Priority 1) and the South National Drive Traffic Study (Priority 2).
2. Direct staff to consider an alternative location for the TEAP grant request.
3. Do not submit the TEAP grant request.
4. Postpone the item.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Aldermen authorize staff to submit the two applications to MoDOT for a TEAP Grant. The first priority area is recommended for the Lewis Street Study and the second priority area is recommended for the South National Drive Study.

**POLICY:**

Although the local match amount is within the purchasing authority of the City Administrator, staff seeks the support from the Board of Aldermen prior to submitting the grant application.

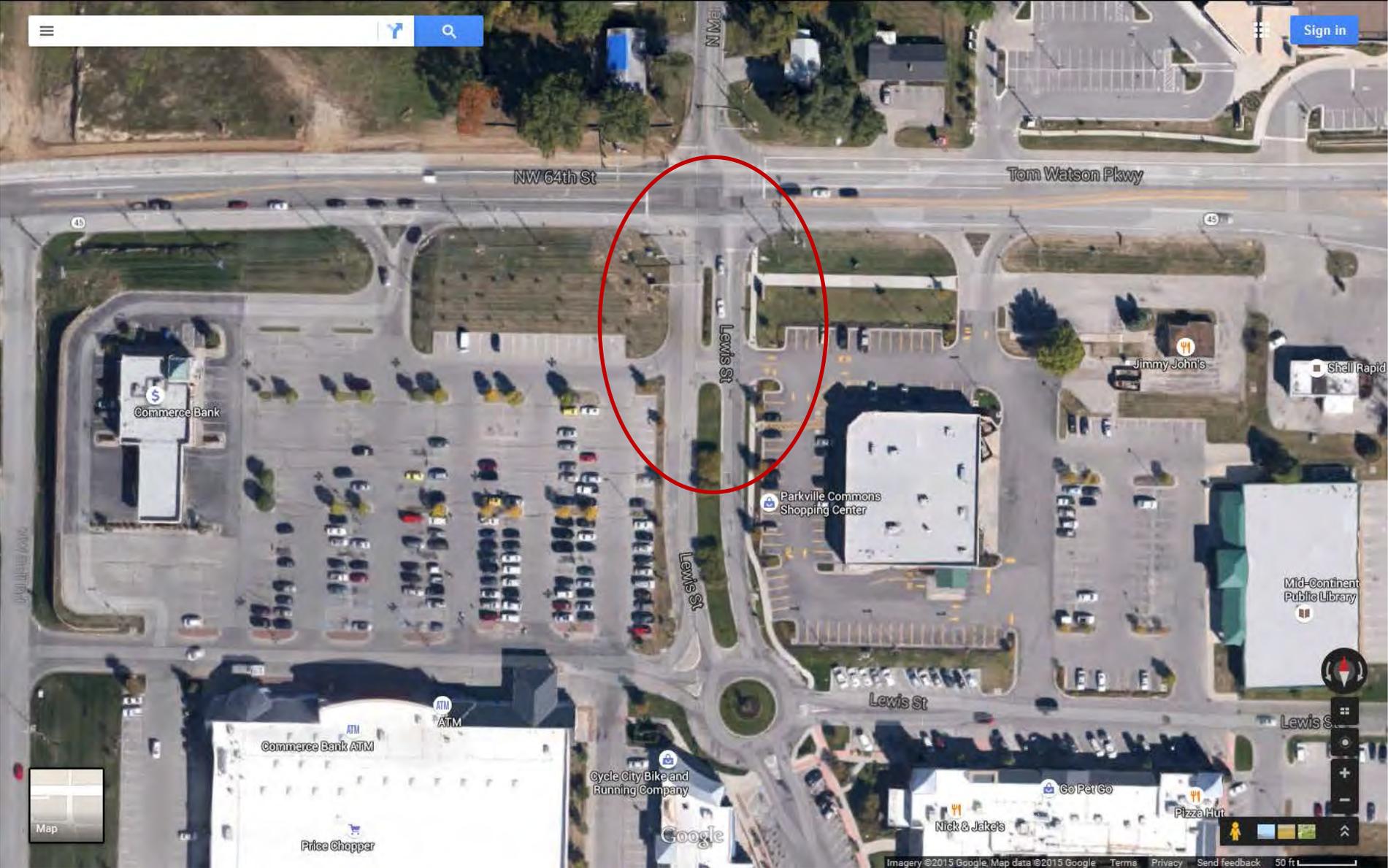
**SUGGESTED MOTION:**

I move to authorize staff to prepare and submit the two applications for the TEAP grant application to MoDOT for the Lewis Street Traffic Study and the South National Drive Traffic Study.

**ATTACHMENTS:**

1. Aerial Map – Lewis Street Traffic Study Area
2. Aerial Map – South National Drive Traffic Study Area

# Lewis Street Study Area





## **CITY OF PARKVILLE**

### **Policy Report**

Date: Monday, August 9, 2016

Prepared By:  
Alysen Abel  
Public Works Director

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Approve a cooperative agreement with Platte County for the roadway improvements to N. Crooked Road and NW 76<sup>th</sup> Street.

BACKGROUND:

In June 2016, Platte County Public Works and Parkville Special Road District began construction on the North Crooked Road Bridge, north of the Parkville city limits. The bridge construction was completed in early August and the roadway is open to traffic. With that construction, the County planned to mill and overlay approximately 250 feet of N. Crooked Road, northwest of the city limits to the bridge.

As part of the street maintenance program, the City plans to mill and overlay N. Crooked Road, north of Hwy 45 to the city limits, which is approximately 1,100 feet of roadway. This work was previously included in the construction agreement with Tandem Paving.

The City is responsible for the maintenance of approximately 3,150 feet of roadway on NW 76<sup>th</sup> Street. Although the roadway only serves a few Parkville residents, staff recommends this road for improvements based on the overall condition of the roadway as well as the County's plans for future improvements to the bridge on NW 76<sup>th</sup> Street. Previously, staff considered partnering with Platte County on the NW 76<sup>th</sup> Street roadway improvement to save money on contractor mobilization. There is approximately 750 feet west of the city limits that would be recommended for mill and overlay. Staff recommends stopping the improvements at the last driveway on NW 76<sup>th</sup> Street since there is a low volume of traffic that uses the remaining roadway to access the cemetery and farm to the north.

The cost for the County to mill and overlay its portion of N. Crooked Road from the city limits to the bridge was high due to the mobilization costs for a subcontractor to complete the small amount of asphalt work. Platte County reached out to the City to inquire about using the City's unit pricing for the mill and overlay work with Tandem Paving.

After some discussion, the City and County staff developed a plan to perform street maintenance for both N. Crooked Road and NW 76<sup>th</sup> Street. The proposal includes (1) Parkville performing the County's portion of N. Crooked Road, which is approximately 275 feet; and (2) Platte County performing the City's portion of NW 76<sup>th</sup> Street, which is approximately 750 feet. Although the lengths of the two segments are not equal, both City and County staff agree that this is a fair trade. The character of both roadways varies in width, as well as milling and asphalt needs. The overall costs should be similar.

Platte County will be presenting this item to its County Commissioners on Monday, August 15<sup>th</sup> for approval. Since these meetings are running concurrently, staff is requesting authorization to finalize the agreement upon approval from both the Platte County Commissioners and the Parkville Board of Aldermen. If approved, the contractor can begin work starting Monday, August 22<sup>nd</sup>.

**BUDGET IMPACT:**

Based on staff's calculations, the improvements to the County portion of Crooked Road would cost approximately \$6,000. Due to some conservative cost estimates, the City has capacity in the existing contract with Tandem Paving to perform this additional work.

**ALTERNATIVES:**

1. Recommend that the Board of Aldermen approve the cooperative agreement with Platte County for the roadway improvements to N. Crooked Road and NW 76<sup>th</sup> Street.
2. Direct staff to negotiate changes to the agreement to meet the desires of the Board of Aldermen.
3. Postpone the item.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Aldermen authorize staff to finalize the cooperative agreement between Parkville and Platte County that outlines the fair trade for the roadway improvements to N. Crooked Road and NW 76<sup>th</sup> Street.

**POLICY:**

As the cooperative agreement outlines, the City and County will exchange the roadway improvements, without financial contributions from the other party. The Board of Aldermen is asked to approve the cooperative agreement for the fair trade of the roadway improvements.

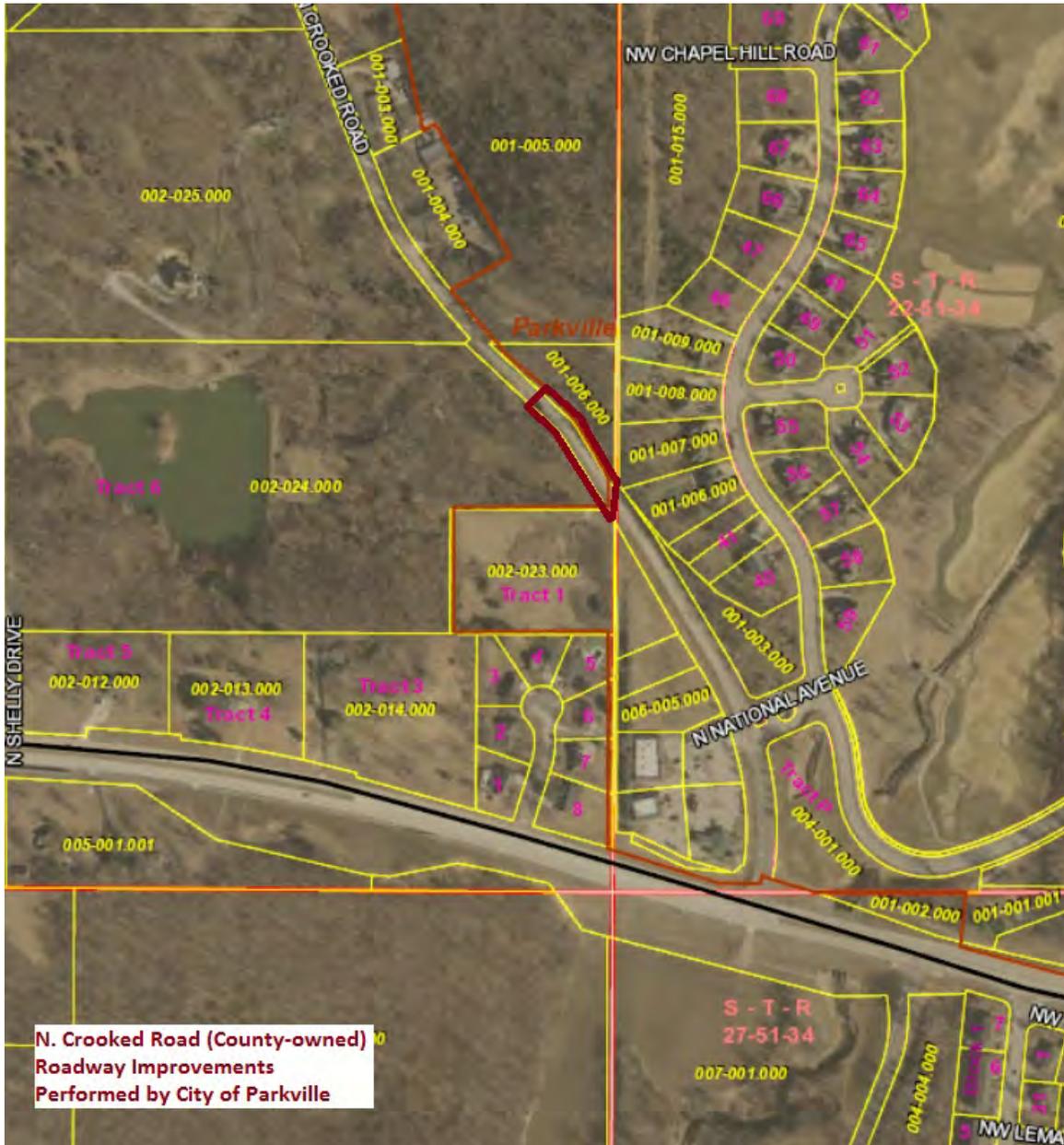
**SUGGESTED MOTION:**

I move to authorize staff to finalize the cooperative agreement with Platte County for the roadway improvements to N. Crooked Road and NW 76<sup>th</sup> Street, as outlined by staff.

**ATTACHMENTS:**

1. N. Crooked Road Map
2. NW 76<sup>th</sup> Street Map
3. Draft Agreement

# North Crooked Road



NW 76th Street



# ***DRAFT***

## **COOPERATIVE AGREEMENT** **Between the** **County of Platte and the City of Parkville for** **Roadway Improvements to N. Crooked Road and NW 76<sup>th</sup> Street**

This Cooperative Agreement (“Agreement”), made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, is by and between Platte County, Missouri (“COUNTY”), a county of the first classification; and the City of Parkville, a municipality of the fourth classification (“CITY”); and

WHEREAS, the CITY and COUNTY, each have ownership and/or maintenance responsibilities for portions of N. Crooked Road and NW 76<sup>th</sup> Street in Platte County; and

WHEREAS, a section of N. Crooked Road has portions within the CITY and COUNTY north of 45 Highway, as identified on Exhibit A, attached hereto and incorporated by reference, is in need of roadway maintenance and pavement marking; and

WHEREAS, a section of NW 76<sup>th</sup> Street has portions within the CITY and COUNTY east of Interstate 435, as identified on Exhibit B, attached hereto and incorporated by reference, is in need of roadway maintenance; and

WHEREAS, the CITY and COUNTY intend to cooperate with respect to the construction and cost of the improvements to N. Crooked Road and NW 76<sup>th</sup> Street identified on Exhibits A and B (the PROJECT).

WHEREAS, the CITY and COUNTY shall utilize the standards for pavement marking and roadway maintenance in accordance with the current APWA, AASHTO, MUTCD, COUNTY and CITY regulations; and

WHEREAS, this cooperative agreement is entered into between the parties for the purposes of outlining the parties' obligations, rights, and duties relating to "the Project".

NOW, THEREFORE, in consideration of the promises and of the agreements set forth hereinafter, the CITY and COUNTY agree as follows:

1. COUNTY commitments. The COUNTY shall provide the following services and materials:
  - a. Provide the CITY with a copy of the contractors insurance certificate with the CITY named as additionally insured with limits of \$1 million and \$2 million.
  - b. Provide management of the construction contract for the NW 76<sup>th</sup> Street project, which includes, but is not limited to: advertising, distribution of plans, bidding and awarding the construction contract, pre-bid conferences, pay estimates, daily inspections and reporting.
  - c. Report on a routine basis to the CITY with a description of the current status of the Project construction.
  - d. Upon final completion of the N. Crooked Road and NW 76<sup>th</sup> Street projects, accept those portions of the public improvements within its' right of way and assume all future maintenance.
  - e. Provide funding for the NW 76<sup>th</sup> Street project.

2. CITY commitments. The CITY shall provide the following services and materials:
  - a. Provide the COUNTY with a copy of the contractors insurance certificate with the COUNTY named as additionally insured with limits of \$1 million and \$2 million.
  - b. Provide management of the construction contract for the N. Crooked Road project, which includes, but is not limited to: advertising, distribution of plans, bidding and awarding the construction contract, pre-bid conferences, pay estimates, daily inspections and reporting.
  - c. Report on a routine basis to the COUNTY with a description of the current status of the Project construction.
  - d. Upon final completion of the N. Crooked Road and NW 76<sup>th</sup> Street projects, accept those portions of the public improvements within its' right of way and assume all future maintenance.
  - e. Provide funding for the N. Crooked Road project.
3. Commitment of Resources.
  - a. The total cost of the project shall consist of two separate costs, which are the construction costs for (1) N. Crooked Road and (2) NW 76<sup>th</sup> Street. The construction costs shall include the actual costs to construct the improvements and any other ancillary expenses related to the construction of the Project. The construction costs shall be outlined in a Construction Contract between the CITY and the successful bidder for the N. Crooked Road project; and between the COUNTY and the successful bidder for the NW 76<sup>th</sup> Street project.

5. General.

- a. **Term.** This Agreement shall remain in effect until amended or terminated by written agreement of the parties. The Agreement may be amended at any time by mutual written agreement. The Agreement may be terminated by any of the parties by giving the other party no less than ninety (90) days written notice of intent to terminate the Agreement.
- b. **Other Terms or Verbal Contracts.** This Agreement constitutes the entire agreement among the parties. Terms not specifically set out herein including without limitation any verbal agreement or conversation with any officer, official, agent or employee of the CITY and the COUNTY, either before or after the execution of the Agreement, shall not modify or add to the obligations contained in this document. Any such purported term, verbal contract, or conversation shall in no way be binding upon the CITY or the COUNTY.
- c. **Notice.** Any notice provided for under this Agreement shall be in writing and shall be sent by registered or certified mail to the parties at the addresses shown below or by electronic facsimile transmission to the telephone numbers shown below. Any notice mailed in accordance with this paragraph shall be conclusively presumed to be delivered on the second day after mailing; or if by facsimile on the date transmitted. Other notice, whether actual or presumed, and whether received or not, shall be of no force or effect.

Notices to the CITY shall be mailed to:

City Administrator  
8880 Clark Avenue  
Parkville, Missouri 64152  
Fax: (816) 741-7676

Notices to the COUNTY shall be mailed to:

Greg Sager  
Director of Public Works  
15955 Hwy 273  
Platte City, MO 64079  
Fax: (816) 858-2223

- d. **Severability.** In the event that any provision of this Agreement is found by a court of competent jurisdiction to be unconstitutional or unlawful, the remaining provisions of this Agreement shall be valid unless the court finds the valid provisions of this Agreement are so essentially and inseparably connected with and so dependent upon the invalid provisions that it cannot be presumed that the parties to this Agreement could have included the valid provisions without the invalid provisions; or unless the court finds that the valid provisions, standing alone, are incapable of being performed in accordance with the intentions of the parties.
- e. **Amendment and Modification.** No amendment, modification, supplement, termination, consent or waiver of any provision of this Agreement, nor consent to any departure therefrom, will in any event be effective unless the same is in writing and is signed by the parties against whom enforcement of the same is sought. Any waiver of any provision of this Agreement and any consent to any departure from the terms of any provision of this Agreement is to be effective only in the specific instance and for the specific purpose for which given.
- f. **Captions.** Captions contained in this Agreement have been inserted herein only as a matter of convenience and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

- g. **Counterparts.** This Agreement may be executed by the parties via separate signatory counterparts, and all such counterparts so executed constitute one agreement binding on the parties notwithstanding that the parties are not signatories to the same counterpart.
- h. **Failure or Delay.** Neither failure nor delay on the part of any party to exercise, and no delay in exercising, any right, power or privilege hereunder operates as a waiver thereof; neither a single or partial exercise of any right, power or privilege hereunder precludes any other or further exercise thereof, or the exercise of any other right, power, or privilege. No additional notice to or demand on any party shall in any case entitle such party to any other or further such notice or demand in similar or other circumstances unless specially required hereunder.
- i. **Further Assurances.** The parties will execute and deliver such further documents and do such further acts and things as may be required to carry out the intent and purpose of this Agreement.
- j. **Governing Law and Venue.** This Agreement and the rights and obligations of the parties hereunder are to be governed by and construed and interpreted in accordance with the laws of the State of Missouri applicable to contracts made and to be performed wholly within Missouri, without regard to choice or conflict of law rules. In addition, it is agreed by the parties that any action at law, suit in equity or other judicial proceeding to enforce or construe this Agreement or respecting its alleged breach shall be instituted only in the Circuit Court of Platte County, Missouri.
- k. **Successors and Assigns.** All provisions of this Agreement are binding upon, inure to the benefit of and are enforceable by or against the parties and their respective successors and assigns.

1. **Third-Party Beneficiary.** This Agreement is solely for the benefit of the parties and their respective successors and permitted assigns, and no other person has any right, benefit, priority or interest under or because of the existence of this Agreement. No officer, official, employee or agent of the CITY or the COUNTY shall be personally responsible for any liability arising under or growing out of this Agreement or operations of the CITY or the COUNTY under the terms of the Agreement.

DRAFT

**IN WITNESS WHEREOF**, the CITY and the COUNTY for themselves, and their successors and assigns, have executed this Agreement as of the day and year first above written.

**CITY OF PARKVILLE, MISSOURI**

\_\_\_\_\_  
Nanette K. Johnston, Mayor

Attest:

\_\_\_\_\_  
Melissa McChesney, City Clerk

**PLATTE COUNTY, MISSOURI**

\_\_\_\_\_  
Ronald Schieber, Presiding Commissioner

Attest:

\_\_\_\_\_  
Nancy Armstrong, County Clerk