



BOARD OF ALDERMEN
Regular Meeting Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, September 15, 2015 7:00 pm
City Hall Boardroom

Next numbers: Bill No. 2850 / Ord. No. 2820

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 September 1, 2015 regular meeting
- B. Receive and file the August Municipal Court Report
- C. Receive and file the financial report for the month ending August 31, 2015
- D. Receive and file the crime statistics for January through July 2015
- E. Approve Resolution No. 09-02-15 employing Eric Pils as full-time laborer for the Streets Division of the Public Works Department
- F. Approve Resolution No. 09-03-15 adopting the 2015 Mid-America Regional Council Regional Multi-Hazard Mitigation Plan
- G. Authorize staff to prepare and submit an application for the Hazard Mitigation Grant Program to the State of Missouri Emergency Management Agency for the low-water bridge crossing in English Landing Park
- H. Declare two Public Works trucks and equipment as surplus equipment and authorize staff to auction them through KCI Auto Auction
- I. Approve accounts payable from August 27 to September 9, 2015

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

5. ACTION AGENDA

- A. Approve Resolution No. 09-04-15 to express intent to use economic development incentives to promote appropriate development in the Brush Creek Drainage and Brink Meyer Neighborhood Improvement Districts (Administration)
- B. Approve the first reading of an ordinance amending Parkville Municipal Code Chapter 400 to define retail uses and Chapter 442 restricting ground floor uses on Main Street between the railroad tracks to

the south and 2nd Street to the north – Case PZ15-26; City of Parkville Community Development Department, applicant (Community Development)

6. STAFF UPDATES ON ACTIVITIES

- A. Administration
 - 1. Route 9 Downtown Entryway Project
- B. Community Development
 - 1. Cider Mill Ridge 6th Plat
- C. Public Works
 - 1. English Landing Park Restroom Project
 - 2. Eastside Pump Station Decommission
 - 3. Time Capsule

7. COMMITTEE REPORTS & MISCELLANEOUS ITEMS FROM THE BOARD

8. ADJOURN

General Agenda Notes:

The agenda closed at noon on September 10, 2015. 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 September 15, 2015.

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, September 1, 2015, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Kari Lamer	- present
Ward 1 Alderman Diane Driver	- present
Ward 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- absent with prior notice
Ward 3 Alderman David Jones	- present
Ward 3 Alderman Douglas Wylie	- present
Ward 4 Alderman Marc Sportsman	- present
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
Sean Ackerson, Assistant City Administrator/Community Development Director
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Matthew Chapman, Human Resources/Finance Director
Tim Blakeslee, Assistant to the City Administrator
Kevin Humiston, Municipal Court Judge

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

2. CITIZEN INPUT

A. Presentation of Park University 140th Anniversary Pins

Laurie McCormack, Park University, presented lapel pins to the mayor and aldermen celebrating the university's 140th anniversary in 2015.

3. MAYOR'S REPORT

A. Recognition for Human Resources/Finance Director Matthew Chapman for certification as an International Public Management Association Certified Management Professional

City Administrator Lauren Palmer recognized Matthew Chapman for receiving his International Public Management Association (IPMA) certification and noted it was the only association with certification for public sector agencies. Chapman started working for the City in 2012 as the Collector and took on Human Resources duties. He led the property liability and workers' compensation renewal, updated the salary survey and salary comparisons, led the health insurance renewals and a provider change, and worked with staff to update job descriptions. Palmer congratulated Chapman and thanked the mayor and board for supporting staff professional development.

B. Approve the appointment of Robert Stuteville to the Community Land and Recreation Board through May 2016

Mayor Johnston stated the appointment was to fill a position previously held by Chris Cardwell.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE APPOINTMENT OF ROBERT STUTEVILLE TO THE COMMUNITY LAND AND RECREATION BOARD THROUGH MAY 2016. ALL AYES; MOTION PASSED 7-0.

4. CONSENT AGENDA

- A. Approve the minutes for the August 4, 2015 work session
- B. Approve the minutes for the August 18, 2015 regular meeting
- C. Receive and file the July sewer report
- D. Authorize staff to finalize and the Mayor to execute Amendment No. 1 to the cooperative agreement with Park University related to street lights for the Route 9 Downtown Entryway Beautification Project
- E. Approve memorandums of agreement with Park University to conduct annual supervised deer and permit hunts
- F. Approve Resolution No. 09-01-15 employing Kyle Hillhouse as a seasonal full-time laborer for the Parks Division of the Public Works Department
- G. Approve a contract with Irvinbilt Constructors for Pinecrest Pump Station wet well repairs
- H. Approve the purchase of salt and sand from Dale Brothers, Inc. through the spring of 2016
- I. Authorize staff to submit an application for a Traffic Engineering Assistance Program Grant to the Missouri Department of Transportation for the Lewis Street Traffic Study
- J. Approve the second reading of an ordinance amending Parkville Municipal Code Chapter 405 to rezone a portion of 12398 NW Highway FF from County "PI" Planned Industrial District to "PLCD" Parkland and Conservation District – Case PZ15-25
- K. Approve accounts payable from August 11 to August 27, 2015

City Administrator Lauren Palmer noted there was a typographical error in the July sewer report that would be corrected in the final copy. She also noted that Amendment No. 1 to the cooperative agreement with Park University had not been reviewed by university staff at the time the packet was published, but had since been finalized and was ready for approval.

Mayor Johnston noted the vote for the second reading of an ordinance required a roll call vote and therefore the consent agenda was approved on roll call.

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

5. ACTION AGENDA

- A. **Hold a public hearing and adopt an ordinance approving the 2015 Property Tax Levy for the General Fund and General Debt Service Fund for fiscal year 2016**

Human Resources/Finance Director Matthew Chapman explained that staff received the State Auditor's pro forma numbers for 2016 and the maximum levy was adjusted to a combined total of \$0.6514 per \$100 assessed valuation. Staff recommended maintaining the levy at the maximum allowed rate. Chapman added the maximum levy for General -Temp was recommended to help pay off debts. The Finance Committee recommended approval on August 24.

Mayor Johnston opened the floor to public comments. Hearing none, she closed the public hearing.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2849, AN ORDINANCE **SETTING THE 2015 GENERAL TAX LEVY AT \$0.4763 PER \$100.00 OF ASSESSED VALUATION AND THE GENERAL - TEMPLEVY AT \$0.1751 PER \$100.00 OF ASSESSED VALUATION,** BE APPROVED FOR FIRST READING. ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2849 BE APPROVED ON FIRST READING AND PASSED TO SECOND READING BY TITLE ONLY. ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2849 BE APPROVED ON SECOND READING TO BECOME ORDINANCE NO. 2819. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, LAMER, JONES AND SPORTSMAN. MOTION PASSED 7-0.

B. Approve a professional services agreement with the Platte County Citizen for newsletter creation, publishing and mailing services

Assistant to the City Administrator Tim Blakeslee stated that two newsletters were distributed to Parkville residents and licensed businesses each year. The newsletters were a big job for staff who had limited expertise, so a Request for Proposals was issued in July. Two responses were received and the Platte County Citizen was the recommended proposal. The Citizen would be responsible for selling advertisements, designing, publishing and mailing the newsletter. The agreement was for the fall 2015 newsletter but included the option for an extension to future newsletters.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH THE PLATTE COUNTY CITIZEN FOR NEWSLETTER CREATION, PUBLISHING, AND MAILING SERVICES FOR FALL 2015 WITH THE OPTION FOR RENEWALS FOR SUBSEQUENT NEWSLETTERS.** ALL AYES; MOTION PASSED 7-0.

6. COMMITTEE REPORTS & MISCELLANEOUS ITEMS FROM THE BOARD

A. Municipal Court

Municipal Court Judge Kevin Humiston provided an update on Senate Bill No. 5, noting that the bill was created in response to the events in Ferguson, Missouri, and took a closer look at how municipal courts operated. The bill was signed in July, became effective August 28, 2015, and gave cities time to become compliant. Humiston said that Parkville was compliant with most of the provisions and the few that were not in compliance would be done by the end of the week.

Humiston said the goal of the bill was to limit the revenue from minor traffic offenses to 20 percent of the General Fund revenue. Other major changes included the creation of a class of ordinances called minor traffic violations with a maximum cap for fines set at \$300 with no jail time; a time limit for arraignment for those in custody on an arrest warrant; and beginning on January 1, 2016, municipal courts would be required to have certification signed by a judge showing the municipality's compliance with the bill.

City Attorney Steve Chinn noted there was ongoing debate among city attorneys about moving and non-moving violations. Judge Humiston responded that the Office of State Courts Administrator provided guidance to courts and instructed them that any fine counts towards the percentage of revenue and fines for moving violations were not capped. Further discussion focused on refusal to pay and it was noted that a person could not be jailed unless it violated the terms of his or her probation.

B. Community Development

Assistant City Administrator/Community Development Director Sean Ackerson provided an update on code enforcement; presentation attached as Exhibit A. He stated that major changes included improved codes, processes and reporting, and increased patrolling. Staff was working towards reducing the number of repeat offenders by charging re-inspection fees, issuing notices of delinquency, coordinating with associations, improving data collections, expediting

prosecution of repeat violators and looking at increasing staff. Ackerson projected the number of property cases in 2015 would double from those in 2014.

C. Police Department

Police Chief Kevin Chrisman notified the Board there was a report of a foul odor at Platte Landing Park earlier in the evening and the park was evacuated. Captain Jordan determined it was tear gas from a Kansas City, Kansas, firing range training and the park was reopened. Chrisman also stated that Officer Eddie Olson was honored during the Parkville Days parade; he announced his retirement in December.

7. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FOR THE BOARD

Alderman Plumb reminded the Board about the annual Friends of the Parkville Animal Shelter Paws in the Park event at English Landing Park on September 19

8. ADJOURN

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **ADJOURN THE SEPTEMBER 1, 2015, REGULAR BOARD MEETING AT 8:12 P.M.** ALL AYES; MOTION PASSED 7-0.

The minutes for Tuesday, September 1, 2015, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the fifteenth day of September 2015.

Submitted by:

City Clerk Melissa McChesney

ITEM 4B

For 09-15-15

Board of Aldermen Meeting

August 31, 2015

I, Toni Rizzuti, hereby swear and confirm that all cases heard, tried and disposed of in the Parkville Municipal Court for the month of August 2015, are accurate and true to the best of my knowledge and beliefs.

A handwritten signature in black ink, reading "Toni Rizzuti", is written over a horizontal line. The signature is cursive and stylized.

Toni Rizzuti
Court Clerk

From 8/01/2015 to 8/31/2015

Post Date	Citation No.	Docket No.	***** TOTAL FOR REPORT *****			
Code	Payments	Refunds	Net	G/L Acct No.		
CC 128	1,536.00	0	1,536.00	83 41606-00		
SF 128	384.00	0	384.00	83 20506		
SH 128	256.00	0	256.00	83 20503		
CVC 128	912.64	0	912.64	83 20500		
LET 128	256.00	0	256.00	83 41610-00		
CVC2 128	47.36	0	47.36	83 41608-00		
FINE 128	19,227.00	1 300.50-	18,926.50	83 41601-00		
POST 128	128.00	0	128.00	83 20501		
TORNEY 1	125.00	0	125.00	83 41604-00		
FORF 1	500.00	0	500.00	83 41605-00		
Total:	1026 23,372.00	1 300.50-	23,071.50			

Cash Payments....+ \$20,711.50
 Bond Forfeited...+ \$500.00
 Bond Applied.....+ \$1,860.00
 Payment Refunded.- \$0.00
 Fees/Fines Paid..= \$23,071.50

Cash (Payments)..+ \$20,711.50
 Cash (Bonds).....+ \$4,000.00
 Total Cash Trans.= \$24,711.50

Cash Refunds.....- \$0.00
 Net Cash Trans....= \$24,711.50

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

Cash Bond Posted.+ \$4,000.00
 Bond Forfeited...- \$500.00
 Bond Applied.....- \$1,860.00
 Bond Refunded.....- \$1,640.00
 Net Change/Bond..= \$0.00

Bond Refund/Cash : \$0.00
 Bond Refund/Check: \$1,640.00
 Bond Refund/X-AP : \$0.00
 Pl. Bond Refunds.: \$1,640.00

***** TOTAL FOR G/L *****			
Total Revenue		\$23,071.50	* see above *
Cash Account	\$20,711.50		83 12100
Bond Cash Account	\$4,000.00		83 12101
Cash Refund Cash Account		\$0.00	83 12100
Bond Refund Cash Account		\$1,640.00	83 12101



FINANCIAL REPORT

For the Month Ended August 31, 2015

Unaudited Financial Reports

To Be Used for

Budgetary Management Purposes

REVENUE AND EXPENDITURES BUDGETARY COMPARISON REPORT

AS OF: August 31, 2015

10 -General Fund

FINANCIAL SUMMARY

86.7% OF FISCAL YEAR COMPLETED

	2015 ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
REVENUE SUMMARY						
TAXES	1,090,600	577.96	1,093,596.00	100.3%	-2,996.00	1,066,423.92
LICENSES	57,461	2,140.00	51,868.00	90.3%	5,593.00	41,255.00
PERMITS	264,000	14,966.67	163,168.20	61.8%	100,831.80	234,541.52
FRANCHISE FEES	851,000	48,376.40	521,575.16	61.3%	329,424.84	589,465.39
SALES TAXES	985,500	64,632.88	662,514.83	67.2%	322,985.17	636,059.33
OTHER REVENUE	31,200	3,977.50	24,968.50	80.0%	6,231.50	20,396.50
COURT REVENUE	261,000	21,675.36	159,263.00	61.0%	101,737.00	168,443.38
INTEREST INCOME	7,000	613.76	5,414.87	77.4%	1,585.13	4,457.76
MISCELLANEOUS REVENUE	29,880	183.00	14,436.57	48.3%	15,443.43	22,628.38
GRANT REVENUE	0	8,482.00	24,629.89	-	-24,629.89	1,147.45
TRANSFERS IN	346,500	28,874.99	230,999.98	66.7%	115,500.02	350,264.55
TOTAL REVENUES	3,924,141	194,500.52	2,952,435.00	75.2%	971,706.00	3,135,083.18
EXPENDITURE SUMMARY						
ADMINISTRATION	995,582	58,552.66	543,013.73	54.5%	452,568.27	618,815.29
POLICE	1,246,588	71,989.16	688,893.15	55.3%	557,694.85	739,681.03
MUNICIPAL COURT	156,709	9,127.82	92,755.87	59.2%	63,953.13	94,700.93
PUBLIC WORKS	185,922	13,603.98	111,989.18	60.2%	73,932.82	85,135.55
COMMUNITY DEVELOPMENT	291,200	21,527.55	172,857.07	59.4%	118,342.93	195,871.57
STREET DEPARTMENT	382,729	21,525.03	243,486.56	63.6%	139,242.44	229,609.04
PARKS DEPARTMENT	352,078	37,194.14	217,306.87	61.7%	134,771.13	176,916.99
NATURE SANCTUARY	31,077	2,656.59	16,846.18	54.2%	14,230.82	14,215.64
PUBLIC INFORMATION	17,750	59.95	8,667.88	48.8%	9,082.12	8,193.15
INFORMATION TECHNOLOGY	40,324	-1,003.25	20,981.49	52.0%	19,342.51	27,793.67
GENERAL FUND CAPITAL OUTLAY	356,175	0.00	47,158.41	13.2%	309,016.59	0.00
TRANSFERS OUT TO OTHER FUNDS	277,500	23,125.00	185,000.00	66.7%	92,500.00	358,666.64
TOTAL EXPENDITURES	4,333,634	258,358.63	2,348,956.39	54.2%	1,984,677.61	2,549,599.50
EXCESS REV OVER / (UNDER) EXPENDITURES	-409,493	(63,858.11)	603,478.61			585,483.68
PRIOR YEAR FUND BALANCES ALLOCATED FOR 2015 GENERAL FUND USE	1,006,217		0.00			
EXCESS OF FUNDS AVAILABLE OVER / (UNDER) EXPENDITURES	596,724	(63,858.11)	603,478.61			585,483.68

Unaudited Financial Report to be Used for Budgetary Management Purposes

General Fund (10)

Last Updated 09/09/15

	2012 Actual	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 YTD	2015 Projected	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected
<i>Beginning Fund Balance</i>	\$ 320,089	\$ 374,112	\$ 751,955	\$ 738,327	\$ 1,006,217	\$ 1,137,653	\$ 1,137,653	\$ 1,067,837	\$ 867,732	\$ 659,443	\$ 499,375	\$ 379,496
Revenues												
Taxes	1,913,138	1,966,167	1,977,700	2,066,998	2,076,100	1,756,111	2,087,580	2,133,651	2,180,734	2,228,874	2,278,095	2,328,420
Licenses	44,846	39,907	40,900	47,824	57,461	51,868	52,781	53,308	53,840	54,379	54,922	55,471
Permits	171,051	210,575	201,000	331,390	264,000	163,168	264,075	266,640	268,988	271,360	273,755	276,175
Franchise Fees	832,470	865,901	837,000	901,327	851,000	521,575	837,625	865,325	881,972	898,951	916,270	933,936
Other Revenue	20,411	28,280	28,200	32,657	31,200	24,969	29,905	29,935	29,967	29,999	30,032	30,067
Court Revenue	325,275	257,910	290,000	269,935	261,000	159,263	235,051	238,576	242,155	245,787	249,474	253,216
Interest Income	26,155	18,153	22,000	6,626	7,000	5,415	7,625	7,777	7,933	7,933	7,933	7,933
Miscellaneous Revenue	123,562	32,350	24,000	39,848	29,880	30,239	48,178	29,683	26,383	26,587	27,089	27,610
Grant Revenue	225,511	4,594	13,000	3,837	-	8,827	8,827	-	-	-	-	-
Transfers	651,000	1,027,876	455,000	582,680	346,500	231,000	346,500	343,530	345,601	342,713	339,867	337,064
Total - General Fund Revenues:	4,333,419	4,451,713	3,888,800	4,283,121	3,924,141	2,952,435	3,918,146	4,021,734	4,037,573	4,106,583	4,177,437	4,249,892
Total Sources	4,653,509	4,825,825	4,640,755	5,021,449	4,930,358	4,090,088	5,055,799	5,089,571	4,905,305	4,766,025	4,676,812	4,629,388
Expenditures												
Administration	1,275,198	766,897	909,886	896,855	995,582	543,014	926,525	1,016,744	1,038,605	1,061,192	1,084,535	1,108,666
Police	1,036,993	1,096,361	1,212,836	1,096,979	1,246,588	688,893	1,098,712	1,274,730	1,303,696	1,333,514	1,364,214	1,395,830
Municipal Court	138,839	135,531	147,314	138,999	156,709	92,756	140,341	159,704	162,775	165,924	169,154	172,467
Public Works	99,926	102,708	146,414	145,444	185,922	111,989	181,282	189,617	193,404	197,288	201,270	205,354
Community Development	262,111	258,083	265,367	249,809	289,400	172,857	272,155	295,487	295,487	295,487	295,487	295,487
Street Department	600,367	674,175	360,137	340,633	382,729	243,487	372,107	392,336	402,244	412,464	423,010	433,892
Parks Department	250,508	251,594	302,008	281,741	352,079	217,307	327,731	345,662	352,810	360,169	367,748	375,555
Nature Sanctuary	17,258	19,352	28,300	27,156	31,077	16,846	27,563	31,330	31,586	31,844	32,104	32,366
Information Technology	-	45,884	46,900	34,167	40,324	8,668	37,424	40,526	40,728	40,932	41,137	41,342
Public Information	30,638	16,915	17,600	15,450	17,750	20,981	17,850	17,839	17,928	18,018	18,108	18,198
Capital Outlay (CIP)	-	-	245,750	118,562	356,175	47,158	309,022	240,615	189,350	132,570	83,300	42,300
Transfers	567,558	720,000	538,000	538,000	277,250	185,000	277,250	217,250	217,250	217,250	217,250	217,250
Total - General Fund Expenditures:	\$ 4,279,396	\$ 4,087,498	\$ 4,220,512	\$ 3,883,795	\$ 4,331,585	\$ 2,348,956	\$ 3,987,962	\$ 4,221,839	\$ 4,245,862	\$ 4,266,651	\$ 4,297,316	\$ 4,338,707
Estimated Ending Balance (deficit):	\$ 374,112	\$ 738,327	\$ 420,243	\$ 1,137,653	\$ 598,773	\$ 1,741,132	\$ 1,067,837	\$ 867,732	\$ 659,443	\$ 499,375	\$ 379,496	\$ 290,680

Emergency Reserve (50)

Last Updated 09/09/15

	2012 Actual	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 YTD	2015 Projected	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected
<i>Beginning Fund Balance</i>	\$ 618,931	\$ 724,989	\$ 1,070,966	\$ 1,070,966	\$ 1,387,966	\$ 1,387,966	\$ 1,387,966	\$ 1,271,842	\$ 1,271,842	\$ 1,271,842	\$ 1,271,842	\$ 1,271,842
Revenues												
Transfer from Transportation Fund	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from Sewer Fund	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from General Fund	106,058	450,000	317,000	317,000	60,000	40,000	60,000	-	-	-	-	-
Emergency Reserve Revenues:	106,058	450,000	317,000	317,000	60,000	40,000	60,000	-	-	-	-	-
Total Sources:	724,989	1,174,989	1,387,966	1,387,966	1,447,966	1,427,966	1,447,966	1,271,842	1,271,842	1,271,842	1,271,842	1,271,842
Expenditures												
Brush Creek Sewer NID	-	104,023	-	-	-	-	-	-	-	-	-	-
Brink Meyer Road NID	-	-	-	-	-	176,124	176,124	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-
Emergency Reserve Expenditures:	-	104,023	-	-	-	176,124	176,124	-	-	-	-	-
Estimated Ending Balance (deficit) :	724,989	1,070,966	1,387,966	1,387,966	1,447,966	1,251,842	1,271,842	1,271,842	1,271,842	1,271,842	1,271,842	1,271,842
TARGET (per reserve policy):	1,069,849	1,021,875	1,055,128	988,197	1,082,896	1,082,896	1,082,896	1,055,460	1,061,465	1,066,663	1,074,329	1,084,677

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 -General Fund
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>REVENUE SUMMARY</u>						
TAXES	1,090,600	577.96	1,093,596.00	100.27 (2,996.00)	1,066,423.92
LICENSES	57,461	2,140.00	51,868.00	90.27	5,593.00	41,255.00
PERMITS	264,000	14,966.67	163,168.20	61.81	100,831.80	234,541.52
FRANCHISE FEES	851,000	48,376.40	521,575.16	61.29	329,424.84	589,465.39
SALES TAXES	985,500	64,632.88	662,514.83	67.23	322,985.17	636,059.33
OTHER REVENUE	31,200	3,977.50	24,968.50	80.03	6,231.50	20,396.50
COURT REVENUE	261,000	21,675.36	159,263.00	61.02	101,737.00	168,443.38
INTEREST INCOME	7,000	613.76	5,414.87	77.36	1,585.13	4,457.76
MISCELLANEOUS REVENUE	29,880	8,665.00	39,066.46	130.74 (9,186.46)	23,775.83
TRANSFERS IN	346,500	28,874.99	230,999.98	66.67	115,500.02	350,264.55
TOTAL REVENUES	3,924,141	194,500.52	2,952,435.00	75.24	971,706.00	3,135,083.18
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATION	995,582	58,552.66	543,013.73	54.54	452,568.27	618,815.29
POLICE	1,246,588	71,989.16	688,893.15	55.26	557,694.85	739,681.03
MUNICIPAL COURT	156,709	9,127.82	92,755.87	59.19	63,953.13	94,700.93
PUBLIC WORKS	185,922	13,603.98	111,989.18	60.23	73,932.82	85,135.55
COMMUNITY DEVELOPMENT	291,200	21,527.55	172,857.07	59.36	118,342.93	195,871.57
STREET DEPARTMENT	382,729	21,525.03	243,486.56	63.62	139,242.44	229,609.04
PARKS DEPARTMENT	352,079	37,194.14	217,306.87	61.72	134,772.13	176,916.99
NATURE SANCTUARY	31,077	2,656.59	16,846.18	54.21	14,230.82	14,215.64
CHANNEL 2 & WEBSITE	17,750	59.95	8,667.88	48.83	9,082.12	8,193.15
TRANSFERS OUT	277,500	23,125.00	185,000.00	66.67	92,500.00	358,666.64
IT	40,324 (1,003.25)	20,981.49	52.03	19,342.51	27,793.67
CAPITAL OUTLAY	356,175	0.00	47,158.41	13.24	309,016.59	0.00
TOTAL EXPENDITURES	4,333,635	258,358.63	2,348,956.39	54.20	1,984,678.61	2,549,599.50
EXCESS REVENUES OVER/(UNDER) EXPENDITURE(409,494) (63,858.11)	603,478.61	(1,012,972.61)	585,483.68

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund
FINANCIAL SUMMARY
REVENUES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
TAXES						
10-41001-00 Real & Personal Property Tax	920,600	160.56	918,427.24	99.76	2,172.76	900,406.15
10-41002-00 Penalties	4,500	105.64	2,481.94	55.15	2,018.06	3,393.71
10-41003-00 Corp Merchants & Manufacturi	140,000	0.00	146,270.33	104.48 (6,270.33)	137,763.42
10-41004-00 Financial Institution Tax	1,000	0.00	2,065.32	206.53 (1,065.32)	1,260.58
10-41005-00 Vehicle Tax	24,500	311.76	24,351.17	99.39	148.83	23,600.06
TOTAL TAXES	1,090,600	577.96	1,093,596.00	100.27 (2,996.00)	1,066,423.92
LICENSES						
10-41101-00 Dog License (Tags)	1,870	37.50	1,822.50	97.46	47.50	898.50
10-41102-00 Occupational License	35,326	1,700.00	31,283.00	88.56	4,043.00	27,449.00
10-41102-02 Late Fees on Bus Licenses	0	75.00	425.00	0.00 (425.00)	200.00
10-41103-00 Peddler's Licenses	0	0.00	650.00	0.00 (650.00)	0.00
10-41104-00 Liquor Licenses	17,265	165.00	16,745.00	96.99	520.00	12,617.50
10-41111-00 Convenience Fees Under \$200	3,000	152.50	865.00	28.83	2,135.00	70.00
10-41112-00 Convenience Fees Over \$200	0	10.00	77.50	0.00 (77.50)	20.00
TOTAL LICENSES	57,461	2,140.00	51,868.00	90.27	5,593.00	41,255.00
PERMITS						
10-41201-00 Building Permits	220,000	12,432.80	135,883.75	61.77	84,116.25	185,226.42
10-41201-01 Occupancy Permit	2,500	0.00	400.00	16.00	2,100.00	500.00
10-41202-00 Sign Permits	0	20.00	370.00	0.00 (370.00)	300.00
10-41203-00 Electrical Permits	0	0.00	0.00	0.00	0.00	170.00
10-41203-01 Alarm Permit	0	0.00	0.00	0.00	0.00	310.32
10-41204-00 Plumbing Permits	0	0.00	0.00	0.00	0.00	57.12
10-41205-00 Development Permits	1,500	0.00	1,275.00	85.00	225.00	1,882.89
10-41205-01 Public Improvement Fees	30,000	1,713.87	20,141.20	67.14	9,858.80	38,804.27
10-41206-00 Rezoning Permits	0	0.00	900.00	0.00 (900.00)	1,200.21
10-41207-00 Subdivision Permit Fees	0	800.00	3,248.25	0.00 (3,248.25)	650.00
10-41208-00 BZA-Variance, Exceptio, Appe	0	0.00	300.00	0.00 (300.00)	0.00
10-41209-00 Conditional Use Permits	0	0.00	600.00	0.00 (600.00)	1,640.09
10-41209-01 Special Event Permit	0	0.00	50.00	0.00 (50.00)	3,675.00
10-41210-00 Grading/PW Use Permits	0	0.00	0.00	0.00	0.00	115.00
10-41211-00 Engineering Reviews	10,000	0.00	0.00	0.00	10,000.00	10.20
TOTAL PERMITS	264,000	14,966.67	163,168.20	61.81	100,831.80	234,541.52
FRANCHISE FEES						
10-41301-00 Telecom Franchise	220,000	22,448.13	137,762.71	62.62	82,237.29	148,662.38
10-41302-00 Missouri Gas Energy	122,000	0.00	126,568.59	103.74 (4,568.59)	121,539.37
10-41303-00 Missouri American Water	125,000	24,679.85	72,804.98	58.24	52,195.02	76,853.12
10-41304-00 KC Power & Light	300,000	0.00	126,547.02	42.18	173,452.98	124,707.51
10-41305-00 Martin Marietta Stone Royalt	18,000	1,248.42	8,381.84	46.57	9,618.16	11,715.03
10-41306-00 Cable/Video Service Franchis	66,000	0.00	49,510.02	75.02	16,489.98	105,987.98
TOTAL FRANCHISE FEES	851,000	48,376.40	521,575.16	61.29	329,424.84	589,465.39

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR COMPLETED

REVENUES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
SALES TAXES						
10-41401-00 Sales Tax-General Revenue	920,000	58,748.15	615,835.39	66.94	304,164.61	592,188.56
10-41402-00 Motor Vehicle Sales Tax	42,000	4,008.71	30,226.33	71.97	11,773.67	27,959.95
10-41403-00 Motor Vehicle Fee	23,500	1,876.02	16,453.11	70.01	7,046.89	15,910.82
TOTAL SALES TAXES	985,500	64,632.88	662,514.83	67.23	322,985.17	636,059.33
OTHER REVENUE						
10-41501-00 Farmers Market	1,000	257.50	772.50	77.25	227.50	250.00
10-41504-00 Park Shelter Reservations	12,000	1,250.00	9,815.00	81.79	2,185.00	10,727.50
10-41504-01 Sports Fields Reservations	4,000	840.00	4,590.00	114.75	590.00	4,184.00
10-41504-02 Park Events Reservations	10,500	1,630.00	9,791.00	93.25	709.00	5,235.00
10-41504-03 PLP Park Events Reservations	1,000	0.00	0.00	0.00	1,000.00	0.00
10-41505-01 Nature Sanctuary Programs	2,700	0.00	0.00	0.00	2,700.00	0.00
TOTAL OTHER REVENUE	31,200	3,977.50	24,968.50	80.03	6,231.50	20,396.50
COURT REVENUE						
10-41601-00 Fines	261,000	21,263.00	153,946.50	58.98	107,053.50	162,049.50
10-41602-00 CVC Reports	0	47.36	370.00	0.00	370.00	381.88
10-41602-01 Appointed Attorney Reimburse	0	125.00	2,436.50	0.00	2,436.50	2,475.00
10-41602-02 Boarding of Prisoners Reimbu	0	0.00	480.00	0.00	480.00	1,755.00
10-41603-00 Police Reports	0	240.00	2,030.00	0.00	2,030.00	1,782.00
TOTAL COURT REVENUE	261,000	21,675.36	159,263.00	61.02	101,737.00	168,443.38
INTEREST INCOME						
10-41701-00 Interest Income	7,000	613.76	5,414.87	77.36	1,585.13	4,457.76
TOTAL INTEREST INCOME	7,000	613.76	5,414.87	77.36	1,585.13	4,457.76
MISCELLANEOUS REVENUE						
10-41801-00 Miscellaneous	10,000	183.00	10,441.57	104.42	441.57	15,265.57
10-41801-03 Rebates	0	0.00	0.00	0.00	0.00	777.81
10-41801-05 Newsletter Advertising	4,000	0.00	2,550.00	63.75	1,450.00	2,450.00
10-41802-00 Leased Properties	5,880	0.00	0.00	0.00	5,880.00	4,135.00
10-41803-99 FEMA Flood Reparations	0	0.00	15,802.89	0.00	15,802.89	0.00
10-41804-07 Bulletproof Vest Grant	0	0.00	345.00	0.00	345.00	0.00
10-41804-09 Other Grants	0	8,482.00	8,482.00	0.00	8,482.00	1,147.45
10-41805-00 Sale of Vehicles/Equipment	10,000	0.00	0.00	0.00	10,000.00	0.00
10-41807-01 Insurance Claim Reimb.	0	0.00	1,445.00	0.00	1,445.00	0.00
TOTAL MISCELLANEOUS REVENUE	29,880	8,665.00	39,066.46	130.74	9,186.46	23,775.83
TRANSFERS IN						
10-41901-00 Transfer f Transportation Fu	245,000	20,416.66	163,333.32	66.67	81,666.68	236,666.66
10-41903-00 Administration Fee	101,500	8,458.33	67,666.66	66.67	33,833.34	66,666.66
10-41908-00 Transfer from Health Insuran	0	0.00	0.00	0.00	0.00	46,870.04
10-41909-00 Transfer from Sewer Special	0	0.00	0.00	0.00	0.00	61.19
TOTAL TRANSFERS IN	346,500	28,874.99	230,999.98	66.67	115,500.02	350,264.55
TOTAL REVENUE	3,924,141	194,500.52	2,952,435.00	75.24	971,706.00	3,135,083.18

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 -General Fund

ADMINISTRATION

66.67% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-501.01-01-00 Salaries	297,608	23,671.00	193,840.88	65.13	103,767.12	190,898.83
10-501.01-11-00 Mayor and Aldermen	57,600	4,430.90	37,039.55	64.30	20,560.45	37,454.95
10-501.01-21-00 FICA & Medicare	26,785	2,101.04	16,711.58	62.39	10,073.42	16,593.82
10-501.01-22-00 Retirement	23,300	1,996.72	14,595.75	62.64	8,704.25	9,955.64
10-501.01-32-00 Exp Allowance-Bd of Alde	0	0.00	1,170.00	0.00	1,170.00	3,600.00
10-501.01-33-00 Auto Allow-City Administ	1,200	100.00	800.00	66.67	400.00	900.00
10-501.01-40-00 Membership Fees & Dues -	1,000	0.00	505.00	50.50	495.00	411.00
10-501.01-41-00 Membership Fees & Dues -	2,970	1,040.00	1,522.00	51.25	1,448.00	1,616.60
10-501.01-41-02 Professional Dev - Staff	11,320	945.45	7,136.70	63.05	4,183.30	5,717.19
10-501.01-41-03 Professional Dev - Board	5,850	245.00	922.50	15.77	4,927.50	711.00
TOTAL PERSONNEL	427,633	34,530.11	274,243.96	64.13	153,389.04	267,859.03

INSURANCE						
10-501.02-01-00 Liability Insurance	90,000	0.00	64,543.68	71.72	25,456.32	88,263.60
10-501.02-01-01 Insurance Deductible	20,000	0.00	0.00	0.00	20,000.00	2,168.48
10-501.02-02-00 Health, Life & Dental	27,930	2,295.18	22,995.63	82.33	4,934.37	16,018.62
10-501.02-03-00 Workers Compensation	1,650	72.73	699.27	42.38	950.73	1,245.93
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	20,959	0.00	11,363.96	54.22	9,595.04	18,532.70
TOTAL INSURANCE	163,039	2,222.45	99,602.54	61.09	63,436.46	126,229.33

UTILITIES						
10-501.03-01-00 Telephone & Voicemail	6,000	497.03	2,970.80	49.51	3,029.20	3,425.73
10-501.03-02-00 Electricity	55,000	4,759.20	30,005.86	54.56	24,994.14	36,538.43
10-501.03-04-00 Water	6,000	720.07	3,655.99	60.93	2,344.01	3,863.33
10-501.03-05-00 Mobile Phones & Pagers	120	10.00	70.00	58.33	50.00	0.00
10-501.03-07-00 Train Depot Utilities	0	0.00	0.00	0.00	0.00	6,207.89
10-501.03-08-00 Cable	2,100	124.56	1,426.45	67.93	673.55	1,225.00
10-501.03-09-00 Trash Hauling	300	0.00	225.00	75.00	75.00	225.00
TOTAL UTILITIES	69,520	6,110.86	38,354.10	55.17	31,165.90	51,485.38

CAPITAL EXPENDITURES						
10-501.04-21-00 Office Equipment	0	0.00	0.00	0.00	0.00	70.04
10-501.04-22-00 Lease Purchase-Office Eq	1,025	0.00	426.50	41.61	598.50	768.00
TOTAL CAPITAL EXPENDITURES	1,025	0.00	426.50	41.61	598.50	838.04

OTHER PURCHASES						
10-501.05-01-00 Office Supplies & Consum	5,500	445.24	2,851.34	51.84	2,648.66	3,200.97
10-501.05-02-00 Postage	1,500	146.16	751.52	50.10	748.48	914.71
10-501.05-04-00 Printing	600	2.55	581.50	96.92	18.50	803.54
10-501.05-05-00 Publications	200	0.00	236.00	118.00	36.00	576.00
TOTAL OTHER PURCHASES	7,800	588.85	4,420.36	56.67	3,379.64	5,495.22

MAINTENANCE						
10-501.06-01-00 Building Maint & Repair	20,000	1,404.27	6,814.88	34.07	13,185.12	3,780.37
10-501.06-01-01 HVAC Maintenance & Repai	2,500	0.00	797.00	31.88	1,703.00	50.89
10-501.06-02-00 Janitorial Services/Supp	11,000	946.22	6,249.70	56.82	4,750.30	4,359.66

C I T Y O F P A R K V I L L E
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund

ADMINISTRATION

66.67% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-501.06-11-00 Train Depot Maint	6,200	109.50	131.22	2.12	6,068.78	762.59
10-501.06-34-00 Office Equipment Mainten	2,750	496.93	1,522.63	55.37	1,227.37	1,754.99
TOTAL MAINTENANCE	42,450	2,956.92	15,515.43	36.55	26,934.57	10,708.50
<u>CITY SERVICES</u>						
10-501.07-01-00 Elections	2,650	0.00	1,958.25	73.90	691.75	1,766.52
10-501.07-02-00 Advertising/Public Notic	6,120	148.18	229.96	3.76	5,890.04	2,983.60
10-501.07-04-00 Credit Card Fees	3,000	0.00	0.00	0.00	3,000.00	0.00
10-501.07-47-00 MARC HHW Program	5,800	0.00	5,776.16	99.59	23.84	5,776.16
10-501.07-99-00 POPAS - Animal Control	6,000	500.00	4,500.00	75.00	1,500.00	4,000.00
TOTAL CITY SERVICES	23,570	648.18	12,464.37	52.88	11,105.63	14,526.28
<u>PROFESSIONAL FEES</u>						
10-501.08-01-00 Attorney/Legal Fees	135,000	6,450.00	60,674.21	44.94	74,325.79	59,155.28
10-501.08-01-01 Litigation (New)	60,000	0.00	120.00	0.20	59,880.00	44,620.78
10-501.08-02-00 Auditor Fees	12,000	0.00	0.00	0.00	12,000.00	0.00
10-501.08-02-02 Professional Services	38,635	3,750.00	30,955.88	80.12	7,679.12	28,131.40
TOTAL PROFESSIONAL FEES	245,635	10,200.00	91,750.09	37.35	153,884.91	131,907.46
<u>OTHER EXPENDITURES</u>						
10-501.09-04-00 Holiday Decorations	900	0.00	350.00	38.89	550.00	505.70
10-501.09-11-00 Cemetery Maintenance	4,000	690.00	2,448.50	61.21	1,551.50	2,205.00
10-501.09-20-02 Exec Session Meeting Sup	2,650	363.56	1,067.17	40.27	1,582.83	769.97
10-501.09-20-03 Finance Committee Mtg Su	0	0.00	0.00	0.00	0.00	472.92
10-501.09-20-07 Meeting Supplies	500	29.91	92.71	18.54	407.29	39.99
10-501.09-21-00 Misc-Other	6,860	211.82	2,278.00	33.21	4,582.00	5,772.47
TOTAL OTHER EXPENDITURES	14,910	1,295.29	6,236.38	41.83	8,673.62	9,766.05
<u>TRANSFERS-OTHER SOURCES</u>						
TOTAL ADMINISTRATION	995,582	58,552.66	543,013.73	54.54	452,568.27	618,815.29

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund

POLICE

66.67% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-505.01-01-00 Salaries	825,658	51,827.76	463,529.63	56.14	362,128.37	516,336.27
10-505.01-03-00 Overtime	15,000	682.22	9,325.24	62.17	5,674.76	7,573.88
10-505.01-21-00 FICA & Medicare	63,533	3,875.50	34,898.83	54.93	28,634.17	38,002.37
10-505.01-22-00 Retirement	54,614	3,100.14	26,061.22	47.72	28,552.78	21,044.95
10-505.01-41-00 Membership Fees & Dues	950	0.00	400.00	42.11	550.00	370.00
10-505.01-41-02 Professional Development	4,500	0.00	146.00	3.24	4,354.00	491.70
10-505.01-43-00 Tuition Reimbursement	2,000	0.00	577.50	28.88	1,422.50	0.00
TOTAL PERSONNEL	966,255	59,485.62	534,938.42	55.36	431,316.58	583,819.17
INSURANCE						
10-505.02-02-00 Health, Life & Dental	124,434	7,657.14	81,133.97	65.20	43,300.03	71,243.75
10-505.02-03-00 Workers Compensation	45,699	1,818.17	34,082.20	74.58	11,616.80	33,662.02
10-505.02-04-00 Unemployment	1,500	0.00	0.00	0.00	1,500.00	1,600.00
TOTAL INSURANCE	171,633	5,838.97	115,216.17	67.13	56,416.83	106,505.77
UTILITIES						
10-505.03-01-00 Telephone & Voicemail	1,500	4.59	849.94	56.66	650.06	655.19
10-505.03-05-00 Mobile Phone & Pagers	4,500	311.96	2,245.60	49.90	2,254.40	2,488.64
TOTAL UTILITIES	6,000	316.55	3,095.54	51.59	2,904.46	3,143.83
CAPITAL EXPENDITURES						
10-505.04-21-00 Office Equipment	0	0.00	0.00	0.00	0.00	112.09
TOTAL CAPITAL EXPENDITURES	0	0.00	0.00	0.00	0.00	112.09
OTHER PURCHASES						
10-505.05-01-00 Office Supplies & Consum	2,800	166.58	709.34	25.33	2,090.66	977.33
10-505.05-02-00 Postage	250	24.84	94.62	37.85	155.38	122.54
10-505.05-04-00 Printing	500	71.97	156.97	31.39	343.03	76.05
10-505.05-20-00 Small Office Equipment	1,000	99.88	99.88	9.99	900.12	0.00
10-505.05-21-00 Equipment and Handtools	7,000	802.00	3,288.87	46.98	3,711.13	319.02
10-505.05-22-01 Terminal - Rejis	1,400	106.57	1,075.06	76.79	324.94	1,248.48
10-505.05-22-02 Terminal - Platte Co	2,200	0.00	2,014.32	91.56	185.68	1,510.74
10-505.05-31-00 Uniforms	7,000	497.00	1,894.17	27.06	5,105.83	1,955.52
10-505.05-99-00 Other Purchases	500	0.00	8.00	1.60	492.00	36.00
TOTAL OTHER PURCHASES	22,650	1,768.84	9,341.23	41.24	13,308.77	6,245.68
MAINTENANCE						
10-505.06-21-00 Vehicle Repair & Mainten	15,000	1,622.79	7,217.96	48.12	7,782.04	7,437.37
10-505.06-21-01 Equipment Repair & Maint	1,400	0.00	608.48	43.46	791.52	499.00
10-505.06-22-00 Vehicle Gas & Oil	50,000	2,657.13	14,927.87	29.86	35,072.13	28,834.06
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	1,100	24.26	789.48	71.77	310.52	547.98
TOTAL MAINTENANCE	69,000	4,304.18	23,543.79	34.12	45,456.21	37,318.41
CITY SERVICES						
10-505.07-56-00 Hiring/Substance Screeni	4,000	275.00	1,898.00	47.45	2,102.00	1,171.00
10-505.07-57-00 Crime Commission	500	0.00	500.00	100.00	0.00	500.00

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund

POLICE

66.67% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-505.07-81-00 Lab Work	2,000	0.00	0.00	0.00	2,000.00	95.40
10-505.07-90-00 Contractual Service Agre	2,000	0.00	360.00	18.00	1,640.00	360.00
10-505.07-99-00 Other City Services	700	0.00	0.00	0.00	700.00	59.68
TOTAL CITY SERVICES	9,200	275.00	2,758.00	29.98	6,442.00	2,186.08
<u>OTHER EXPENDITURES</u>						
10-505.09-21-00 Miscellaneous	350	0.00	0.00	0.00	350.00	100.00
10-505.09-21-04 Harvester Deer Donation	1,500	0.00	0.00	0.00	1,500.00	250.00
TOTAL OTHER EXPENDITURES	1,850	0.00	0.00	0.00	1,850.00	350.00
TOTAL POLICE	1,246,588	71,989.16	688,893.15	55.26	557,694.85	739,681.03

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund
MUNICIPAL COURT
EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-510.01-01-00 Salaries	50,483	3,804.72	33,320.26	66.00	17,162.74	31,903.04
10-510.01-11-00 Judge	18,000	1,384.62	11,814.27	65.63	6,185.73	11,769.27
10-510.01-21-00 FICA & Medicare	5,250	404.71	3,422.39	65.19	1,827.61	3,336.35
10-510.01-22-00 Retirement	2,006	177.90	1,386.21	69.10	619.79	945.21
10-510.01-32-00 Expense Allow - Judge	540	45.00	360.00	66.67	180.00	405.00
10-510.01-41-00 Memberships, Fees & Dues	500	0.00	250.00	50.00	250.00	100.00
10-510.01-41-02 Professional Development	4,200	0.00	3,466.52	82.54	733.48	3,768.20
10-510.01-51-00 Prosecutor/Assistant	22,200	1,250.00	12,150.00	54.73	10,050.00	14,800.00
10-510.01-51-02 Public Defender	7,200	600.00	4,800.00	66.67	2,400.00	4,333.36
TOTAL PERSONNEL	110,379	7,666.95	70,969.65	64.30	39,409.35	71,360.43
INSURANCE						
10-510.02-02-00 Health, Life & Dental	8,280	734.43	6,368.71	76.92	1,911.29	4,808.64
10-510.02-03-00 Workers Compensation	4,080	218.18	3,993.93	97.89	86.07	2,981.02
TOTAL INSURANCE	12,360	516.25	10,362.64	83.84	1,997.36	7,789.66
UTILITIES						
10-510.03-05-00 Mobile Phone & Pagers	120	10.00	80.00	66.67	40.00	90.00
TOTAL UTILITIES	120	10.00	80.00	66.67	40.00	90.00
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-510.05-01-00 Office Supplies & Consum	1,800	17.99	304.85	16.94	1,495.15	97.66
10-510.05-02-00 Postage	500	52.40	168.96	33.79	331.04	261.41
10-510.05-04-00 Printing	4,000	0.00	1,907.36	47.68	2,092.64	2,194.06
10-510.05-05-00 Publications	350	0.00	250.00	71.43	100.00	229.50
10-510.05-06-00 Processing Fees	2,200	187.66	973.82	44.26	1,226.18	1,208.09
TOTAL OTHER PURCHASES	8,850	258.05	3,604.99	40.73	5,245.01	3,990.72
MAINTENANCE						
10-510.06-32-00 REJIS System	700	0.00	0.00	0.00	700.00	0.00
10-510.06-33-00 Software Support Agreeeme	2,500	0.00	2,277.86	91.11	222.14	2,169.39
10-510.06-34-00 Office Equipment Mainten	800	24.18	96.94	12.12	703.06	361.10
TOTAL MAINTENANCE	4,000	24.18	2,374.80	59.37	1,625.20	2,530.49
CITY SERVICES						
10-510.07-80-00 Boarding of Prisoners	14,000	140.00	1,685.50	12.04	12,314.50	3,165.45
10-510.07-82-00 Bailiff	6,000	512.39	2,942.66	49.04	3,057.34	4,710.40
10-510.07-82-01 Translator	800	0.00	367.10	45.89	432.90	961.86
TOTAL CITY SERVICES	20,800	652.39	4,995.26	24.02	15,804.74	8,837.71
OTHER EXPENDITURES						
10-510.09-21-00 Miscellaneous	200	0.00	368.53	184.27	168.53	101.92
TOTAL OTHER EXPENDITURES	200	0.00	368.53	184.27	168.53	101.92
TOTAL MUNICIPAL COURT	156,709	9,127.82	92,755.87	59.19	63,953.13	94,700.93

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund

PUBLIC WORKS

66.67% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-515.01-01-00 Salaries	121,245	9,589.97	69,431.66	57.27	51,813.34	57,051.56
10-515.01-21-00 FICA & Medicare	9,109	743.71	5,370.02	58.95	3,738.98	4,731.13
10-515.01-22-00 Retirement	4,337	350.69	517.48	11.93	3,819.52	1,832.63
10-515.01-33-00 Auto Allow-Public Wks Di	3,000	250.00	2,000.00	66.67	1,000.00	2,250.00
10-515.01-41-00 Membership Fees & Dues	750	0.00	26.25	3.50	723.75	634.00
10-515.01-41-02 Professional Development	3,600	1,001.51	1,298.88	36.08	2,301.12	1,935.15
10-515.01-43-00 Tuition Reimbursement	0	0.00	500.00	0.00	(500.00)	0.00
TOTAL PERSONNEL	142,041	11,935.88	79,144.29	55.72	62,896.71	68,434.47
<u>INSURANCE</u>						
10-515.02-02-00 Health, Life & Dental	12,056	1,009.89	8,152.11	67.62	3,903.89	3,334.77
10-515.02-03-00 Workers Compensation	815	(36.36)	294.50	36.13	520.50	437.35
10-515.02-04-00 Unemployment	1,280	0.00	0.00	0.00	1,280.00	0.00
TOTAL INSURANCE	14,151	973.53	8,446.61	59.69	5,704.39	3,772.12
<u>UTILITIES</u>						
10-515.03-05-00 Mobile Phones & Pagers	480	60.58	424.28	88.39	55.72	360.00
TOTAL UTILITIES	480	60.58	424.28	88.39	55.72	360.00
<u>CAPITAL EXPENDITURES</u>						
<u>OTHER PURCHASES</u>						
10-515.05-01-00 Office Supplies & Consum	750	0.00	550.56	73.41	199.44	34.26
10-515.05-02-00 Postage	150	4.72	29.79	19.86	120.21	29.08
10-515.05-04-00 Printing	250	12.92	82.92	33.17	167.08	26.00
10-515.05-20-00 Small Office Equipment	0	0.00	0.00	0.00	0.00	4.29
10-515.05-31-00 Uniforms	100	0.00	119.37	119.37	(19.37)	0.00
10-515.05-32-00 Other Purchases	0	0.00	0.00	0.00	0.00	37.50
TOTAL OTHER PURCHASES	1,250	17.64	782.64	62.61	467.36	131.13
<u>MAINTENANCE</u>						
10-515.06-36-00 Tornado Siren	2,500	0.00	1,882.00	75.28	618.00	1,818.00
TOTAL MAINTENANCE	2,500	0.00	1,882.00	75.28	618.00	1,818.00
<u>PROFESSIONAL FEES</u>						
10-515.08-03-00 Engineer & Planning Fees	25,000	600.00	20,448.92	81.80	4,551.08	10,547.83
TOTAL PROFESSIONAL FEES	25,000	600.00	20,448.92	81.80	4,551.08	10,547.83
<u>OTHER EXPENDITURES</u>						
10-515.09-21-00 Miscellaneous	500	16.35	860.44	172.09	(360.44)	72.00
TOTAL OTHER EXPENDITURES	500	16.35	860.44	172.09	(360.44)	72.00
TOTAL PUBLIC WORKS	185,922	13,603.98	111,989.18	60.23	73,932.82	85,135.55

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund
COMMUNITY DEVELOPMENT
EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-518.01-01-00 Salaries	198,900	15,958.35	125,432.58	63.06	73,467.42	121,786.30
10-518.01-21-00 FICA & Medicare	15,216	1,201.02	9,379.27	61.64	5,836.73	8,614.91
10-518.01-22-00 Retirement	10,713	833.48	6,730.91	62.83	3,982.09	4,349.46
10-518.01-31-00 Auto Allowance - Other	2,400	200.00	1,600.00	66.67	800.00	1,800.00
10-518.01-41-00 Membership Fees & Dues	1,675	0.00	1,109.00	66.21	566.00	1,022.42
10-518.01-41-02 Professional Development	5,400	729.11	1,484.11	27.48	3,915.89	2,410.10
TOTAL PERSONNEL	234,304	18,921.96	145,735.87	62.20	88,568.13	139,983.19
INSURANCE						
10-518.02-02-00 Health, Life & Dental	23,219	1,823.41	16,291.51	70.16	6,927.49	14,330.78
10-518.02-03-00 Workers Compensation	1,007	36.36	404.78	40.20	602.22	1,783.81
10-518.02-04-00 Unemployment	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL INSURANCE	25,226	1,787.05	16,696.29	66.19	8,529.71	16,114.59
UTILITIES						
10-518.03-03-00 Gas	0	0.00	40.08	0.00	40.08	0.00
10-518.03-05-00 Mobile Phones & Pagers	1,600	132.04	923.26	57.70	676.74	963.15
TOTAL UTILITIES	1,600	132.04	963.34	60.21	636.66	963.15
CAPITAL EXPENDITURES						
10-518.04-41-00 Development	0	0.00	0.00	0.00	0.00	35,000.00
TOTAL CAPITAL EXPENDITURES	0	0.00	0.00	0.00	0.00	35,000.00
OTHER PURCHASES						
10-518.05-01-00 Office Supplies & Consum	1,600	91.16	1,172.83	73.30	427.17	612.81
10-518.05-02-00 Postage	750	19.64	1,289.91	171.99	539.91	551.51
10-518.05-04-00 Printing	500	70.00	188.00	37.60	312.00	80.40
10-518.05-05-00 Publications	870	0.00	0.00	0.00	870.00	0.00
10-518.05-21-00 Equipment & Handtools	300	0.00	0.00	0.00	300.00	0.00
10-518.05-31-00 Uniforms	200	0.00	0.00	0.00	200.00	0.00
TOTAL OTHER PURCHASES	4,220	180.80	2,650.74	62.81	1,569.26	1,244.72
MAINTENANCE						
10-518.06-21-00 Vehicle Repair & Mainten	2,200	0.00	1,180.78	53.67	1,019.22	156.47
10-518.06-22-00 Vehicle Gas & Oil	1,800	127.43	857.41	47.63	942.59	1,231.34
TOTAL MAINTENANCE	4,000	127.43	2,038.19	50.95	1,961.81	1,387.81
CITY SERVICES						
10-518.07-02-01 Public Notices	2,000	60.27	2,041.22	102.06	41.22	1,142.33
10-518.07-04-00 Code Enforcement	15,000	300.00	300.00	2.00	14,700.00	0.00
TOTAL CITY SERVICES	17,000	360.27	2,341.22	13.77	14,658.78	1,142.33
PROFESSIONAL FEES						
10-518.08-03-00 Engineering & Planning F	3,000	0.00	1,991.90	66.40	1,008.10	0.00
10-518.08-03-02 NPDES II / Arcview	1,500	0.00	250.00	16.67	1,250.00	0.00
TOTAL PROFESSIONAL FEES	4,500	0.00	2,241.90	49.82	2,258.10	0.00

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 -General Fund
 COMMUNITY DEVELOPMENT
 EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>OTHER EXPENDITURES</u>						
10-518.09-20-00 Planning Com. Meeting Su	150	0.00	7.96	5.31	142.04	0.00
10-518.09-21-00 Miscellaneous	200	18.00	181.56	90.78	18.44	35.78
TOTAL OTHER EXPENDITURES	<u>350</u>	<u>18.00</u>	<u>189.52</u>	<u>54.15</u>	<u>160.48</u>	<u>35.78</u>
TOTAL COMMUNITY DEVELOPMENT	291,200	21,527.55	172,857.07	59.36	118,342.93	195,871.57

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund
STREET DEPARTMENT
EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-520.01-01-00 Salaries	232,262	15,776.36	145,381.01	62.59	86,880.99	145,418.64
10-520.01-03-00 Overtime	13,500	167.13	7,134.27	52.85	6,365.73	7,488.49
10-520.01-21-00 FICA & Medicare	17,718	1,153.15	11,126.14	62.80	6,591.86	11,375.23
10-520.01-22-00 Retirement	13,703	940.66	8,103.37	59.14	5,599.63	5,282.80
10-520.01-41-02 Professional Development	300	0.00	0.00	0.00	300.00	0.00
TOTAL PERSONNEL	277,483	18,037.30	171,744.79	61.89	105,738.21	169,565.16
<u>INSURANCE</u>						
10-520.02-02-00 Health, Life & Dental	38,280	3,127.98	33,908.80	88.58	4,371.20	20,300.38
10-520.02-03-00 Workers Compensation	29,016	1,127.27	21,391.55	73.72	7,624.45	20,205.14
10-520.02-04-00 Unemployment	1,500	0.00	138.21	9.21	1,361.79	0.00
TOTAL INSURANCE	68,796	2,000.71	55,438.56	80.58	13,357.44	40,505.52
<u>UTILITIES</u>						
10-520.03-01-00 Telephone & Voicemail	1,500	105.10	894.66	59.64	605.34	774.84
10-520.03-02-00 Electricity	3,400	191.60	1,795.13	52.80	1,604.87	1,813.33
10-520.03-03-00 Gas	2,200	84.18	1,141.36	51.88	1,058.64	1,025.56
10-520.03-04-00 Water	4,000	332.31	2,387.86	59.70	1,612.14	2,242.05
10-520.03-05-00 Mobile Phones & Pagers	2,800	199.79	1,406.80	50.24	1,393.20	737.44
10-520.03-09-00 Trash Hauling	600	0.00	165.00	27.50	435.00	165.00
TOTAL UTILITIES	14,500	912.98	7,790.81	53.73	6,709.19	6,758.22
<u>CAPITAL EXPENDITURES</u>						
<u>OTHER PURCHASES</u>						
10-520.05-01-00 Office Supplies & Consum	800	0.00	162.91	20.36	637.09	416.27
10-520.05-02-00 Postage	0	0.00	0.00	0.00	0.00	0.75
10-520.05-20-00 Small Office Equipment	400	0.00	74.99	18.75	325.01	0.00
10-520.05-21-00 Handtools	5,000	519.84	3,622.94	72.46	1,377.06	3,342.74
10-520.05-31-00 Uniforms	2,600	0.00	586.60	22.56	2,013.40	367.50
TOTAL OTHER PURCHASES	8,800	519.84	4,447.44	50.54	4,352.56	4,127.26
<u>MAINTENANCE</u>						
10-520.06-21-00 Vehicle Repair & Mainten	0	0.00	0.00	0.00	0.00	182.09
10-520.06-21-01 Equipment Repair & Maint	0	0.00	0.00	0.00	0.00	90.14
10-520.06-22-00 Vehicle Gas & Oil	0	0.00	0.00	0.00	0.00	45.13
TOTAL MAINTENANCE	0	0.00	0.00	0.00	0.00	317.36
<u>CITY SERVICES</u>						
10-520.07-41-00 Street Lights-Electricit	0	0.00	0.00	0.00	0.00	387.15
10-520.07-43-00 Spring/Fall Cleanup	9,000	0.00	1,128.00	12.53	7,872.00	5,813.77
10-520.07-43-01 Recycling Extravaganza	1,500	0.00	1,916.40	127.76	(416.40)	1,475.60
10-520.07-43-02 HHW Collection Event	400	0.00	0.00	0.00	400.00	0.00
10-520.07-51-00 Mosquito & Weed Control	2,000	0.00	790.16	39.51	1,209.84	563.00
10-520.07-55-00 Animal Control	100	0.00	0.00	0.00	100.00	0.00
TOTAL CITY SERVICES	13,000	0.00	3,834.56	29.50	9,165.44	8,239.52

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 -General Fund
 STREET DEPARTMENT
 EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PROFESSIONAL FEES</u>						
10-520.08-03-02 NPDES II/Arcview Program	0	0.00	0.00	0.00	0.00	60.00
TOTAL PROFESSIONAL FEES	0	0.00	0.00	0.00	0.00	60.00
<u>OTHER EXPENDITURES</u>						
10-520.09-21-00 Miscellaneous	150	54.20	230.40	153.60	(80.40)	36.00
TOTAL OTHER EXPENDITURES	150	54.20	230.40	153.60	(80.40)	36.00
TOTAL STREET DEPARTMENT	382,729	21,525.03	243,486.56	63.62	139,242.44	229,609.04

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

10 -General Fund
PARKS DEPARTMENT
EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-525.01-01-00 Salaries	121,500	9,685.70	84,211.92	69.31	37,288.08	79,408.59
10-525.01-03-00 Overtime	7,500	0.00	3,408.50	45.45	4,091.50	3,084.50
10-525.01-05-00 Seasonal Landscape Maint	33,800	4,589.00	16,380.00	48.46	17,420.00	10,775.25
10-525.01-21-00 FICA & Medicare	9,975	1,029.47	7,433.99	74.53	2,541.01	6,438.89
10-525.01-22-00 Retirement	7,073	493.13	4,413.83	62.40	2,659.17	3,051.02
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	100	0.00	25.56	25.56	74.44	0.00
TOTAL PERSONNEL	180,048	15,797.30	115,873.80	64.36	64,174.20	102,758.25
INSURANCE						
10-525.02-02-00 Health, Life & Dental	21,001	1,550.14	16,068.20	76.51	4,932.80	11,776.30
10-525.02-03-00 Workers Compensation	8,705	327.27	5,730.28	65.83	2,974.72	6,317.89
10-525.02-04-00 Unemployment	500	0.00	0.00	0.00	500.00	0.00
TOTAL INSURANCE	30,206	1,222.87	21,798.48	72.17	8,407.52	18,094.19
UTILITIES						
10-525.03-01-00 Telephone & Voicemail	1,700	147.53	1,146.86	67.46	553.14	897.50
10-525.03-02-00 Electricity	14,550	1,234.76	10,921.05	75.06	3,628.95	8,902.53
10-525.03-03-00 Gas	1,500	73.80	748.41	49.89	751.59	1,009.04
10-525.03-04-00 Water	12,500	615.55	3,957.17	31.66	8,542.83	5,902.47
10-525.03-05-00 Mobile Phones & Pagers	2,250	82.32	578.61	25.72	1,671.39	844.68
10-525.03-09-00 Trash Hauling	1,500	0.00	335.00	22.33	1,165.00	335.00
TOTAL UTILITIES	34,000	2,153.96	17,687.10	52.02	16,312.90	17,891.22
CAPITAL EXPENDITURES						
10-525.04-72-00 Maintenance-ELP	0	0.00	0.00	0.00	0.00	1,239.75
TOTAL CAPITAL EXPENDITURES	0	0.00	0.00	0.00	0.00	1,239.75
OTHER PURCHASES						
10-525.05-01-00 Office Supplies & Consum	500	73.98	252.46	50.49	247.54	208.35
10-525.05-02-00 Postage	75	0.00	0.42	0.56	74.58	35.69
10-525.05-04-00 Printing	400	18.24	233.74	58.44	166.26	386.00
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	100	0.00	0.00	0.00	100.00	0.00
10-525.05-21-00 Equipment & Handtools	5,500	163.16	5,387.86	97.96	112.14	2,310.08
10-525.05-31-00 Uniforms	1,500	0.00	873.80	58.25	626.20	485.67
10-525.05-41-01 Restroom Supplies	2,200	187.54	1,409.16	64.05	790.84	1,490.11
10-525.05-41-02 Trash Bags	3,800	359.82	3,430.60	90.28	369.40	2,385.42
10-525.05-41-03 Park Enhancements	7,000	1,300.00	4,119.35	58.85	2,880.65	1,104.33
10-525.05-42-00 Grass Seed & Fertilizer	2,800	0.00	337.78	12.06	2,462.22	0.00
10-525.05-99-00 Other Purchases	500	0.00	322.68	64.54	177.32	75.40
TOTAL OTHER PURCHASES	24,475	2,102.74	16,367.85	66.88	8,107.15	8,481.05
MAINTENANCE						
10-525.06-01-00 Buildings Maint & Repair	6,900	3,587.00	6,174.82	89.49	725.18	3,436.26
10-525.06-03-00 Restrooms	5,300	0.00	940.01	17.74	4,359.99	1,227.58
10-525.06-05-01 Stage Maintenance	150	0.00	0.00	0.00	150.00	0.00

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 -General Fund

PARKS DEPARTMENT

66.67% OF FISCAL YEAR COMPLETED

EXPENDITURES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-525.06-05-02 Ballfield Maintenance	6,600	0.00	3,900.53	59.10	2,699.47	329.58
10-525.06-05-03 Trail Maintenance	3,600	35.77	258.94	7.19	3,341.06	112.97
10-525.06-12-00 Playground Equipment Rep	2,000	188.02	377.30	18.87	1,622.70	1,061.31
10-525.06-13-00 Spirit Fountain	3,500	0.00	3,816.77	109.05 (316.77)	301.69
10-525.06-21-00 Vehicle Repair & Mainten	6,500	1,726.97	4,632.38	71.27	1,867.62	2,833.59
10-525.06-21-01 Equipment Repair & Maint	3,500	805.29	2,053.44	58.67	1,446.56	1,521.25
10-525.06-21-02 Tractor Mowing Equipment	5,500	0.00	4,797.48	87.23	702.52	4,072.38
10-525.06-22-00 Vehicle Gas & Oil	7,500	601.14	2,665.28	35.54	4,834.72	4,239.13
10-525.06-22-01 Equipment Gas & Oil	5,000	458.68	1,930.50	38.61	3,069.50	2,730.15
TOTAL MAINTENANCE	56,050	7,402.87	31,547.45	56.28	24,502.55	21,865.89
CITY SERVICES						
10-525.07-20-00 Rental of Portable Toile	3,000	220.00	900.00	30.00	2,100.00	1,840.00
10-525.07-51-00 Mosquito & Weed Control	2,800	3,254.77	3,963.23	141.54 (1,163.23)	997.45
10-525.07-51-01 Landscaping	2,500	0.00	0.00	0.00	2,500.00	0.00
10-525.07-52-00 Tree Trimming & Removal	9,000	4,945.00	5,096.63	56.63	3,903.37	3,357.81
10-525.07-53-00 Tree Planting	8,000	81.38	3,560.63	44.51	4,439.37	0.00
10-525.07-60-00 Rental Equipment	1,000	0.00	49.50	4.95	950.50	0.00
TOTAL CITY SERVICES	26,300	8,501.15	13,569.99	51.60	12,730.01	6,195.26
OTHER EXPENDITURES						
10-525.09-21-00 Miscellaneous	1,000	13.25	462.20	46.22	537.80	391.38
TOTAL OTHER EXPENDITURES	1,000	13.25	462.20	46.22	537.80	391.38
TOTAL PARKS DEPARTMENT	352,079	37,194.14	217,306.87	61.72	134,772.13	176,916.99

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 -General Fund
 NATURE SANCTUARY
 EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-535.01-01-00 Salaries	18,000	1,770.00	12,055.60	66.98	5,944.40	9,808.32
10-535.01-21-00 FICA & Medicare	1,377	135.42	922.29	66.98	454.71	750.38
10-535.01-31-00 Expense Allowance-Other	200	0.00	0.00	0.00	200.00	0.00
TOTAL PERSONNEL	19,577	1,905.42	12,977.89	66.29	6,599.11	10,558.70
<u>UTILITIES</u>						
<u>CAPITAL EXPENDITURES</u>						
<u>OTHER PURCHASES</u>						
10-535.05-01-00 Office Supplies & Consum	100	9.95	72.91	72.91	27.09	45.00
10-535.05-02-00 Postage	50	0.00	4.70	9.40	45.30	13.52
10-535.05-04-00 Printing	500	0.00	0.00	0.00	500.00	497.37
10-535.05-21-00 Equipment & Handtools	400	0.00	253.20	63.30	146.80	110.33
10-535.05-41-00 Materials	1,000	79.34	91.46	9.15	908.54	110.44
10-535.05-42-00 Program Expenses	2,700	159.87	776.05	28.74	1,923.95	843.67
TOTAL OTHER PURCHASES	4,750	249.16	1,198.32	25.23	3,551.68	1,620.33
<u>MAINTENANCE</u>						
10-535.06-01-00 Building Maintenance & R	950	0.00	391.95	41.26	558.05	15.22
10-535.06-05-03 Trail Maintenance	3,500	450.98	1,136.46	32.47	2,363.54	1,005.28
10-535.06-21-00 Vehicle Repair & Mainten	1,000	0.00	517.31	51.73	482.69	324.21
10-535.06-21-01 Equipment Repair & Maint	150	0.00	71.56	47.71	78.44	177.14
10-535.06-22-00 Vehicle Gas & Oil	400	0.00	125.54	31.39	274.46	244.81
TOTAL MAINTENANCE	6,000	450.98	2,242.82	37.38	3,757.18	1,766.66
<u>CITY SERVICES</u>						
10-535.07-51-00 Mosquito & Weed Control	250	0.00	37.90	15.16	212.10	160.37
TOTAL CITY SERVICES	250	0.00	37.90	15.16	212.10	160.37
<u>OTHER EXPENDITURES</u>						
10-535.09-21-00 Miscellaneous	500	51.03	389.25	77.85	110.75	109.58
TOTAL OTHER EXPENDITURES	500	51.03	389.25	77.85	110.75	109.58
TOTAL NATURE SANCTUARY	31,077	2,656.59	16,846.18	54.21	14,230.82	14,215.64

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 -General Fund
 CHANNEL 2 & WEBSITE
 EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-540.01-52-00 Technical Consultant/Int	10,200	0.00	5,100.00	50.00	5,100.00	5,549.40
10-540.01-53-00 Production Assistant/Int	2,100	0.00	900.00	42.86	1,200.00	900.00
TOTAL PERSONNEL	12,300	0.00	6,000.00	48.78	6,300.00	6,449.40
<u>CAPITAL EXPENDITURES</u>						
10-540.04-11-00 Computers & Programming	0	0.00	0.00	0.00	0.00	(299.40)
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	(299.40)
<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	500	59.95	59.95	11.99	440.05	59.95
TOTAL MAINTENANCE	500	59.95	59.95	11.99	440.05	59.95
<u>OTHER EXPENDITURES</u>						
10-540.09-05-00 Newsletter/Website	4,000	0.00	2,507.98	62.70	1,492.02	1,983.20
10-540.09-05-01 Website Maintenance	250	0.00	99.95	39.98	150.05	0.00
TOTAL OTHER EXPENDITURES	4,250	0.00	2,607.93	61.36	1,642.07	1,983.20
TOTAL CHANNEL 2 & WEBSITE	17,750	59.95	8,667.88	48.83	9,082.12	8,193.15

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 -General Fund
 TRANSFERS OUT
 EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>TRANSFERS-OTHER SOURCES</u>						
10-550.20-04-00 Transfer to Reserve Fund	60,000	5,000.00	40,000.00	66.67	20,000.00	211,333.32
10-550.20-21-00 Transfer to Debt Service	217,500	18,125.00	145,000.00	66.67	72,500.00	147,333.32
TOTAL TRANSFERS-OTHER SOURCES	277,500	23,125.00	185,000.00	66.67	92,500.00	358,666.64
TOTAL TRANSFERS OUT	277,500	23,125.00	185,000.00	66.67	92,500.00	358,666.64

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 -General Fund
 IT
 EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-555.01-52-00 Information Technology S	21,000	0.00	4,464.99	21.26	16,535.01	14,820.50
TOTAL PERSONNEL	21,000	0.00	4,464.99	21.26	16,535.01	14,820.50
<u>INSURANCE</u>						
10-555.02-01-00 Equipment	1,500	(1,023.25)	1,724.73	114.98	(224.73)	494.35
10-555.02-02-00 Software	15,310	0.00	13,464.77	87.95	1,845.23	11,114.82
10-555.02-04-00 Domain Registrations	390	197.00	362.00	92.82	28.00	125.00
TOTAL INSURANCE	17,200	(826.25)	15,551.50	90.42	1,648.50	11,734.17
<u>MAINTENANCE</u>						
10-555.06-01-00 Maintenance & Repair	2,124	(177.00)	965.00	45.43	1,159.00	1,239.00
TOTAL MAINTENANCE	2,124	(177.00)	965.00	45.43	1,159.00	1,239.00
TOTAL IT	40,324	(1,003.25)	20,981.49	52.03	19,342.51	27,793.67

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

10 --General Fund

CAPITAL OUTLAY
 EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>CAPITAL OUTLAY</u>						
10-560.50-50-00 Police Capital Outlay	34,500	0.00	0.00	0.00	34,500.00	0.00
TOTAL CAPITAL OUTLAY	34,500	0.00	0.00	0.00	34,500.00	0.00
<u>CAPITAL OUTLAY</u>						
10-560.51-50-00 Public Works Capital Out	129,175	0.00	25,924.98	20.07	103,250.02	0.00
10-560.51-80-00 Com Development Capital	110,000	0.00	21,233.43	19.30	88,766.57	0.00
TOTAL CAPITAL OUTLAY	239,175	0.00	47,158.41	19.72	192,016.59	0.00
<u>CAPITAL OUTLAY</u>						
10-560.52-50-00 Parks Capital Outlay	82,500	0.00	0.00	0.00	82,500.00	0.00
TOTAL CAPITAL OUTLAY	82,500	0.00	0.00	0.00	82,500.00	0.00
TOTAL CAPITAL OUTLAY	356,175	0.00	47,158.41	13.24	309,016.59	0.00
TOTAL EXPENDITURES	4,333,635	258,358.63	2,348,956.39	54.20	1,984,678.61	2,549,599.50
EXCESS REVENUES OVER/(UNDER) EXPENDITURE	(409,494)	(63,858.11)	603,478.61		0.00	585,483.68

Sewer Fund (30)

Last Updated 09/09/15

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 YTD	2015 Projected	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected
<i>Beginning Fund Balance</i>	\$426,505	\$ 493,616	\$ 605,952	\$ 489,897	\$ 516,873	\$ 1,020,362	\$ 1,104,409	\$ 1,104,409	\$ 538,161	\$ 458,180	\$ 502,909	\$ 440,678	\$ 504,222
Revenues													
<i>Projected Rate Increase</i>				3.50%	3.00%	3.00%	3.00%	3.00%	1.50%	1.00%	1.00%	0.00%	0.00%
Sewer Charges	907,088	962,603	937,785	968,760	1,016,426	1,027,940	677,035	1,044,319	1,043,359	1,053,793	1,064,331	1,064,331	1,064,331
Sewer Tap Fees	19,500	33,000	30,000	22,500	43,500	30,000	23,900	30,000	30,450	30,907	31,370	31,841	32,319
Sewer Impact Fees	18,200	30,800	28,000	21,000	42,000	28,000	22,500	28,000	28,420	28,846	29,279	29,718	30,164
MOAW Bill Collection Payment	636	715	686	650	562	650	-	650	650	650	650	650	650
Grinder Pump Administrative Fee	4,620	4,620	3,850	4,620	4,620	-	3,080	4,620	4,620	4,620	4,620	4,620	4,620
Interest Income	9,061	6,611	5,872	2,000	4,361	4,400	3,262	4,300	4,444	4,488	4,533	4,579	4,624
Transfer from Sewer CIP (33)	-	-	-	275,478	294,984	-	-	-	-	-	-	-	-
Miscellaneous	35	-	16	-	1,000	200	-	200	200	-	-	-	-
Sewer Fund Revenues:	959,140	1,038,349	1,006,209	1,295,008	1,407,454	1,091,190	729,777	1,112,089	1,112,143	1,123,304	1,134,783	1,135,738	1,136,708
Total Sources:	1,385,645	1,531,965	1,612,161	1,784,905	1,924,326	2,111,552	1,834,186	2,216,498	1,650,304	1,581,485	1,637,692	1,576,417	1,640,929
Expenditures													
Operating Expenses	388,097	453,316	449,989	514,201	462,065	519,812	266,600	496,272	529,425	539,222	549,206	559,381	569,751
Capital Expenses	16,415	18,146	5,636	474,007	59,988	802,275	238,322	747,780	374,400	252,800	358,000	220,000	410,000
Debt Service	273,917	198,952	202,233	200,556	191,504	332,785	276,805	332,785	184,768	180,953	182,095	182,947	178,651
Transfer to General Fund - Admin Fee	70,000	75,000	100,000	100,000	100,000	101,500	67,667	101,500	103,530	105,601	107,713	109,867	112,064
Other Transfers	143,600	180,600	337,431	-	-	-	-	-	-	-	-	-	-
Sewer Fund Expenditures:	892,029	926,014	1,095,288	1,288,764	813,557	1,756,372	849,393	1,678,337	1,192,123	1,078,576	1,197,014	1,072,195	1,270,466
Estimated Working Capital (deficit) :	493,616	605,952	516,873	496,141	1,110,769	355,180	984,792	538,161	458,180	502,909	440,678	504,222	370,463
TARGET*	\$388,441	\$331,031	\$339,730	\$354,106	\$332,020	\$488,113	\$488,113	\$482,228	\$343,007	\$342,159	\$346,325	\$350,259	\$349,105

* 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: AUGUST 31ST, 2015

30 -Sewer Service Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>REVENUE SUMMARY</u>						
OTHER REVENUE	1,086,590	81,424.44	726,514.94	66.86	360,075.06	719,026.94
INTEREST INCOME	4,400	424.21	3,261.57	74.13	1,138.43	2,846.78
MISCELLANEOUS REVENUE	200	0.00	0.00	0.00	200.00	1,000.00
TRANSFERS IN	<u>332,784</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>332,784.00</u>	<u>294,984.41</u>
TOTAL REVENUES	<u>1,423,974</u>	<u>81,848.65</u>	<u>729,776.51</u>	<u>51.25</u>	<u>694,197.49</u>	<u>1,017,858.13</u>
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATIVE	<u>2,089,156</u>	<u>68,100.08</u>	<u>849,393.38</u>	<u>40.66</u>	<u>1,239,762.62</u>	<u>497,536.31</u>
TOTAL EXPENDITURES	<u>2,089,156</u>	<u>68,100.08</u>	<u>849,393.38</u>	<u>40.66</u>	<u>1,239,762.62</u>	<u>497,536.31</u>
EXCESS REVENUES OVER/(UNDER) EXPENDITURE	(665,182)	13,748.57	(119,616.87)		(545,565.13)	520,321.82

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

30 -Sewer Service Fund

FINANCIAL SUMMARY

66.67% OF FISCAL YEAR COMPLETED

REVENUES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>OTHER REVENUE</u>						
30-41501-00 Sewer Charges	1,027,940	5,544.02	214,605.27	20.88	813,334.73	44,303.17
30-41501-01 Sewer Charges - Data Tech	0	75,495.42	462,429.67	0.00	(462,429.67)	628,528.77
30-41502-00 Sewer Tap Fees	30,000	0.00	23,900.00	79.67	6,100.00	22,500.00
30-41502-01 Sewer Impact Fees	28,000	0.00	22,500.00	80.36	5,500.00	21,000.00
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	0	385.00	3,080.00	0.00	(3,080.00)	2,695.00
TOTAL OTHER REVENUE	1,086,590	81,424.44	726,514.94	66.86	360,075.06	719,026.94
<u>INTEREST INCOME</u>						
30-41701-00 Interest Income	4,400	424.21	3,261.57	74.13	1,138.43	2,846.78
TOTAL INTEREST INCOME	4,400	424.21	3,261.57	74.13	1,138.43	2,846.78
<u>MISCELLANEOUS REVENUE</u>						
30-41804-00 Miscellaneous Revenue	200	0.00	0.00	0.00	200.00	0.00
30-41805-00 Water Service Fees	0	0.00	0.00	0.00	0.00	1,000.00
TOTAL MISCELLANEOUS REVENUE	200	0.00	0.00	0.00	200.00	1,000.00
<u>TRANSFERS IN</u>						
30-41901-00 Transfer from Sewer Fund	332,784	0.00	0.00	0.00	332,784.00	0.00
30-41902-00 Transfer from Sewer CIP	0	0.00	0.00	0.00	0.00	294,984.41
TOTAL TRANSFERS IN	332,784	0.00	0.00	0.00	332,784.00	294,984.41
TOTAL REVENUE	1,423,974	81,848.65	729,776.51	51.25	694,197.49	1,017,858.13

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

30 -Sewer Service Fund

ADMINISTRATIVE

66.67% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
30-501.01-01-00 Salaries	13,156	1,003.31	6,180.22	46.98	6,975.78	6,754.53
30-501.01-21-00 FICA & Medicare	1,006	76.28	471.36	46.85	534.64	516.73
30-501.01-41-00 Training & Dues	0	1,416.10	1,416.10	0.00	(1,416.10)	0.00
TOTAL PERSONNEL	14,162	2,495.69	8,067.68	56.97	6,094.32	7,271.26
INSURANCE						
30-501.02-01-00 Hazard & Liability	6,000	0.00	2,689.32	44.82	3,310.68	3,677.65
30-501.02-02-00 Health	0	223.02	668.32	0.00	(668.32)	0.00
TOTAL INSURANCE	6,000	223.02	3,357.64	55.96	2,642.36	3,677.65
UTILITIES						
30-501.03-01-00 Telephone & Voicemail	2,600	13.57	1,637.27	62.97	962.73	1,270.43
30-501.03-02-00 Electricity	41,000	3,561.54	24,564.14	59.91	16,435.86	23,585.16
30-501.03-04-00 Water	3,500	133.34	973.15	27.80	2,526.85	2,211.66
30-501.03-06-00 Wi-Fi	480	39.99	279.93	58.32	200.07	239.94
30-501.03-09-00 Trash Hauling	600	0.00	242.97	40.50	357.03	148.55
TOTAL UTILITIES	48,180	3,748.44	27,697.46	57.49	20,482.54	27,455.74
CAPITAL EXPENDITURES						
30-501.04-31-00 Equipment & Machinery	33,500	0.00	0.00	0.00	33,500.00	5,110.55
30-501.04-51-00 Facility Improvements	90,000	0.00	787.50	0.88	89,212.50	0.00
30-501.04-61-00 Pump Station Improvement	191,000	3,450.00	68,826.54	36.03	122,173.46	2,530.22
TOTAL CAPITAL EXPENDITURES	314,500	3,450.00	69,614.04	22.13	244,885.96	7,640.77
OTHER PURCHASES						
30-501.05-01-00 Office Supplies	100	34.29	34.29	34.29	65.71	17.19
30-501.05-02-00 Postage	9,000	152.24	4,303.57	47.82	4,696.43	4,961.96
30-501.05-04-00 Printing	1,500	35.00	35.00	2.33	1,465.00	0.00
30-501.05-06-00 Delinquencies	1,500	0.00	0.00	0.00	1,500.00	0.00
TOTAL OTHER PURCHASES	12,100	221.53	4,372.86	36.14	7,727.14	4,979.15
MAINTENANCE						
30-501.06-01-00 Building Main & Repair	8,500	369.32	5,673.87	66.75	2,826.13	3,565.95
30-501.06-12-00 Pump Stations Maintenanc	20,000	2,265.25	9,281.79	46.41	10,718.21	6,161.16
30-501.06-21-00 Vehicle Repair & Mainten	500	0.00	0.00	0.00	500.00	0.00
30-501.06-21-02 Tractor/Lawn Mowing Equi	500	0.00	161.27	32.25	338.73	678.92
30-501.06-22-00 Vehicle Gas & Oil	3,000	75.88	578.46	19.28	2,421.54	768.01
30-501.06-22-01 Equipment Gas & Oil	1,500	0.00	0.00	0.00	1,500.00	137.84
30-501.06-33-00 Software Support Agreeme	2,170	0.00	0.00	0.00	2,170.00	0.00
30-501.06-42-00 Line Maintenance	415,750	900.00	120,004.90	28.86	295,745.10	1,273.20
30-501.06-99-00 Other Maintenance	72,025	0.00	48,703.50	67.62	23,321.50	1,612.50
TOTAL MAINTENANCE	523,945	3,610.45	184,403.79	35.20	339,541.21	14,197.58
CITY SERVICES						
30-501.07-34-00 Line Repairs	20,000	5,416.34	11,106.34	55.53	8,893.66	3,356.77
30-501.07-42-00 One Call Utility Locatin	2,000	250.90	1,878.03	93.90	121.97	1,515.89
30-501.07-82-00 KC Water Depart	55,655	0.00	15,986.86	28.72	39,668.14	30,343.67

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

30 -Sewer Service Fund

ADMINISTRATIVE
EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
30-501.07-91-00 Odor Control	19,000	0.00	9,431.79	49.64	9,568.21	9,063.29
TOTAL CITY SERVICES	96,655	5,667.24	38,403.02	39.73	58,251.98	44,279.62
PROFESSIONAL FEES						
30-501.08-01-00 Attorney Fees	10,000	0.00	0.00	0.00	10,000.00	7,048.80
30-501.08-03-00 Engineering Fees	8,500	0.00	150.00	1.76	8,350.00	1,600.00
30-501.08-04-00 Management Contract	282,245	23,520.42	164,642.94	58.33	117,602.06	183,596.64
30-501.08-06-00 Administration Fee	101,500	8,458.33	67,666.66	66.67	33,833.34	66,666.66
30-501.08-07-00 Credit Card Fees	2,000	196.17	1,845.86	92.29	154.14	0.00
TOTAL PROFESSIONAL FEES	404,245	32,174.92	234,305.46	57.96	169,939.54	258,912.10
OTHER EXPENDITURES						
30-501.09-21-00 Miscellaneous	2,000	142.13	574.52	28.73	1,425.48	4,404.83
30-501.09-22-00 DNR Fees	1,800	1,792.28	1,792.28	99.57	7.72	0.00
TOTAL OTHER EXPENDITURES	3,800	1,934.41	2,366.80	62.28	1,433.20	4,404.83
BOND/LEASE PAYMENTS						
30-501.10-04-00 System Renewal Lease	149,351	0.00	0.00	0.00	149,351.00	9,227.94
TOTAL BOND/LEASE PAYMENTS	149,351	0.00	0.00	0.00	149,351.00	9,227.94
SYSTEM RENEWAL PROJECT						
30-501.12-11-00 SRF Principal	145,000	12,083.33	96,666.64	66.67	48,333.36	93,333.36
30-501.12-11-01 SRF Interest	29,897	2,491.05	19,926.00	66.65	9,971.00	21,792.56
30-501.12-11-02 SRF Administration Fee	8,536	0.00	9,148.66	107.18	(612.66)	363.75
TOTAL SYSTEM RENEWAL PROJECT	183,433	14,574.38	125,741.30	68.55	57,691.70	115,489.67
TRANSFERS-OTHER SOURCES						
30-501.20-02-02 Trans to Debt Serv (for	149,351	0.00	151,063.33	101.15	(1,712.33)	0.00
30-501.20-02-03 Trans to Debt Serv (for	183,434	0.00	0.00	0.00	183,434.00	0.00
TOTAL TRANSFERS-OTHER SOURCES	332,785	0.00	151,063.33	45.39	181,721.67	0.00
TOTAL ADMINISTRATIVE	2,089,156	68,100.08	849,393.38	40.66	1,239,762.62	497,536.31
TOTAL EXPENDITURES	2,089,156	68,100.08	849,393.38	40.66	1,239,762.62	497,536.31
EXCESS REVENUES OVER/(UNDER) EXPENDITURE	665,182	13,748.57	(119,616.87)		0.00	520,321.82

Transportation Fund (40)

Last Updated 09/09/15

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 YTD	2015 Projected	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected
<i>Beginning Fund Balance</i>	\$227,141	\$ 89,288	\$ 190,187	\$ 162,317	\$ 162,682	\$ 318,954	\$ 327,997	\$ 327,997	\$ 145,277	\$ 114,562	\$ 146,749	\$ 119,456	\$ 80,304
Revenues													
Parkville Special Road District	114,870	120,346	122,341	122,600	124,328	126,000	126,528	126,000	127,890	129,808	131,755	133,732	133,732
City Transportation Sales Tax	454,319	380,193	398,083	400,000	438,160	435,000	292,560	440,000	441,525	448,148	454,870	461,693	461,693
Motor Fuel Tax	123,157	141,412	140,867	141,000	143,352	141,000	96,681	141,000	143,115	145,262	147,441	149,652	149,652
County Transportation Sales Tax	123,552	137,379	134,865	138,000	178,948	170,000	-	179,000	172,550	175,138	177,765	180,432	180,432
Project Cost Share			-	-	18,125	-		350	-	-	-	-	-
Sale of Equipment					8,275	11,500		11,500	32,500	15,000	5,000	5,000	5,000
Refunds		80,250			-	-							
MPR Safety Funds					4,300	-							
Leased Properties		6,470	900	-	-	-			-	-	-	-	-
Transportation Fund Revenues:	815,898	866,050	797,056	801,600	915,488	883,500	515,769	897,850	917,580	913,356	916,832	930,509	930,509
Total Sources:	1,043,039	955,338	987,243	963,917	1,078,170	1,202,454	843,765	1,225,847	1,062,857	1,027,918	1,063,580	1,049,965	1,010,813
Expenditures													
Streets - Capital	171,177	196,151	88,560	295,000	81,966	502,500	371,607	499,970	350,000	277,500	340,000	365,000	335,000
Streets - Operating			-	313,050	313,207	353,000	181,558	335,600	358,295	363,669	369,124	374,661	335,000
Transfers	782,574	569,000	736,000	355,000	355,000	245,000	163,333	245,000	240,000	240,000	235,000	230,000	225,000
Transportation Fund Expenditures:	953,751	765,151	824,560	963,050	750,173	1,100,500	716,499	1,080,570	948,295	881,169	944,124	969,661	895,000
Estimated Ending Balance (deficit):	89,288	190,187	162,682	867	327,997	101,954	127,267	145,277	114,562	146,749	119,456	80,304	115,813

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

40 -Transportation Fund
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>REVENUE SUMMARY</u>						
TAXES	126,000	0.00	126,527.83	100.42	(527.83)	121,709.17
SALES TAXES	746,000	42,835.17	389,241.09	52.18	356,758.91	394,413.91
OTHER REVENUE	0	0.00	0.00	0.00	0.00	10,000.00
TRANSFERS IN	<u>11,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,500.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>883,500</u>	<u>42,835.17</u>	<u>515,768.92</u>	<u>58.38</u>	<u>367,731.08</u>	<u>526,123.08</u>
<u>EXPENDITURE SUMMARY</u>						
STREET DEPARTMENT	655,500	61,879.62	553,165.18	64.66	302,334.82	189,933.26
TRANSFERS	<u>245,000</u>	<u>20,416.66</u>	<u>163,333.32</u>	<u>66.67</u>	<u>81,666.68</u>	<u>236,666.66</u>
TOTAL EXPENDITURES	<u>1,100,500</u>	<u>82,296.28</u>	<u>716,498.50</u>	<u>65.11</u>	<u>384,001.50</u>	<u>426,599.92</u>
EXCESS REVENUES OVER/(UNDER) EXPENDITURE	(217,000)	(39,461.11)	(200,729.58)		(16,270.42)	99,523.16

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

40 -Transportation Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR COMPLETED

REVENUES	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>TAXES</u>						
40-41006-00 Parkville Special Rd Distric	126,000	0.00	126,527.83	100.42	(527.83)	121,709.17
TOTAL TAXES	126,000	0.00	126,527.83	100.42	(527.83)	121,709.17
<u>SALES TAXES</u>						
40-41404-00 City Transportation Sales Ta	435,000	28,987.76	292,560.43	67.26	142,439.57	279,900.27
40-41405-00 Motor Fuel Tax	141,000	13,847.41	96,680.66	68.57	44,319.34	93,091.58
40-41406-00 County Trans Sales Tax	170,000	0.00	0.00	0.00	170,000.00	21,422.06
TOTAL SALES TAXES	746,000	42,835.17	389,241.09	52.18	356,758.91	394,413.91
<u>OTHER REVENUE</u>						
40-41504-00 Curb/Sidewalk Cost Share	0	0.00	0.00	0.00	0.00	10,000.00
TOTAL OTHER REVENUE	0	0.00	0.00	0.00	0.00	10,000.00
<u>INTEREST INCOME</u>						
<u>MISCELLANEOUS REVENUE</u>						
<u>TRANSFERS IN</u>						
40-41901-00 Refunds and Other Revenue	11,500	0.00	0.00	0.00	11,500.00	0.00
TOTAL TRANSFERS IN	11,500	0.00	0.00	0.00	11,500.00	0.00
<u>TRANSFERS</u>						
TOTAL REVENUE	883,500	42,835.17	515,768.92	58.38	367,731.08	526,123.08

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: AUGUST 31ST, 2015

40 -Transportation Fund
ADMINISTRATION
EXPENDITURES

66.67% 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					
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CAPITAL EXPENDITURES					
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CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

40 -Transportation Fund
 STREET DEPARTMENT
 EXPENDITURES

66.67% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
CAPITAL EXPENDITURES						
40-520.04-71-00 Street Programs	0	0.00	0.00	0.00	0.00	26.95
40-520.04-81-00 Crack Seal Project	20,000	0.00	0.00	0.00	20,000.00	1,261.05
40-520.04-83-00 Street Striping	10,000	0.00	0.00	0.00	10,000.00	0.00
40-520.04-85-00 Asphalt Overlay Program	220,000	21,957.80	220,242.52	100.11	(242.52)	0.00
40-520.04-85-01 Equipment	152,500	135.00	51,614.52	33.85	100,885.48	78.70
40-520.04-90-00 Curb & Sidewalk Program	100,000	14,980.00	99,750.00	99.75	250.00	7,783.50
TOTAL CAPITAL EXPENDITURES	502,500	37,072.80	371,607.04	73.95	130,892.96	9,150.20
MAINTENANCE						
40-520.06-01-00 Building Maintenance & R	11,500	0.00	733.14	6.38	10,766.86	1,310.95
40-520.06-21-00 Vehicle & Equipment Main	10,500	292.00	5,615.07	53.48	4,884.93	3,023.41
40-520.06-22-00 Vehicle & Equipment Gas	25,500	1,131.98	9,812.56	38.48	15,687.44	16,322.03
TOTAL MAINTENANCE	47,500	1,423.98	16,160.77	34.02	31,339.23	20,656.39
CITY SERVICES						
40-520.07-20-00 Emergency Snow Removal	30,000	0.00	18,991.44	63.30	11,008.56	17,361.53
40-520.07-32-00 Storm Sewers - General R	2,500	40.00	58.76	2.35	2,441.24	0.00
40-520.07-33-00 Street Repair Materials	15,000	1,734.83	6,002.13	40.01	8,997.87	5,232.51
40-520.07-41-00 Street Lights - Electric	235,000	18,473.01	129,296.48	55.02	105,703.52	128,487.50
40-520.07-44-00 Street Signs	2,000	0.00	713.56	35.68	1,286.44	374.63
40-520.07-45-00 Street Sweeping	8,500	0.00	7,200.00	84.71	1,300.00	6,780.00
40-520.07-52-00 Tree Trimming & Removal	4,000	3,135.00	3,135.00	78.38	865.00	1,853.00
40-520.07-60-00 Rental Equipment	8,000	0.00	0.00	0.00	8,000.00	37.50
TOTAL CITY SERVICES	305,000	23,382.84	165,397.37	54.23	139,602.63	160,126.67
OTHER EXPENDITURES						
40-520.09-21-00 Miscellaneous	500	0.00	0.00	0.00	500.00	0.00
TOTAL OTHER EXPENDITURES	500	0.00	0.00	0.00	500.00	0.00
TOTAL STREET DEPARTMENT	855,500	61,879.62	553,165.18	64.66	302,334.82	189,933.26

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: AUGUST 31ST, 2015

40 -Transportation Fund

TRANSFERS

66.67% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>TRANSFERS-OTHER SOURCES</u>						
40-550.20-10-00 Transfer to General Fund	245,000	20,416.66	163,333.32	66.67	81,666.68	236,666.66
TOTAL TRANSFERS-OTHER SOURCES	<u>245,000</u>	<u>20,416.66</u>	<u>163,333.32</u>	<u>66.67</u>	<u>81,666.68</u>	<u>236,666.66</u>
TOTAL TRANSFERS	245,000	20,416.66	163,333.32	66.67	81,666.68	236,666.66
TOTAL EXPENDITURES	<u>1,100,500</u>	<u>82,296.28</u>	<u>716,498.50</u>	<u>65.11</u>	<u>384,001.50</u>	<u>426,599.92</u>
EXCESS REVENUES OVER/(UNDER) EXPENDITURE (217,000)	(39,461.11)	(200,729.58)		0.00	99,523.16

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

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	1,696,913.72	
15000	Receivables - General	(128.00)	
15003	Property Tax Receivables	5,886.73	
15004	Franchise Tax Receivables	175,236.74	
15005	Vehicle Tax Receivable	957.02	
18000	Prepaid Insurance	81,735.82	
			<u>1,961,033.34</u>

TOTAL ASSETS

1,961,033.34
=====

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	(241.85)	
20028	Vision Care Withholding	(145.84)	
20031	Retirement W/H ING	110.00	
20041	KC Earning Tax W/H	5,823.35	
20051	Garnishment W/H	(70.62)	
20070	Vol. Employee Fund W/H	1,031.12	
21000	Deferred Revenue	6,843.75	
22001	AP Pending (Due to Pooled)	32,642.86	
22500	Telecom Escrow	190.29	
22501	FLEX Plan Payable	3,507.99	
22600	COBRA Liability	1,539.59	
			<u>44,664.47</u>

TOTAL LIABILITIES

44,664.47

EQUITY

=====

30001	Fund Balance	1,312,890.26	
			<u>1,312,890.26</u>
	TOTAL BEGINNING EQUITY	1,312,890.26	
	TOTAL REVENUE	2,952,435.00	
	TOTAL EXPENSES	2,348,956.39	
			<u>603,478.61</u>

TOTAL SURPLUS/(DEFICIT)

603,478.61

TOTAL EQUITY & SURPLUS/(DEFICIT)

1,916,368.87

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT

1,961,033.34
=====

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

21 -River Park Bond Retirement

ACCOUNT# TITLE

ASSETS			
=====			
11002	River Prk Dev Bank Acct-f	173,988.33	
12000	Claim on Cash	(21,925.00)	
15001	Receivables - Taxes/Fees	4,930.23	
		<hr/>	156,993.56
			<hr/>
	TOTAL ASSETS		156,993.56
			=====
LIABILITIES			
=====			
21000	Deferred Revenue	4,930.23	
		<hr/>	4,930.23
	TOTAL LIABILITIES		<hr/>
EQUITY			
=====			
30001	FUND BALANCE	153,826.92	
		<hr/>	153,826.92
	TOTAL BEGINNING EQUITY		153,826.92
	TOTAL REVENUE	319,492.66	
	TOTAL EXPENSES	321,256.25	
		<hr/>	
	TOTAL SURPLUS/(DEFICIT)	(1,763.59)	
	TOTAL EQUITY & SURPLUS/(DEFICIT)		152,063.33
		<hr/>	
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		156,993.56
			=====

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

22 -Capital Project Bonds

ACCOUNT# TITLE

ASSETS		
=====		
11002 Cash {	48,639.80	
12000 Claim on Cash	384,947.92	
14010 Lease Revenue Fund	2,040.76	
14012 Reserve Fund	645,739.61	
15001 Receivables - Taxes/Fees	841.62	
	<hr/>	1,082,209.71
		<hr/>
TOTAL ASSETS		1,082,209.71
		=====
LIABILITIES		
=====		
21000 Deferred Revenue	841.62	
	<hr/>	841.62
TOTAL LIABILITIES		<hr/>
EQUITY		
=====		
30001 Fund Balance	421,968.17	
30005 Restricted for Debt Retirement	640,000.00	
	<hr/>	1,061,968.17
TOTAL BEGINNING EQUITY		1,061,968.17
TOTAL REVENUE	496,639.92	
TOTAL EXPENSES	477,240.00	
	<hr/>	19,399.92
TOTAL SURPLUS/(DEFICIT)		19,399.92
TOTAL EQUITY & SURPLUS/(DEFICIT)		<hr/>
		1,081,368.09
		<hr/>
TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		1,082,209.71
		=====

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

23 -Brush Creek NID

ACCOUNT# TITLE

ASSETS

=====

12000 Claim on Cash	29,195.93
14011 Debt Service Fund	0.28
14012 Debt Service Reserve Fund	401,026.29
14021 Cost of Issuance Expenses	(0.03)
15001 Receivables	139,533.25
	<hr/>
	569,755.72

TOTAL ASSETS 569,755.72

=====

LIABILITIES

=====

21000 Deferred Revenue	139,533.25
21100 Brush Creek Maintenance Fund	7,599.82
22001 A/P Pending (Due to Pool)	2,000.00
24000 Long Term Bonds Payable	(4,506,327.67)
	<hr/>
TOTAL LIABILITIES	(4,357,194.60)

EQUITY

=====

30001 Fund Balance	5,012,518.46
	<hr/>
TOTAL BEGINNING EQUITY	5,012,518.46
TOTAL REVENUE	256,717.18
TOTAL EXPENSES	342,285.32
	<hr/>
TOTAL SURPLUS/(DEFICIT)	(85,568.14)
	<hr/>
TOTAL EQUITY & SURPLUS/(DEFICIT)	4,926,950.32

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT 569,755.72

=====

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

24 -Brink Meyer Road NID

ACCOUNT# TITLE

ASSETS

14011	Brink Myer Note Fund (D S F)	292,334.51	
14012	Brink Meyer Bond Fund	0.19	
14021	Cost of Issuance Expenses	(0.01)	
15001	Receivables	275,075.47	
			567,410.16
TOTAL ASSETS			567,410.16

LIABILITIES

21000	Deferred Revenue	275,075.47	
21100	Brink Meyer Maintenance Fund	1,625.04	
22001	A/P Pending (Due to Pool)	2,000.00	
23001	Loan from Em Reserve Payable	176,123.94	
24000	Long Term Bonds Payable	(3,675,000.00)	
TOTAL LIABILITIES			(3,220,175.55)

EQUITY

30001	Fund Balance	3,966,602.88	
TOTAL BEGINNING EQUITY			3,966,602.88
TOTAL REVENUE			5,481.48
TOTAL EXPENSES			184,498.65
TOTAL SURPLUS/(DEFICIT)			(179,017.17)
TOTAL EQUITY & SURPLUS/(DEFICIT)			3,787,585.71
TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT			567,410.16

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

30 -Sewer Service Fund

ACCOUNT# TITLE

ASSETS

=====

11002 Sewer Fund Cash in Bank-	46,960.76	
11003 Cash	42,309.06	
11005 MM Bank Lib	206,723.17	
12000 Sewer Service Claim on Cash	697,515.44	
15000 Receivables	105,140.68	
17001 Property, Plant, Equipment	2,319,461.96	
17005 Accumulated Depreciation	(2,853,765.98)	
17014 Equipment	1,850,516.67	
18000 Prepaid Insurance	593.04	
		2,415,454.80

TOTAL ASSETS 2,415,454.80

=====

LIABILITIES

=====

20070 Vol. Employee Fund	2.89	
22001 AP Pending (Due to Pooled)	9,306.19	
24010 LT Leases Payable	179,612.82	
26000 Customer Deposits	13,485.00	
		202,406.90

TOTAL LIABILITIES 202,406.90

EQUITY

=====

30001 Fund Balance	2,332,664.77	
		2,332,664.77
TOTAL REVENUE	729,776.51	
TOTAL EXPENSES	849,393.38	
		(119,616.87)

TOTAL EQUITY & SURPLUS/(DEFICIT) 2,213,047.90

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT 2,415,454.80

=====

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

33 -Sewer Capital Improvement

ACCOUNT# TITLE

ASSETS

=====

17002	Insutiform Sewer Infrastructur	244,732.86	
17003	Aeration System Sewer Equipmnt	182,062.00	

426,794.86

TOTAL ASSETS

426,794.86

=====

LIABILITIES

=====

EQUITY

=====

30001	Fund Balance	426,794.86	
-------	--------------	------------	--

TOTAL BEGINNING EQUITY

426,794.86

TOTAL EQUITY & SURPLUS/(DEFICIT)

426,794.86

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT

426,794.86

=====

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

34 -SRF Fund

ACCOUNT# TITLE

ASSETS

=====

12005 Cash	28,338.41	
17001 Sewer Infrastructure Systems	2,648,785.13	
17002 Insutiform Sewer Infrastructur	110,754.20	
17005 Accumulated Depreciation	(211,952.00)	
17012 CIP - Sewer Evaluation Study	129,839.85	
17013 CIP - Sewer Repair Phase 1	25,633.33	
17050 Bond Issue Discount & Cost	107,806.73	
		<u>2,839,205.65</u>

TOTAL ASSETS 2,839,205.65

=====

LIABILITIES

=====

24000 Long-Term Bonds Payable	2,005,000.00	
24001 Bond Issue Premium	94,132.65	
		<u>2,099,132.65</u>

EQUITY

=====

30001 Fund Balance	740,073.00	
		<u>740,073.00</u>

TOTAL EQUITY & SURPLUS/(DEFICIT) 740,073.00

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFTCIT 2,839,205.65

=====

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

40 -Transportation Fund

ACCOUNT# TITLE

ASSETS			
=====			
12000	Claim on Cash	130,809.18	
15000	Receivables - General	49,812.78	
15001	Receivable Held in Escrow Acct	10,833.00	
		<u>191,454.96</u>	
	TOTAL ASSETS		<u>191,454.96</u>
			=====
LIABILITIES			
=====			
22001	A/P Pending (Due to Pooled)	3,542.64	
22500	Liability in Held in Escrow Ac	10,833.00	
	TOTAL LIABILITIES	<u>14,375.64</u>	
EQUITY			
=====			
30001	Fund Balance	377,808.90	
	TOTAL BEGINNING EQUITY	<u>377,808.90</u>	
	TOTAL REVENUE	515,768.92	
	TOTAL EXPENSES	716,498.50	
	TOTAL SURPLUS/(DEFICIT)	<u>(200,729.58)</u>	
	TOTAL EQUITY & SURPLUS/(DEFICIT)	<u>177,079.32</u>	
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		<u>191,454.96</u>
			=====

RESERVED FUND SUMMARY

AS OF: AUGUST 31ST, 2015

	This Month		Cumulative		Fund Balance
	Income	Expenses	Income	Expenses	
42 -Municipal Equip Res Fund	0.00	0.00	0.00	0.00	1,751.08
45 -Fewson Project Fund	27.19	0.00	10,312.44	404.90	567,798.69
46 -Guest Room Tax Fund	1,707.67	0.00	2,382.92	2,776.39	10.41
50 -Emergency Reserve Fund	5,000.00	0.00	40,000.00	0.00	1,427,965.61
60 -Nature Sanctuary Fund	39.05	0.00	2,717.40	249.85	45,248.87
63 -Park Donations	11.79	160.50	1,635.68	310.50	47,119.43
80 -Court Recoupment Fees	0.00	0.00	1,083.00	976.24	38,984.77
81 -Police Training Fees-LET	256.00	432.84	2,000.00	3,031.90	43,184.88
91 -TIF Development Fund	24,926.12	0.00	153,743.46	0.00	171,547.02
95 -Capital Projects Fund	0.00	0.00	61,040.00	69,358.31	8,604.01
TOTAL	31,967.82	593.34	274,914.90	77,108.09	2,352,214.77

*** END OF REPORT ***

City of Parkville
Cash & Investments Balance Report
As of August 31, 2015

General Fund #10

Cash on Hand	181.31	
Total Cash Accounts*	1,664,370.86	
Fund Cash & Investments Total		<u><u>\$1,664,552.17</u></u>

Transportation Fund #40

Total Cash Accounts*	130,809.18	
Fund Cash & Investments Total		<u><u>\$130,809.18</u></u>

River Park Bond Retirement Fund #21

Total Cash Accounts*	152,063.33	
Fund Cash & Investments Total		<u><u>\$152,063.33</u></u>

Emergency Reserve Fund #50

Total Cash Accounts*	1,251,841.67	
Fund Cash & Investments Total		<u><u>\$1,251,841.67</u></u>

Capital Project Bonds Fund #22

Total Cash Accounts*	433,587.72	
Reserve Fund Account	645,739.61	
Fund Cash & Investments Total		<u><u>\$1,079,327.33</u></u>

TIF Development Fund #91

Total Cash Accounts*	171,547.02	
Fund Cash & Investments Total		<u><u>\$171,547.02</u></u>

Brush Creek NID Fund #23

Total Cash Accounts*	27,196.18	
Reserve Fund Account	401,026.29	
Fund Cash & Investments Total		<u><u>\$428,222.47</u></u>

Parkville Market Place Fund #92

Total Cash Account	9,412.81	
Fund Cash & Investments Total		<u><u>\$9,412.81</u></u>

Brink Meyer Road NID Fund #24

Total Cash Accounts*	-1,999.82	
Reserve Fund Account	292,334.51	
Fund Cash & Investments Total		<u><u>\$290,334.69</u></u>

Capital Projects Fund #95

Total Cash Accounts*	8,604.01	
Fund Cash & Investments Total		<u><u>\$8,604.01</u></u>

Sewer Service Fund #30

Total Cash Accounts*	984,202.24	
Fund Cash & Investments Total		<u><u>\$984,202.24</u></u>

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

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	1	1	1	1
a. Rape by Force	21	1	1		1
b. Attempts to commit Forcible Rape	22				
3. ROBBERY TOTAL	30	1	1	1	
a. Firearm	31				
b. Knife or Cutting Instrument	32				
c. Other Dangerous Weapon	33	1	1		
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34				
4. ASSAULT TOTAL	40	19	19	9	2
a. Firearm	41				
b. Knife or Cutting Instrument	42				
c. Other Dangerous Weapon	43	2	2		2
d. Hands, Fists, Feet, Etc. - Aggravated injury	44				
e. Other Assaults - Simple, Not Aggravated	45	17	17		2
5. BURGLARY TOTAL	50	5	5	7	1
a. Forcible Entry	51	1	1		1
b. Unlawful Entry - No Force	52	3	3		1
c. Attempted Forcible Entry	53	1	1		
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	51	51	54	2
7. MOTOR VEHICLE THEFT TOTAL	70	4	4		
a. Autos	71	2	2		
b. Trucks and Buses	72				
c. Other Vehicles	73	2	2		
GRAND TOTAL	77	81	81	74	5

Prior 3yrs. Average

January 2015

Month and Year of Report

thru
July 2015

Parkville Police Department

Agency and State

Mo0830100

Agency Identifier

5700.00

Population

September 1, 2015

Date

Craig Hubbell

Detective

Prepared By

Chief K.L. Chasman

Title

Chief, Commissioner, Sheriff, or Superintendent

PROPERTY STOLEN BY CLASSIFICATION

CLASSIFICATION		NUMBER OF ACTUAL OFFENSES (COLUMN 4 Return A)	Monetary Value of Property Stolen
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12		
2. FORCIBLE RAPE	20	1	
3. ROBBERY			
(a) HIGHWAY (Streets, alleys, etc.)	31		
(b) COMMERCIAL HOUSE (except c, d and f)	32		
(c) GAS OR SERVICE STATION	33		
(d) CONVENIENCE STORE	34		
(e) RESIDENCE (anywhere on premises)	35		
(f) BANK	36		
(g) MISCELLANEOUS	37	1	
TOTAL ROBBERY	30	1	
5. BURGLARY - BREAKING AND ENTERING			
(a) RESIDENCE (dwelling)			
(1) NIGHT (6 p.m. - 6 a.m.)	51		
(2) DAY (6 a.m. - 6 p.m.)	52	3	4700
(3) UNKNOWN	53		
(b) NON-RESIDENCE (store, office, etc.)			
(1) NIGHT (6 p.m. - 6 a.m.)	54	2	694
(2) DAY (6 a.m. - 6 p.m.)	55		
(3) UNKNOWN	56		
TOTAL BURGLARY	50	5	5394
6. LARCENY - THEFT (Except Motor Vehicle Theft)			
(a) \$200 AND OVER	61	26	49301
(b) \$50 TO \$200	62	6	518
(c) UNDER \$50	63	19	334
TOTAL LARCENY (Same as Item 6X)	60	51	50153
7. MOTOR VEHICLE THEFT (Including Alleged Joy Riding)	70	4	6578
GRAND TOTAL - ALL ITEMS	77	62	65 62125
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING	81		
(b) PURSE SNATCHING	82		
(c) SHOPLIFTING	83	18	23 1270
(d) FROM MOTOR VEHICLE (except e)	84	16	31399
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(f) BICYCLES	86		
(g) FROM BUILDING (except c and h)	87	6	4 5267
(h) FROM ANY COIN-OPERATED MACHINES (parking meters etc.)	88		
(i) ALL OTHERS	89	11	12217
TOTAL LARCENIES (Same as Item 6)	80	51	54 50153
7X. MOTOR VEHICLES RECOVERED			Prior 3yrs. Average
(a) STOLEN LOCALLY AND RECOVERED LOCALLY	91		
(b) STOLEN LOCALLY AND RECOVERED BY ANOTHER JURISDICTION	92		
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)	90		
(d) STOLEN IN OTHER JURISDICTION AND RECOVERED LOCALLY	93	2	

January 2015 thru July 2015

CITY OF PARKVILLE
Policy Report

Date: September 9, 2015

PREPARED BY:

Alysen Abel
Public Works Director

REVIEWED BY:

Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Approve a resolution employing Eric Pils as a full-time laborer for the Streets Division of the Public Works Department.

BACKGROUND:

The City advertised in late June for a full-time laborer for the Streets Division to replace a position that was vacated. Applications were reviewed by the Director of Operations and interviews were scheduled. Eric Pils was interviewed for the open position and was determined to be the best candidate.

Eric Pils demonstrates the necessary skills and capability to execute the fundamental duties of the position and has successfully completed all necessary requirements for consideration for this position. Staff recommends proceeding with this hire. The Streets Division is currently operating at below minimum staffing levels with four laborers and the operations director. Leaving this position vacant would reduce the street crew by 20% and would negatively impact service delivery for street maintenance programs over the winter.

BUDGET IMPACT:

This is a full-time budgeted position in the Streets Division (520) of the General Fund (10) with a starting hourly wage of \$12.50 for 40 hours per week, plus all other benefits as applicable to a full-time employee.

ALTERNATIVES:

1. Approve the hiring resolution for Eric Pils as a full-time laborer for the Streets Division of the Public Works Department.
2. Do not approve the hiring of Eric Pils.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends approval of the attached resolution and hiring of Eric Pils as a full-time laborer in the Streets Division of the Public Works Department, effective September 16, 2015.

POLICY:

The City of Parkville's Personnel Manual requires the Board of Aldermen to approve all hiring.

SUGGESTED MOTION:

I move to approve Resolution No. 09-02-15 employing Eric Pils as a full-time laborer for the Street Division of the Public Works Department, effective September 16, 2015.

ATTACHMENT:

1. Resolution No. 09-02-15



**CITY OF PARKVILLE, MO
RESOLUTION NO. 09-02-15**

**A RESOLUTION EMPLOYING ERIC PILS AS A FULL-TIME LABORER
ASSIGNED TO THE STREETS DIVISION OF THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the City of Parkville has a vacancy in the position of full-time laborer for the streets division of the Public Works Department; and

WHEREAS, Eric Pils meets the minimum qualifications of the position and was recommended for hire by the Public Works Director following a selection process.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN FOR THE CITY OF PARKVILLE AS FOLLOWS:

SECTION 1. That Eric Pils is hired as full-time laborer assigned to the streets division of the Public Works Department with a starting hourly pay of \$12.50 per hour, effective as of September 16, 2015.

SECTION 2. That Eric Pils shall be subject to and shall receive all other benefits as applicable to a full-time employee in accordance with the City's adopted personnel manual, as may be amended by the Board.

SECTION 3. That Eric Pils shall serve at the will of the Board and his employment may be terminated at any time with or without cause.

IN TESTIMONY WHEREOF, I have hereto set my hand, in the City of Parkville this fifteenth day of September 2015.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

CITY OF PARKVILLE

Policy Report

Date: September 8, 2015

Prepared By:
Jon Jordan
Police Captain

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Approve a resolution to adopt the 2015 Mid America Regional Council (MARC) Regional Multi-Hazard Mitigation Plan.

BACKGROUND:

The City of Parkville is part of the Mid America Regional Council (MARC) Regional Multi-Hazard Mitigation plan. The goal of the plan is to reduce loss of life, property, human suffering, economic disruption and disaster assistance costs from natural and man-made disasters. The completion of the 2015 version of the plan by participating organizations and MARC allows the participants to continue to be eligible for pre- and post-disaster funds that may be available from the Federal Emergency Management Agency (FEMA). A copy of the 2015 plan is incorporated by reference in Attachment 2.

The MARC Regional Multi-Hazard Mitigation plan is reviewed, revised, and adopted every five years by participating jurisdictions. The previous plan was adopted in 2010 and expired on September 1, 2015. The current portions of the 2015 plan relating to the City of Parkville were prepared by Emergency Management Director Captain Jon Jordan, in collaboration with the MARC Emergency Management Office, Platte County, the Missouri Emergency Management Office, and City of Parkville Assistant City Administrator Sean Ackerson. The 2015 plan was approved by FEMA, the State Emergency Management Agency (SEMA), and MARC, but still needs to be adopted by the City of Parkville. Almost all of the other local jurisdictions, including Platte County, adopted the plan earlier this year. Approval of the 2015 MARC Multi-Hazard Mitigation Plan is a vital part to receiving funds from FEMA and/or SEMA for requests for reimbursement or grant funds in the future.

BUDGET IMPACT:

There is no direct budget impact by adopting the current MARC 2015 Regional Multi-Hazard Mitigation Plan. However, the impact of not adopting the current plan could result in loss of reimbursements and/or eligibility for future FEMA and/or SEMA grant funds.

ALTERNATIVE:

1. Approve the resolution to adopt the 2015 MARC Regional Multi-Hazard Mitigation Plan.
2. Do not adopt the 2015 MARC Regional Multi-Hazard Mitigation Plan, and provide alternative direction to city staff.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the Board approve the resolution to adopt the 2015 MARC Regional Multi-Hazard Mitigation Plan.

SUGGESTED MOTION:

I move to approve Resolution No. 09-03-15 adopting the 2015 MARC Regional Multi-Hazard Mitigation Plan.

ATTACHMENTS:

1. Resolution No. 09-03-15
2. 2015 MARC Regional Multi-Hazard Mitigation Plan (incorporated by reference at <http://www.marc.org/Emergency-Services-9-1-1/MEMC/Activities/Regional-Hazard-Mitigation-Plan>). Note: The file is approximately 100 MB and 1700 pages.



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

**CITY OF PARKVILLE, MO.
RESOLUTION NO. 09-03-15**

A RESOLUTION TO ADOPT THE REGIONAL MULTI-HAZARD MITIGATION PLAN

WHEREAS, the City of Parkville, Missouri, with assistance from the Mid-America Regional Council, has gathered information and prepared the *Regional Multi-Hazard Mitigation Plan*; and

WHEREAS, the *Regional Multi-Hazard Mitigation Plan* was prepared in accordance with Federal Emergency Management Agency requirements at 44 C.F.R. 201.6; and

WHEREAS, the City of Parkville, Missouri, is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, the City of Parkville, Missouri, has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

NOW THEREFORE, BE IT RESOLVED by the City of Parkville, Missouri, Board of Alderman that the City of Parkville, Missouri adopts the *Regional Multi-Hazard Mitigation Plan* as this jurisdiction's Multi-Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

THIS RESOLUTION is hereby passed and approved by the Board of Aldermen of the City of Parkville, Missouri, this fifteenth day of September 2015.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

CITY OF PARKVILLE

Policy Report

DATE: September 8, 2015

PREPARED BY:

Alysen Abel
Public Works Director

REVIEWED BY:

Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Authorize staff to prepare and submit a Hazard Mitigation Grant Program (HMGP) to State of Missouri Emergency Management Agency (SEMA) for the low-water bridge crossing in English Landing Park.

BACKGROUND:

Due to the severe storms, tornadoes, heavy winds, and flooding activity that occurred between May 15, 2015, and July 27, 2015, the State of Missouri requested a Federal disaster declaration. Platte County was one of approximately 68 counties in the State of Missouri that received a disaster declaration on August 7, 2015. As a result of the disaster declaration, the State of Missouri will receive post-disaster Hazard Mitigation Grant Program (HMGP) funding. A letter describing the HMGP program can be found in Attachment 1.

During the spring of 2015, the City had to close access to English Landing Park on two separate occasions due to the rising water level of White Alloe Creek. On one occasion, the Park was completely closed. The elevated flood waters required staff time to clean debris after the levels receded and several park reservations had to be refunded. Pictures of the May 15, 2015, flooding of the low water crossing can be seen in Attachment 2. City staff is currently working with representatives from Platte County, the State Emergency Management Agency (SEMA), and the Federal Emergency management Agency (FEMA) to compile expenses associated with the storm damage.

Based on the topography, the low water crossing will flood before the Missouri River comes out of the banks. The low water crossing's tendency to flood has been a discussion at the Community Land and Recreation Board (CLARB) as well as at the Board of Aldermen. City staff plans to submit a grant application to SEMA to request funding to raise the low water crossing at White Alloe Creek. If approved, the grant will cover 75% of the total cost of the project.

BUDGET IMPACT:

There is no direct budget impact associated with this action. The work associated with this project will most likely occur in 2016. Staff is currently compiling the 2016 Budget. It is anticipated that the local match would be a Capital Improvement Program (CIP) expense.

ALTERNATIVES:

1. Authorize staff to prepare and submit the HMGP funding request to SEMA.
2. Advise staff to consider an alternative location for the HMGP funding request.
3. Do not submit the HMGP funding request to SEMA.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen authorize staff to prepare and submit the HMGP funding request to SEMA for the low water crossing in English Landing Park.

COMMUNITY LAND AND RECREATION BOARD (CLARB) RECOMMENDATION:

At the meeting on September 9, 2015, CLARB voted 7-0 to recommend that the Board of Aldermen direct staff to prepare and submit the HMGP funding request to SEMA for the low water crossing in English Landing Park.

POLICY:

Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

I move to authorize staff to prepare and submit the Hazard Mitigation Grant Program funding request to the State of Missouri Emergency Management Agency for the low water crossing in English Landing Park.

ATTACHMENTS:

1. SEMA Letter
2. Pictures of flooding at the Low Water Crossing

Jeremiah W. (Jay) Nixon
Governor

Lane Roberts
Director of Public Safety

STATE OF MISSOURI

EMERGENCY MANAGEMENT AGENCY

Ron Walker
Director



DEPARTMENT OF PUBLIC SAFETY
PO Box 116, Jefferson City, Missouri 65102
Phone: 573/526-9100 Fax: 573/634-7966
E-mail: mosema@sema.dps.mo.gov



September 1, 2015

Dear Sir/Ma'am:

Due to the severe storms, tornadoes, straight-line winds, and flooding that occurred between May 15, 2015 and July 27, 2015, the State of Missouri requested and received a Federal disaster declaration (FEMA-DR-4238-MO) on August 7, 2015. As a result of the disaster declaration, the State of Missouri will receive post-disaster Hazard Mitigation Grant Program (HMGP) funds to distribute to eligible applicants to complete eligible mitigation activities.

We are currently soliciting Hazard Mitigation project proposals from all counties and corresponding jurisdictions. Hazard Mitigation projects must (1) independently solve a problem, (2) be cost-effective per the Federal Emergency Management Agency's (FEMA) benefit cost analysis software, and (3) be environmentally sound per FEMA's review process, to potentially receive funding. Due to the type of hazard that resulted in the disaster declaration, priority will be given to projects involving mitigation providing damage reduction from flooding and life safety. Based upon past experience, we anticipate a higher demand for HMGP funds than will be available. Examples of eligible project types include, but are not limited to, residential buyouts, residential elevations, replacing low water crossings, tornado safe rooms, and other minor flood control projects. Examples of *ineligible* project types include purchase of equipment or studies. HMGP projects are funded at 75% Federal share. A **25% non-Federal match share is required.**

Upon receipt of project proposals, we will review the information provided for eligibility. If the proposed project is deemed potentially eligible for HMGP funding and enough funding is available, we will ask for additional information and a complete application. Therefore, if you are interested in applying for HMGP funds for a Mitigation project that you believe is cost-effective, environmentally sound, and independently solves a problem, please complete and return an HMGP Notice of Interest form by **Tuesday, October 1, 2015**. The HMGP Notice of Interest form is available on the SEMA Mitigation website at http://sema.dps.mo.gov/programs/mitigation_management.php. Please note that your jurisdiction is **not required** to participate in this grant program funding opportunity.

Your jurisdiction **must** have a current Local Hazard Mitigation Plan that has been adopted by your jurisdiction and approved by FEMA to be considered eligible for hazard mitigation funding. If you are unsure of your Mitigation plan status, a map and listing are available on the SEMA Mitigation website.

If you have any questions regarding this letter, please contact Elizabeth Weyrauch, State Hazard Mitigation Officer at (573) 526-9375 or Elizabeth.weyrauch@sema.dps.mo.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald C. Broxton".

Ronald C. Broxton
Recovery Division Manager



A Nationally
Accredited
Agency





CITY OF PARKVILLE

Policy Report

Date: September 8, 2015

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Sean Ackerson
Assistant City Administrator /
Community Development Director

ISSUE:

Declare two Public Works trucks and equipment as surplus equipment and authorize staff to auction them through KCI Auto Auction (KCIAA).

BACKGROUND:

Earlier this year, the Board of Aldermen approved the purchase of two Ford F-350 Trucks for Public Works and one Ford Escape for Community Development. These vehicles replaced older vehicles in the City's fleet, including a 2001 Ford F350 with 58,000 miles, a 2005 Ford F350 with 55,000 miles and a 2000 Ford F150 XLT, 5.4 L V8, 4x4 with 70,000 miles. The purchases were approved with the understanding that two of the older trucks would be declared surplus and actioned in the fall of 2015 when the highest auction prices are anticipated.

During the course of the year, it was determined that the 2005 F350 driven by Public Works Construction Inspector Kevin Blair needs to be replaced. Although the truck only has 55,000 miles, it was previously used for snow plowing and has significant rust. It is expected to require significant maintenance costs in the future. Staff proposes replacing this vehicle with Community Development's 2000 F150. Although the F150 is older and needs repairs, it is anticipated to have less maintenance costs in the coming years. Immediate repairs include replacement of the windshield and preventative maintenance (replacing belts and hoses); this work is estimated at \$1,200. Sufficient funds exist in the Community Development and Public Works vehicle maintenance and repair line items to cover these costs.

In addition, the Ford F350 is newer and better equipped for snowplowing, which is estimated to bring more at auction than the 2000 F150. City staff plans to equip both F350 trucks with older plows and salt spreaders to assist with the sale of the trucks and to rotate out the older truck equipment.

Staff recommends that the 2001 Ford F350 and the 2005 Ford F350 be declared as surplus and sold through a vehicle auction conducted by KCIAA. Staff has successfully completed auto auctions with KCIAA in the past. KCIAA will charge an all-inclusive auction sale fee of \$110.00 per unit, for a total of \$220.00.

BUDGET IMPACT:

Based on Kelly Blue Book values for vehicles sold to private parties in good to fair condition, the total value of the 2001 F350 is \$7,300 to \$7,760. Proceeds from this sale will be deposited to the Transportation Fund to offset the cost of the two new F350s that were purchased earlier this year. The 2005 F350 is in poor condition and cannot be estimated using Kelly Blue Book; staff estimates the value of the truck at \$4,300. Since the 2000 F150 assigned to Community Development is being reassigned to Public Works, the proceeds from the sale of the 2005 F350 will be deposited to the General Fund to offset the cost of the new Ford Escape.

ALTERNATIVES:

1. Declare the two Public Works trucks as surplus and authorize disposition through KCIAA.
2. Approve an alternative.
3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Based on organizational needs, the 2000 F150 previously used by Community Development is being reassigned to Public Works. Therefore, Staff recommends declaring two Public Works trucks as surplus equipment and auctioning the two trucks, along with the associated snow plow and salt spreader equipment, through KCI Auto Auction.

POLICY:

Per the Purchasing Policy (Resolution No. 10-02-14), the Board of Aldermen must declare an item surplus prior to disposal if the cost to the City at the time of purchase was \$2,500 or more.

SUGGESTED MOTION:

I move to declare the 2001 and 2005 Ford Trucks, along with two sets of aged plow blades and salt spreaders, as surplus equipment and authorize staff to auction the surplus vehicles through KCIAA.

CITY OF PARKVILLE
Policy Report

Date: September 9, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approval of Accounts Payable Invoices, Insurance Payments, 1st of the Month Checks, Electronic Funds Transfer (EFT) Payments, Credit and Debit Card Processing Fees, and Payroll Expenditures from 8/27/2015 – 9/9/2015.

BACKGROUND:

Attached are the statements of approved payments, per the City's Purchasing Policy, for the period from August 27, 2015, through September 9, 2015. All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of city funds.

BUDGET IMPACT:

Accounts Payable	\$140,189.23
Insurance Payments	\$0.00
1 st of the Month	\$1,850.00
EFT Payments	\$906.30
Processing Fees	\$339.42
Payroll	\$50,348.93
TOTAL	\$193,633.88

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 \$193,633.88 of city funds to pay salaries and accounts.

ATTACHMENTS:

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

CITY OF PARKVILLE
Policy Report

Date: September 9, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approval of Accounts Payable Invoices, Insurance Payments, 1st of the Month Checks, Electronic Funds Transfer (EFT) Payments, Credit and Debit Card Processing Fees, and Payroll Expenditures from 8/27/2015 – 9/9/2015.

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1 st of the Month	\$1,850.00
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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 \$193,633.88 of city funds to pay salaries and accounts.

ATTACHMENTS:

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

PACKET: 05298 Federal Withholdings - 9/4/15

VENDOR SET: 01

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00044	Park Bank							
	I-T1 201509034112	Federal Withholding	D	9/04/2015		7,502.73CR	000000	
	I-T3 201509034112	FICA W/H	D	9/04/2015		8,515.14CR	000000	
	I-T4 201509034112	Medicare W/H	D	9/04/2015		1,991.46CR	000000	18,009.33

* * 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	18,009.33	18,009.33
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	18,009.33	18,009.33

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05304 Regular Payments 9/8/15

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01614	KCPL							
	I-Due 9/11/15	Due 9/11/15	D	9/11/2015		329.37CR	000000	
	I-Due 9/14/15	Due 9/14/15	D	9/11/2015		4,807.25CR	000000	5,136.62
00002	A & M Printing							
	I-56607	Notice Signs-CD	R	9/11/2015		30.60CR	034249	30.60
00483	ADH Rental & Sales							
	I-106620	Auger Rental-PK	R	9/11/2015		88.00CR	034250	88.00
00934	Allen's Water Service							
	I-58199	Water-ST	R	9/11/2015		200.00CR	034251	200.00
00593	Alliance Water Resources,							
	I-6591	WWTP Contract-SW	R	9/11/2015		23,520.42CR	034252	23,520.42
01369	Ameriguard Inc							
	I-7331	Polygraphs-PD	R	9/11/2015		550.00CR	034253	550.00
00020	Ball Power & Equipment							
	I-61461,61474,61484	Lawn Mower Parts-SW	R	9/11/2015		323.05CR	034254	323.05
00023	Board of Police Commissioners							
	I-9581	POST Firearms training-81	R	9/11/2015		75.00CR	034255	75.00
00012	Carquest Auto Parts Store							
	I-Stmt 8/31/15	Stmt 8/31/15	R	9/11/2015		121.14CR	034256	121.14
00288	CarterEnergy Corporation							
	I-2820095	Diesel Fuel-PK	R	9/11/2015		643.09CR	034257	
	I-2847334	Diesel Fuel-PK	R	9/11/2015		587.49CR	034257	
	I-2852782	Diesel Fuel-TP	R	9/11/2015		582.19CR	034257	1,812.77
01081	Consolidated Public Water Supply District #1							
	I-Due 9/15/15	Due 9/15/15	R	9/11/2015		155.15CR	034258	155.15
00977	Curious Eye Productions							
	I-053-015	Meeting Production-PI	R	9/11/2015		1,000.00CR	034259	1,000.00
00156	Dave's Foreign Car Repair LLC							
	I-132,681	Light and Door Repair-PD	R	9/11/2015		154.08CR	034260	154.08

PACKET: 05304 Regular Payments 9/8/15

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01762	Eagle Elevator Corp. I-0915074	Regular Elevator Maint-AD	R	9/11/2015		105.00CR	034261	105.00
02175	eNet I-4291 I-4304 I-4309	Server Backup August/Sept-IT IT Services-IT Hard Drive Replacement-IT	R	9/11/2015		354.00CR 1,360.00CR 437.01CR	034262 034262 034262	2,151.01
00519	Friends of Parkville I-October 2015	Animal Shelter Oct 2015 Conracted Payment-AD	R	9/11/2015		500.00CR	034263	500.00
02131	Heritage Tractor, Inc. I-1502725	Belt, Switch, Relay-PK	R	9/11/2015		48.00CR	034264	48.00
02253	InfoDeli I-016	Website Hosting-IT	R	9/11/2015		20.00CR	034265	20.00
01349	K & R's GT Muffler & Brake LLC I-14137 I-14139	Muffler Repair-PK Drive Shaft Repair-PK	R	9/11/2015		161.50CR 208.28CR	034266 034266	369.78
00979	KCMO Department of Water Services I-12001	April-June 2015-SW	R	9/11/2015		16,746.55CR	034267	16,746.55
01235	Landmark Newspaper, The I-22935 I-22956	Semi-Annual Report-AD Bid Opening Notice-AD	R	9/11/2015		100.19CR 66.41CR	034268 034268	166.60
00084	McConnell & Associates Co I-92750 I-92751	Tack Coat-TP Beads, Paint-TP	R	9/11/2015		160.38CR 254.85CR	034269 034269	415.23
02356	Michael Taulbee I-8/17/15	Sewer Refund-SW	R	9/11/2015		96.29CR	034270	96.29
00950	Midwest Mobile Radio Service, Inc. I-6380902	Police Radio Maint-PD	R	9/11/2015		324.00CR	034271	324.00
00159	Missouri American Water I-Due 9/24/15	Due 9/24/15	R	9/11/2015		150.43CR	034272	150.43
00723	Missouri One Call System I-161051	One Call Locates-SW	R	9/11/2015		297.70CR	034273	297.70

PACKET: 05304 Regular Payments 9/8/15

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00240	Nartec, Inc. I-7969	Evidence Testing Supps-PD	R	9/11/2015		43.32CR	034274	43.32
01163	North Hills Engineering, Inc I-1508	Engineering Services-SW,PW	R	9/11/2015		1,650.00CR	034275	1,650.00
02357	Occupational Medicine I-16672	Mosaic Life Care Drug Screens-PK	R	9/11/2015		72.00CR	034276	72.00
02271	Payless Office Products, Inc. I-2648067-0 I-2649459-0	Paper-AD Toner-AD	R	9/11/2015 9/11/2015		147.45CR 83.17CR	034277 034277	230.62
00314	Pitney Bowes-Purchase I-August 2015	Power August 2015 Postage	R	9/11/2015		400.00CR	034278	400.00
01701	Platte County Citizen I-8/30	Job Ads-ST,PK	R	9/11/2015		62.00CR	034279	62.00
00115	Rapid Stamp Products I-357619	Bench Label/Sign-NS	R	9/11/2015		73.00CR	034280	73.00
02071	TranSystems Corporation I-0002832966	Bidding Services-95	R	9/11/2015		798.87CR	034281	798.87
01083	UMB Bank, N.A. I-10/25/15	2004C Bond Payment-SW	R	9/11/2015		14,574.38CR	034282	14,574.38
01641	United States Post Master I-Oct-Nov 2015	Postage-SW	R	9/11/2015		1,000.00CR	034283	1,000.00
00150	Vance Bros Inc I-123802	Asphalt-TP	R	9/11/2015		190.50CR	034284	190.50
00123	Sam's Club I-Aug 2015 Stmt	Aug 2015 Stmt	D	9/15/2015		146.84CR	000000	146.84
01087	Stinson Leonard Street LLP I-30110417 I-30120737	Legal Services-AD Legal Services-AD	D	9/15/2015 9/15/2015		3,626.25CR 6,450.00CR	000000 000000	10,076.25
01614	KCPL I-Due 9/17/15	Due 9/17/15	D	9/15/2015		17,456.92CR	000000	17,456.92

PACKET: 05304 Regular Payments 9/8/15
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01849	Fleet Services - Police I-42117383	Fuel August 2015	D	9/15/2015		2,668.52CR	000000	2,668.52
01850	Fleet Services - General Account I-42116119	Fuel August 2015	D	9/15/2015		1,782.30CR	000000	1,782.30
02057	Lowe's Accounts Receivable I-Stmt 9/2/15	Stmt 9/2/15	D	9/15/2015		122.99CR	000000	122.99

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		36	0.00	68,515.49	68,515.49
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		7	0.00	37,390.44	37,390.44
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:		43	0.00	105,905.93	105,905.93

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05306 Regular Payments 9/9/15

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02018	Ace ImageWear							
	I-0428860	Shop Towels-PK	R	9/11/2015		29.00CR	034285	
	I-0446408	Shop Towels-PK	R	9/11/2015		37.60CR	034285	66.60
02025	Capital Electric Construction Co Inc							
	I-29733	New Contractor-SW	R	9/11/2015		686.23CR	034286	686.23
02168	Gail Gene Derr							
	I-865905	Cemetary Maint-AD	R	9/11/2015		460.00CR	034287	460.00
02131	Heritage Tractor, Inc.							
	I-1505442	Mower Repair-PK	R	9/11/2015		183.67CR	034288	
	I-1505773	Belts-PK	R	9/11/2015		62.18CR	034288	
	I-1506463	Blade/Belt-PK	R	9/11/2015		205.38CR	034288	451.23
01896	KC Wireless Inc							
	I-105122	Radio Equipment-TP	R	9/11/2015		141.23CR	034289	
	I-151191	Radio Equipment-TP	R	9/11/2015		463.01CR	034289	604.24
00232	Martin Marietta							
	I-16055544	Rock-SW	R	9/11/2015		39.16CR	034290	39.16
00218	Platte County Sheriff's D							
	I-Aug-15	Prisoner Boarding-CT	R	9/11/2015		35.00CR	034291	35.00
00107	Platte Rental & Supply							
	I-21346	Weed Eater String/Oil-PK	R	9/11/2015		38.79CR	034292	38.79
00117	Reeves Wiedeman Company							
	I-4684614	Water Service Line Parts-SW	R	9/11/2015		26.47CR	034293	26.47

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	2,407.72	2,407.72
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	9	0.00	2,407.72	2,407.72

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05307 Direct Payables 9/9/15 #3
VENDOR SET: 01 City Vendors
BANK: AP Pooled Cash Regular AP

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01444	I-997801	Twin Traffic Marking Corp. Street Striping-TP	R	9/11/2015		13,866.25	034294	13,866.25

* * B A N K T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	13,866.25	13,866.25
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
BANK TOTALS:	1	0.00	13,866.25	13,866.25

PACKET: 05302 1st of the Month 10/1/2015

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00577	Sarah E Recker, Law Offic							
	I-Oct2015-Pub Defen	Public Defender	R	10/01/2015		600.00CR	034247	600.00
01407	Witt, Hicklin & Snider PC							
	I-Oct2015-Prosecuto	City Procescutor-CT	R	10/01/2015		1,250.00CR	034248	1,250.00

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	1,850.00	1,850.00
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:	2	0.00	1,850.00	1,850.00

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05303 1st of the Month EFT Oct
 VENDOR SET: 01 City Vendors
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====							
01-02201	ICMA Retirement Coproration						
I-ICM201508204104	8/21/2015	457	DEF COMP	166.15			
	AP		DUE: 8/21/2015 DISC: 8/21/2015		1099: N		
			457 DEF COMP		10 501.01-22-00	Retirement	166.15
I-ICM201509034112	9/04/2015	457	DEF COMP	166.15			
	AP		DUE: 9/04/2015 DISC: 9/04/2015		1099: N		
			457 DEF COMP		10 501.01-22-00	Retirement	166.15
I-Oct2015-Retiremen	10/01/2015		Lauren Palmer Retirement	554.00			
	AP		DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
			Lauren Palmer Retirement		10 501.01-22-00	Retirement	554.00
			=== VENDOR TOTALS ===	886.30			
=====							
01-02191	Timothy Blakeslee*						
I-Oct2015-Allowance	10/01/2015		Cell Phone Allowance	10.00			
	AP		DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
			Cell Phone Allowance		10 501.03-05-00	Mobile Phones &	10.00
			=== VENDOR TOTALS ===	10.00			
=====							
01-01729	Toni Rizutti*						
I-Oct2015-Reimburse	10/01/2015		Cell Phone Reimbursement	10.00			
	AP		DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
			Cell Phone Reimbursement		10 510.03-05-00	Mobile Phone &	10.00
			=== VENDOR TOTALS ===	10.00			
			=== PACKET TOTALS ===	906.30			

Accounts Payable Credit Card Report 9/9/15			
Accounts:	1	Sewer	Total
Monthly Fees:	\$ 139.77	\$ 199.65	\$ 339.42
\$ Collected on CC:	\$ 3,952.70	\$ 7,622.00	\$ 11,574.70

VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 9/01/2015 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00012	Carquest Auto Parts Store							
	I-Stmt 8/31/15		Stmt 8/31/15					
			R 9/11/2015			034256		
10	505.06-21-00		Vehicle Repair & Maintenance	25.81				
10	525.06-21-01		Equipment Repair & Maintenance	36.76				
10	525.06-21-02		Tractor Mowing Equipment	3.27				
10	525.06-22-00		Vehicle Gas & Oil	23.61				
10	525.06-22-00		Vehicle Gas & Oil	24.95				
10	525.05-21-00		Equipment & Handtools	6.74				121.14

*** T O T A L S ***	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	121.14	0.00	121.14
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

*** G/L ACCOUNT TOTALS ***

G/L ACCOUNT	NAME	AMOUNT
10 505.06-21-00	Vehicle Repair & Maintenance	25.81
10 525.05-21-00	Equipment & Handtools	6.74
10 525.06-21-01	Equipment Repair & Maintenance	36.76
10 525.06-21-02	Tractor Mowing Equipment	3.27
10 525.06-22-00	Vehicle Gas & Oil	48.56
	*** FUND TOTAL ***	121.14

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	121.14	0.00	121.14
BANK: AP	TOTALS:		1	121.14	0.00	121.14
REPORT TOTALS:			1	121.14	0.00	121.14

VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 9/02/2015 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02057	Lowe's Accounts Receivable							
	I-Stmt 9/2/15		D 9/15/2015			000000		
	10 525.07-51-00		Mosquito & Weed Control	103.55				
	10 535.06-05-03		Trail Maintenance	19.44				122.99

* * 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	122.99	0.00	122.99
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	

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 525.07-51-00	Mosquito & Weed Control	103.55
10 535.06-05-03	Trail Maintenance	19.44
	*** FUND TOTAL ***	122.99

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	122.99	0.00	122.99
BANK: AP		TOTALS:	1	122.99	0.00	122.99
REPORT TOTALS:			1	122.99	0.00	122.99

VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 9/02/2015 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00123	Sam's Club							
	I-Aug 2015 Stmt							
	Aug 2015 Stmt	D	9/15/2015			000000		
10	501.09-20-02		Exec Session Meeting Supplies Meeting Snacks-AD	94.54				
10	501.06-02-00		Janitorial Services/Supplies Janitorial Supplies-	52.30				146.84

* * 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	146.84	0.00	146.84
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	

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 501.06-02-00	Janitorial Services/Supplies	52.30
10 501.09-20-02	Exec Session Meeting Supplies	94.54
	*** FUND TOTAL ***	146.84

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	146.84	0.00	146.84
BANK: AP	TOTALS:		1	146.84	0.00	146.84
REPORT TOTALS:			1	146.84	0.00	146.84

CITY OF PARKVILLE

Policy Report

Date: Thursday, September 3, 2015

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Sean Ackerson
Assistant City Administrator/
Community Development Director

ISSUE:

Approve a resolution of intent to use economic development incentives to promote appropriate development in the Brush Creek Drainage and Brink Meyer Road Neighborhood Improvement Districts

BACKGROUND:

In 2014, permanent financing was obtained for the expenses incurred for the Brush Creek Drainage and Brink Meyer Road Neighborhood Improvement Districts (NIDs). The NIDs involve ten tracts containing a total of 337.77 acres located at the intersection of 45 Highway and Interstate 435. Parcels within each tract are subject to annual NID assessments that are collected to make the bond payments. However, the NID debt represents a limited general obligation of the City. The City is obligated to pay any bond debt service which is not paid through the assessments.

Assessments totaling \$669,894.74 were applied on the benefitting properties within each of the associated NID districts and were due for payment on December 31, 2014. The Brush Creek assessment collections were steady, with total collections of \$251,007 out of the \$391,949.34 assessed (64%). Unfortunately, no collections (0%) were received for the Brink Meyers assessments of \$277,945.40. The Board of Aldermen authorized the use of emergency funds (as an inter-fund loan from the Emergency Reserve Fund) to cover the 2015 semi-annual debt payments for the Brink Meyer NID. The next installment of NID assessments will be due December 31, 2015.

The City and Parkville Economic Development Council (PEDC) are working together to promote development in the area to generate economic activity and ensure payment of future assessments. Some brokers and developers have expressed reluctance to invest the costs to draft development proposals (engineering, design, etc.) without knowing the City's commitment to various land uses and/or incentives. The City refers interested parties to the adopted Economic Development Incentive Policy, but it is a broad document that does not specifically address the unique challenges of the NID properties.

In response, staff drafted the proposed Resolution No. 09-04-15. The resolution affirms the City's willingness to use public incentives to offset the impact of the NIDs assessments on development. The resolution is a policy statement that is intended to supplement the master Economic Development Incentive Policy. In accordance with the findings of the recent feasibility study, the resolution also affirms the Board's willingness to support appropriate multi-family housing in this area. The resolution states that owners who are delinquent on NID assessments will not be considered for incentives, and Tract 9 (45 Park Place) will be given the highest priority for public incentives since it carries the greatest debt burden. Staff and the PEDC hope to use this policy as a marketing tool to generate more developer interest in the properties.

BUDGET IMPACT:

There is no direct budget impact associated with this action. Cost-benefit proposals will be developed to help the Board evaluate the budget impact of any future incentive applications.

ALTERNATIVES:

1. Adopt a resolution of intent to use economic development incentives to promote appropriate development in the Brush Creek Drainage and Brink Meyer Road NIDs.
2. Adopt the resolution subject to changes directed by the Board of Aldermen.
3. Do not adopt the resolution.
4. Postpone the discussion.

PARKVILLE ECONOMIC DEVELOPMENT COUNCIL RECOMMENDATION:

At its regular meeting on September 2, 2015, the Board of Directors of the Parkville Economic Development Council (PEDC) voted to approve the proposed resolution in support of the use of incentives by the City in the identified area. Dr. Jeanette Cowherd of the Park Hill School District cast the lone vote in opposition to the motion. Prior to the EDC meeting, the City and EDC officials met with Dr. Cowherd and Dr. Paul Kelly of the school district to discuss the resolution. Concerns were voiced about the impact of the use of incentives on other taxing jurisdictions since Park Hill is primarily reliant on property taxes to deliver its services. Consistent with the Economic Development Incentive Policy (Resolution No. 10-10-11), the City committed to consider the impact incentives would have on the City's community partners, including other affected taxing districts. City staff and the EDC will continue to engage the school district and other community partners as incentive proposals develop. The City and EDC will endeavor to mitigate the impacts on the school district to the extent feasible and practical.

STAFF RECOMMENDATION:

Adopt a resolution of intent to use economic development incentives to promote appropriate development in the Brush Creek Drainage and Brink Meyer Road NIDs.

SUGGESTED MOTION:

I move to adopt Resolution No. 09-04-15 to express the Board's intent to use economic development incentives to promote appropriate development in the Brush Creek Drainage and Brink Meyer Road NIDs.

ATTACHMENTS:

1. Proposed Resolution No. 09-04-15: Resolution of Intent to Use Economic Development Incentives in the Brush Creek and Brink Meyer NIDs
 2. Resolution No. 10-01-11: Parkville Economic Development Incentive Policy
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*CITY OF PARKVILLE, MO
RESOLUTION No. 09-04-15*

**A RESOLUTION OF INTENT TO USE ECONOMIC DEVELOPMENT INCENTIVES
TO PROMOTE APPROPRIATE DEVELOPMENT IN THE BRUSH CREEK
DRAINAGE AND BRINK MEYER ROAD NEIGHBORHOOD IMPROVEMENT
DISTRICTS**

WHEREAS, on October 4, 2011, by Resolution No. 10-01-11, the City of Parkville Board of Aldermen adopted the Parkville Economic Development Incentive Policy; and

WHEREAS, the Parkville Economic Development Incentive Policy establishes general guidelines for the efficient and effective use of public incentive programs to facilitate responsible economic development; and

WHEREAS, on May 20, 2014, by Ordinance Nos. 2747 and 2748, the Board of Aldermen authorized the issuance of limited general obligations bonds to finance various road and sewer public improvements in the Brush Creek Drainage and Brink Meyer Road Neighborhood Improvement Districts (the "NIDs"); and

WHEREAS, the limited general obligation bonds are to be repaid through assessments collected from properties within the NIDs that benefit from the public improvements; and

WHEREAS, the first installment of assessments was due on December 31, 2014; and due to limited development, approximately sixty-three percent (63%) of the assessments are delinquent; and

WHEREAS, the City of Parkville has a special public interest to accelerate development of properties within the NIDs to ensure adequate economic activity is generated to support the payment of annual NIDs assessments and, in turn, the City's limited general obligation debt; and

WHEREAS, the City desires to supplement the Parkville Economic Development Incentive Policy with policy directives specific to the NIDs; and

WHEREAS, on September 2, 2015, the Board of Directors of the Parkville Economic Development Council (PEDC) recommended that the Board of Aldermen approve a resolution in support of the use of economic incentives in the NIDs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the City of Parkville hereby affirms the following policy statements related to economic development in the NIDs:

1. The NIDs assessments create an additional financial hurdle for the development of tracts within the NIDs. To accelerate development in this area, the City will support public incentives to offset the impact of the NIDs assessments on development.
2. In accordance with the Parkville Economic Development Incentive Policy, the City finds that incentives are necessary for tracts within the NIDs to attract private and/or other public

- investment that would not otherwise occur in a timely manner.
3. NID assessments must be paid current in order for a property owner to be eligible to apply for incentives.
 4. Applications for incentives will be evaluated in accordance with the Parkville Economic Development Incentive Policy. Applications for public financing will be further evaluated in accordance with the City's Debt Management Policy, adopted by Resolution No. 09-01-14 on September 16, 2014.
 5. All local incentives that are authorized by state law will be considered.
 6. If a project is eligible for state and/or federal incentives, the City of Parkville, through its service contract with the Parkville Economic Development Council, will assist the owner and/or developer with the application process to acquire those incentives.
 7. Based on the findings in the report entitled, "Market Feasibility & Economic Impact Analysis for a Sports Complex and/or Commercial Development," dated August 11, 2014, the City acknowledges that multi-family housing and year-round retail (such as food, beverage, and services) is a potentially feasible development option for tracts 8 – 10. Multi-family housing is consistent with the Parkville Master Plan and would meet an existing need that is not currently being met in the community for housing.
 8. The City affirmatively states its willingness to consider public incentives for multi-family residential projects in the NIDs, including but not limited to the issuance of Chapter 100 industrial development bonds and tax abatement.
 9. Due to the unique debt burden of tract 9 because it is co-located within both NIDs, projects that involve tract 9 (45 Park Place, LLC) will be given the highest priority for public incentives.

THIS RESOLUTION is hereby passed and approved by the Board of Aldermen of the City of Parkville, Missouri, this fifteenth day of September 2015.

Mayor Nanette K. Johnston

ATTEST:

City Clerk Melissa McChesney



**CITY OF PARKVILLE, MO.
RESOLUTION # 10 - 01 - 11**

**A RESOLUTION AUTHORIZING THE CITY OF PARKVILLE TO ADOPT
THE PARKVILLE ECONOMIC DEVELOPMENT INCENTIVE POLICY.**

WHEREAS, on September 21, 2010, the City of Parkville adopted the Parkville Plan for Progress, pursuant to Resolution 09-01-10, which called for the formation of the Parkville Economic Development Council (EDC) to encourage and facilitate responsible economic development within the City, and

WHEREAS, the City recognizes the importance of the efficient and effective use of limited public and private resources and incentive programs to facilitate responsible economic development and does further recognize that adoption of an economic development incentive policy is essential to responsible use of these limited resources.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN FOR THE CITY OF PARKVILLE AS FOLLOWS:

Section 1. The City of Parkville hereby agrees to adopt the Economic Development Incentive Policy, attached to this resolution and incorporated herein by reference.

Section 2. That by approval of this Resolution, the City hereby commits to following this guideline in reviewing the use of public incentives for proposed projects with the understanding that each project must be viewed on its own merits under the market and public conditions that exist at the time of the request.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 4th day of October 4, 2011.

[seal]



Gerald L. Richardson
Mayor, City of Parkville, Missouri

ATTEST:

City Clerk Claudia Willhite

CITY OF PARKVILLE, MISSOURI

ECONOMIC DEVELOPMENT INCENTIVE POLICY

Introductory Statement

The Board of Aldermen of the City of Parkville, Missouri (the "City") adopted the Parkville Plan for Progress (the "Plan for Progress") on September 21, 2010 pursuant to Resolution 09-01-10 setting forth a strategic plan for economic development for the City. The Plan for Progress called for the formation of the Parkville Economic Development Council ("EDC") to encourage and facilitate responsible economic development within the City and outlined several goals and implementation recommendations to achieve those goals. The EDC completed one of the implementation items by the adoption of an Economic Development Incentive Policy.

The City recognizes the importance of the efficient and effective use of limited public and private resources and incentive programs to facilitate responsible economic development. The City further recognizes that the City's adoption of an economic development incentive policy is essential to its responsible use of these limited resources. In furtherance of the Plan for Progress, the City adopts this Economic Development Incentive Policy ("EDI Policy") to guide the City and City staff in the responsible use of incentive programs within the City.

Purpose of the Policy

The purpose of this EDI Policy is to provide a general guide for the use of the various economic development incentives available for public and private economic development projects. Each potential use of any one economic development incentive for any one project should be evaluated in light of the given circumstances and economic climate and overall public goals at the time of review.

General Policy Guidelines

When Incentives Should be Used. Generally, incentives should be used only when the City finds that incentives are necessary to attract private and/or other public investment that would (a) not otherwise occur in a timely manner that would result in (i) sustainable quality residential or commercial development, or (ii) the attraction of new businesses or retention or expansion of existing businesses which are anticipated to generate new wealth and growth in Parkville, and (b) have an overall positive impact on the community. Incentives should be used in a manner that leverages the most investment from other public and private resources while eliminating or minimizing the risk to the general fund. During times of recession, economic development incentives should be more favorably considered in order to jump-start the economy. As the economy improves the use of incentives should be more limited.

What Incentives Should be Used. All incentives that are available should be considered. No one incentive should be considered to be unavailable in all cases. The key to the effective and efficient use of incentives is determining “when” and “how” any one particular incentive is used in general and in particular.

Extent Incentives Should be Used. Once the City finds that any one or more incentives are necessary to attract public and/or private investment in a particular project, the amount or extent of the use of the incentive(s) should be limited to that which is necessary to attract the desired investment with the desired result, whether it be a particular type of quality development, business, number of jobs and/or increase in the tax base. Depending on the project, there could be numerous factors to consider in determining the amount and extent of the public incentives that are necessary. The factors to be considered will depend on the particular project, type of investment and investor and the desired result. In most private investment cases, the bottom line for the private investor will be the investor’s projected return on investment. In some cases the developer will be focused on the short term and in other cases the long term. Whatever factors are considered, it will be necessary to consider them on a case-by-case basis with the review being based upon the principles that underlie this EDI Policy.

Financing Methods. The method of financing the project or monetizing the incentive in question is an important factor to be considered in determining the use of the incentive. The use of public financing for private development which puts the City’s general fund at risk, such as general obligation bonds, should be used only when there is a compelling public interest at stake. Likewise, the use of City credit enhancement such as a City annual appropriation guarantee to finance private development, although less risky than general obligation debt, should be used only when a compelling public interest is at stake. In which cases, the risk to the general fund and City’s credit should be minimized to the extent possible. The use of public revenue bonds should be considered when there is no other readily available private source of financing or when tax-exempt financing would be available to reduce the overall financing costs, resulting in a more viable and economically sustainable project. Projects that have substantial private equity investment in which the public incentive is financed on a “pay-as-you-go” basis and/or which receive incentive based on performance should be viewed more favorably than projects in which the public incentive requires public financing.

Involvement of Community Partners. The impact the investment and use of the incentives will have on the City’s community partners should be considered. The City’s community partners include but are not necessarily limited to the other affected taxing districts. Early communication with the City’s community partners will be essential to determine the impact the use of incentives will have on community partners and to maintain good relations with community partners. The level of communication and involvement should depend on the type of incentive being considered and the level of impact on the City’s community partner.

Master Plan and Zoning Issues. As a general rule, projects seeking the assistance of public financial incentives should comply with the Parkville Master Plan and Parkville Municipal Code before the Board of Alderman will evaluate or support the use of incentives for a particular project; however, there will be instances in which an amendment to the Parkville Master Plan or Parkville Municipal Code may be necessary, compelling and in the public interest.

Other Factors to Consider

There are many other factors to consider in determining whether or not and to what extent to use any one particular public incentive for private development. Below is a list of general factors to consider and questions to ask. This is not intended to be an exhaustive list and some will not be applicable in all situations.

1. The leverage of other funding sources by the proposed project financing: (a) Does the use of the local public incentive leverage other state or federal funds? (b) Has the developer sought or will the developer seek other state or federal funds or public or private grants? (c) Will the developer seek self-help tools such as a special assessment district or special district sales tax? (e) Is the amount of private funding sources including developer equity substantial?

Projects which leverage substantial other public/private investment would be considered more favorable if such funding enhances the project and its feasibility.

2. Is the developer a good community partner with a track record of excellence? The use of incentives for a proposed project in which the developer has a consistent poor track record should not be considered.
3. Will the proposed development provide additional funding or security for existing public investments or outstanding general obligations?
4. Is the proposed development located within an area which has been identified as a priority for development or adjacent to existing major nodes of development or will it connect existing areas of development? It would be substantially less desirable to use public incentives for a proposed project which is in remote proximity to other development because remote development generally results in a greater drain on public resources because there are fewer economies of scale in the delivery of public services. In the cases of remote development, incentives should only be used if there is an overwhelming public interest to be served and/or the net public revenues generated are significant.
5. Will the proposed development provide sufficient public infrastructure to support its development, upgrade existing infrastructure, and/or serve other existing or future development?

6. Will the proposed development generate net public revenues, sooner rather than later? Projects that generate public revenues or provide public benefits within a short period of time are more favorable than those that will not result in net public revenues or benefits for long periods of time. Projects that generate a relatively substantial public return compared to the public incentive granted will be viewed more favorably.
7. What, if any, public opportunity costs would result from the proposed development or use of the proposed incentive? In other words, does this development or the use of this incentive prevent the community from seeking or realizing any other opportunities?
8. Will the proposed development be a catalyst to other desired private development?
9. Will the proposed development generate desired jobs for Parkville residents or potential future residents?
10. Is there any financial risk to the City? If so, is the risk minimal relative to the anticipated public benefits and have steps been taken to minimize the risk as much as feasibly possible, such as private collateral?
11. For redevelopment projects, will the redevelopment result in the property being brought up to current building and/or zoning codes? All redevelopment projects that receive public incentives should be brought up to current building codes where physically feasible, with some reasonable exceptions related to historic rehabilitation.
12. Does the proposed project include public improvements or other enhancements that serve the public at large and at a substantially lower cost than might otherwise be the case?

A positive answer to the foregoing questions/factors for consideration should not be considered to be a condition precedent to the use of any one tool, but should be considered in evaluating the overall benefit and potential impact of the proposed development.

Development Agreements

The use of incentives gives the City a unique ability to achieve the type of development it desires through contract that cannot be achieved through zoning or building codes. Incentives should be used to leverage and attract desired development. To that end and as appropriate given the type and amount of incentive at issue, the City should require that the developer enter into a development agreement which clearly defines the project to be undertaken and any conditions to be met before the incentive is released or as a condition to the continuation of the grant of the incentive.

Case-by-Case Review

This EDI Policy is merely a guideline to follow in reviewing the use of public incentives for proposed projects. Each project must be viewed on its own merits under the market and public conditions that exist at the time of the request.

CITY OF PARKVILLE

Policy Report

Date: Tuesday, September 8, 2015

Prepared By:
Zach Tusinger
Planning Intern

Reviewed By:
Sean Ackerson
Assistant City Administrator /
Community Development Director

ISSUE:

Approve the first reading of an ordinance amending Parkville Municipal Code Chapter 400 defining retail use and Chapter 442, "OTD" Old Town District to restrict ground floor uses on Main Street between the railroad tracks to the south and 2nd Street to the north. Case PZ15-26; City of Parkville Community Development Department, applicant.

BACKGROUND:

Over the past year, business and property owners, members of the Main Street Parkville Association (MSPA), and members of the Parkville Economic Development Council (EDC) have requested the City amend the zoning regulations to restrict offices and non-retail uses in Downtown Parkville, particularly those at the street level. In June, the City received a petition from 14 property owners and MSPA delegates requesting that the City pass an ordinance limiting street level uses on Main Street, between the railroad tracks and 2nd Street, to "businesses with a customer service component offering the sale of retail products and/or merchandise." Primary concerns include non-retail uses weakening the commercial attraction, voids created with businesses that do not generate foot traffic and loss of retail dollars. Due to current vacancies, the petitioners desire to move as quickly as possible to adopt a text amendment. Meanwhile, to minimize the likelihood of non-retail uses locating in Downtown, some property owners are voluntarily implementing self-imposed limitations.

The application is supported by the City's recently adopted Vision Downtown Parkville which considered the appropriate mix of retail and services downtown overall. The Vision recognized that downtown's "survival and redevelopment hinges on expanding the current market niches" and that "[e]xisting goods and services niches in Downtown Parkville suitable for expansion include restaurants, entertainment/culture, antiques, home furnishings, arts and crafts, and gifts and collectibles. Improving the selection of merchandise within these goods and services niches will generate increased customer traffic and sales." The proposed text amendment is consistent with these goals.

On July 21, 2015, the petition and preliminary research were presented to the Board of Aldermen along with research, including sample codes from other cities. Following discussion, the Board expressed support for an amendment and directed staff to make an amendment a priority. The Board also requested additional input from property owners and additional research regarding the success of those entities that restricted non-retail uses.

City staff met with representatives from MSPA and property owners from Main Street on August 6, 2015 and August 24, 2015 to clarify goals and expectations, present research and discuss draft amendments. Those in attendance concluded that only true retail uses (those that sold a physical product that is either consumed on- or carried off-site) were desired. They concluded that active office, service and other non-retail uses should not be permitted on ground floors within the subject area, but could be allowed on upper floors, or on any floor of buildings outside

the two blocks. They also suggested revisions to allow existing legal, non-confirming uses to be continued.

City staff also presented the petition and research to the Planning and Zoning Commission on August 11, 2015 as a non-action item, and again on September 9, 2015 as part of a public hearing. All required notices were published. Beyond the minimum publication notice required, staff also mailed certified notices to all affected property owners and posted signs in three locations downtown. With the exception of one property owner that expressed opposition over concerns that the changes would affect their ability to use and sell their building, all others in attendance supported the amendment. Some expressed a desire to expand the area to include English Landing, and there were individual recommendations about changing the required marketing duration and continuance periods. The Commission discussed the application in great detail and expressed support for the retailers, while expressing concern about how advertising would be regulated. The draft amendment was modified based on the Commission's recommendation. Separately, the amendment has been reviewed and approved as to form by the City Attorney.

The resulting text amendment limits ground floor storefronts along Main Street between the railroad tracks and Main Street to retail uses, in accordance with the newly proposed definition of retail to be added to Section 400.030. All existing uses on this stretch of Main Street would become legal, non-confirming uses subject to certain restrictions. Owners of vacant properties would be obligated to market their spaces to retail tenants. If they are unsuccessful, upon application and the demonstration of a good faith attempt to do so, the Community Development Director shall issue an administrative exception permit. If the permit is denied the property owner may appeal to the Board of Zoning Adjustment. The administrative exception permit may contain provisions that the permitted, non-confirming use make attempts to promote an active and engaged street by incorporating retail sales, window displays and other amenities.

This solution may be revisited as a result of the comprehensive zoning code update which is expected to be completed and adopted in 2016. Meanwhile, the amendment addresses the objective of making Main Street a lively, walkable, retail destination. This amendment is also intended to allow building and business owners and new investors to make business decisions with a greater understanding of intended and permitted ground-floor uses on Main Street.

BUDGET IMPACT:

With the exception of require codification and enforcement, there is no budgetary impact.

ALTERNATIVES:

1. Approve the ordinance and text amendments on first reading as proposed;
2. Approve the ordinance and text amendments on first reading subject to additional changes;
3. Return the application to the Planning and Zoning Commission for reconsideration;
4. Postpone consideration; or
5. Deny the application.

STAFF RECOMMENDATION:

Staff recommends approving the first reading of the ordinance amending Chapter 442, "OTD" Old Town District to restrict ground floor uses on Main Street between the railroad tracks to the south and 2nd Street to the north, as submitted.

PLANNING COMMISSION RECOMMENDATION:

On September 8, 2015, the Planning and Zoning Commission held a public hearing and considered the proposed text amendment. The Commission concurred with conclusions and

recommendations in staff's September 3, 2015 report and following consideration unanimously recommended approval of the text amendment subject to revisions by a vote of 8 to 0. Those recommended revisions have been included in the attached ordinance. Items considered by the Commission along with a record of their consideration and recommendation are attached.

POLICY:

Per RSMo 89.050 and Parkville Municipal Code Chapter 483, all zoning district changes must be approved by the Board of Aldermen by ordinance, after the Planning and Zoning Commission considers the application at a public hearing and forwards their recommendation. The Board of Aldermen must approve two readings of the ordinance to become effective.

SUGGESTED MOTION:

I move to approve Bill No. 2850, an ordinance amending Parkville Municipal Code Chapter 400 to define retail uses and Chapter 442, "OTD" Old Town District to restrict ground floor uses on Main Street between the railroad tracks to the south and 2nd Street to the north, on first reading and postpone the second reading to October 6, 2015.

ATTACHMENTS:

1. Ordinance
2. Staff report submitted to the Planning & Zoning Commission for consideration at their September 8, 2015 meeting, including the following exhibits:
 - a. 6-10-15 petition from property owners and Parkville Main Street Association delegates;
 - b. 7-21-15 staff report to the Board of Aldermen;
 - c. 7-16-15 - summary of restrictions on non-retail and residential uses in Downtown by Community Development Intern Zach Tusinger;
 - d. 8-4-15 summary of office restrictions in other area cities and their success by Community Development Intern Zach Tusinger;
 - e. 8-6-15 presentation to property owners / petitioners;
 - f. Summary of 8-6-15 meeting with MSPA representatives and property owners; and
 - g. Summary of changes resulting from 8-24-15 meeting with MSPA representatives and property owners and FAQ section summarizing how the amendment would be applied to various scenarios.
3. 9-5-15 letter of opposition from Teri Hahs, Peddler's Wagon 115 Main Street, Parkville, MO.

ADDITIONAL EXHIBITS BY REFERENCE*:

1. Draft minutes from the September 8, 2015 Planning and Zoning Commission meeting
2. Parkville Municipal Code Chapter 442, "OTD" Old Town District Regulations - <http://ecode360.com/27901759>
3. Parkville zoning code in its entirety - <http://www.ecode360.com/PA3395-DIV-05>
4. Parkville Master Plan - <http://parkvillemo.gov/departments/community-development-department/master-plan/>
5. Visions Downtown Parkville and supporting documents - <http://parkvillemo.gov/vision-downtown-parkville/>
6. Notice of Public Hearing mailed to affected properties
7. Hearing notice published in the Platte County Landmark
8. Summary of hearing posted on the City webpage - <http://parkvillemo.gov/wp-content/uploads/2014/03/PZ15-26-OTD-web-pdf1.pdf>
9. Hearing announcement posted on the City webpage - <http://parkvillemo.gov/public-hearings/>

* Copies on file at Parkville City Hall and available on request

AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE CHAPTER 400, GENERAL PROVISIONS, TO DEFINE RETAIL USE AND AMENDING PARKVILLE MUNICIPAL CODE CHAPTER 442, OTD” OLD TOWN DISTRICT, TO RESTRICT GROUND FLOOR USES ON MAIN STREET BETWEEN THE RAILROAD TRACKS TO THE SOUTH AND SECOND STREET TO THE NORTH

WHEREAS, property owners on Main Street in the OTD have petitioned the City to make changes to Chapter 442 to limit street level uses to “businesses with a customer service component offering the sale of retail products and/or merchandise” on Main Street between the railroad tracks to the south and 2nd Street to the north;

WHEREAS, concerns have been raised by property owners about the weakening of the commercial attraction of Main Street in the OTD, the voids in activity created with businesses that do not generate foot traffic, and the loss of retail dollars ;

WHEREAS, Vision Downtown Parkville calls for expanding current market niches including restaurants, entertainment/culture, antiques, home furnishings, art and crafts, and gifts and collectibles to generate increased customer traffic and sales;

WHEREAS, staff has researched retail and office restrictions in other downtown areas, and has consulted with downtown property owners and Main Street Parkville Association representatives;

WHEREAS, staff recommended changes to Sections 400.030 Definitions, Section 442.010 Purpose, and Section 442.015 Permitted Uses;

WHEREAS, amendments to the zoning code require a public hearing before the Planning and Zoning Commission in accordance with RSMo 89.050 and Parkville Municipal Code Chapter 483 and accordingly all public hearing notices were posted and published as required;

WHEREAS, at its September 8, 2015 regular meeting, the Planning & Zoning Commission held the required public hearing, concurred with conclusions and recommendations in staff’s September 3, 2015 report and following consideration unanimously recommended approval subject to recommended revisions by a vote of 8-0;

WHEREAS, the revisions recommended by the Commission are incorporated below and the amendment in its entirety has been reviewed and approved as to form by the City Attorney;

WHEREAS, the Board of Aldermen hereby concurs with the Planning Commission’s conclusions and accepts their recommendation;

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

SECTION 1. Parkville Municipal Code Title IV, Chapter 400, Section 400.030, is hereby amended to add the following definition:

RETAIL USE

Any establishment where the primary use is the selling of goods and/or food and beverages directly to the consumer, where those goods are available for immediate

purchase or order, and where the goods can be immediately removed from the premises, or immediately consumed on the premises, by the purchaser. A retail use includes, but is not limited to the following: bookstore, clothing store, florist, hardware store, antique store, art gallery, craft store, furniture store, bakery, restaurant, ice cream parlor, coffee shop and similar uses that sell goods directly to the consumer.

SECTION 2. Parkville Municipal Code Title IV, Chapter 442, Section 442.010, subsection C is hereby repealed and replaced as follows:

- C. Land in this district shall be used primarily for light retail business uses with accessory office and residential uses. Uses along the Main Street portion of this district shall have additional use restrictions to foster an active retail destination. Areas designated within this district should abut upon residential, "B-4", "I-1" or abut upon an intersection of streets upon which one (1) of such districts also may abut.

SECTION 3. Parkville Municipal Code Title IV, Chapter 442, Section 442.015, Permitted Uses, is hereby repealed and replaced as follows:

- A. The following retail uses shall be permitted for ground-floor, street-level storefronts, suites and spaces fronting Main Street between the railroad right-of-way south of Mill Street on the south and Second Street on the north. Non-retail uses shall only be permitted on the ground-floor or street-level in accordance with Section 2 herein.
 - 1. Retail uses as defined in Section 400.030, including, but is not limited to the following: bookstore, clothing store, florist, hardware store, antique store, art gallery, craft store, furniture store, clothing store, bakery, restaurant, ice cream parlor, coffee shop and similar uses that sell goods directly to the consumer and subject to the following:
 - a. Restaurants shall not include drive-thru or drive up service.
 - b. Grocery stores, markets and specialty foods shall not include slaughtering of animals on the premises.
 - c. With the exception of buildings existing prior to effective date of these regulations, buildings for free-standing uses shall not exceed 2,500 square feet.
 - d. Crafting, creation, assembly and light manufacturing of arts, crafts, retail goods and similar items as an accessory use to and for sale from a primary retail use subject to the same additional use limitations delineated in 442.015.B.14.
 - 2. Non-retail uses.
 - a. Non-retail uses are permitted only under the following conditions:
 - i. The street-level, ground-floor storefront, suite or space has been vacant for a minimum of three (3) months; and
 - ii. Community Development Director approval of an application for an administrative exception permit. The Community Development Director shall approve an administrative exception permit when the building / property owner provides verifiable documentation that he / she has actively advertised

the space for lease or sale for retail uses permitted under 442.015.A. The space shall be advertised by two or more methods for at least three (3) consecutive months prior to being eligible for an administrative extension permit. Acceptable advertising methods shall include: listing through brokers or agents; online or printed listings; onsite advertising or signage; targeted online, email, direct mail or phone marketing; online, broadcast or printed ads; an online listing page or site; or equivalent advertising methods. Acceptable documentation and verification of advertising shall include clippings, prints or copies of advertising, photographs, receipts, contracts, and other equivalent evidence that demonstrate that the conditions above have been met.

iii. Any denial of an application for an administrative exception permit by the Community Development Director may be appealed by the building owner to the Board of Zoning Adjustment for a final determination.

b. When permitted, an approved administrative exception permit shall be conditioned on the non-retail use incorporating accessory retail sales, window displays, or similar activities that create street-level interest and support an active retail environment. These conditions shall be approved by the Community Development Director, or on appeal, by the Board of Zoning Adjustment.

B. The following uses shall be permitted in the "OTD" Old Town District generally, excepts as provided in 442.015.A:

1. Display room for merchandise to be sold on order where merchandise sold is stored elsewhere.
2. Dressmaking, tailoring, shoe repairing, repair of household appliances, watches and bicycles, dry cleaning and pressing and bakery, with sale of bakery products on the premises, and other uses of a similar character; provided that no use permitted in this item may occupy more than two thousand five hundred (2,500) square feet of floor area.
3. Offices and office buildings, including medical or dental clinics.
4. Personal service uses including barber shops, banks, beauty parlors, photographic or artists' studios, messengers, taxicabs, newspaper or telecommunication services, dry cleaning receiving station, restaurants, (but not drive-in restaurants), undertaking establishments, and other personal service uses of a similar character.
5. Retail stores, including florist shops and meat markets, but there may be no slaughtering of animals or poultry on the premises.
6. Specialty food shops not exceeding five thousand (5,000) square feet.
7. Hardware or craft stores not exceeding five thousand (5,000) square feet.
8. Antique stores, bookstores or art galleries.
9. Bed and breakfast.

10. Churches and parish halls, temples, convents and monasteries.
11. Colleges and schools, public or private, having a curriculum and conditions under which teaching is conducted equivalent to a public school and institutions of higher learning.
12. Miniature golf courses.
13. Residential dwelling units, when located within a structure that contains retail space on the street level.
14. Crafting, creation, assembly and light manufacturing of arts, crafts, retail goods and similar items as an accessory use to and for sale from a primary retail or service use permitted in the Old Town District and subject to the following additional use limitations:
 - a. Accessory crafting, creation, assembly and light manufacturing uses shall be subject to approval of a development plan by the Board of Aldermen following recommendation by the Planning Commission in accordance with Section 442.025.
 - b. No accessory crafting, creation, assembly and light manufacturing use shall be approved unless it is found that said accessory use will not create any more offensive noise, vibration, dust, heat, smoke, odor, glare, traffic or other objectionable influences than the minimum amount normally resulting from retail commercial, personal service or office uses in the Old Town District.
 - c. Accessory crafting, creation, assembly and light manufacturing uses shall be secondary and complementary to the primary retail commercial, personal service and office uses of the Old Town District.
 - d. In order to preserve the street level attraction and activity of the Old Town District, accessory crafting, creation, assembly and light manufacturing uses shall be restricted from the front half of street level building floors, except as permitted through a conditional use permit. In no case shall an accessory crafting, creation, assembly and light manufacturing use occupy a street level storefront unless it is found that said use is visible to the public and creates an attraction equal or greater to that of a retail use.
 - e. Accessory crafting, creation, assembly and light manufacturing uses shall not occupy more than fifty percent (50%) of the gross square footage of the combined area of the primary and accessory use.
 - f. Accessory crafting, creation, assembly and light manufacturing uses shall not restrict or limit hours of operation, parking, loading, unloading, trash disposal or other activities associated with the primary retail commercial, personal service and office uses in the Old Town District.
 - g. New construction, renovation or other improvements required to accommodate accessory crafting, creation, assembly and light manufacturing uses shall be visually secondary to the primary use, complementary and compatible with the architecture of the rest of the building and complementary to the established

character of the Old Town District.

15. Accessory buildings and uses.

C. All of the foregoing uses are permitted in existing structures, except where the use would substantially increase the need for parking. New construction, ~~or~~ exterior alterations and uses that would substantially increase the need for parking are permitted only upon the review of the Planning Commission and approval of the Board of Aldermen in each specific instance, after consideration of the location of such use with relation to the adjacent residential area, traffic burden, noise, lights and other factors in keeping with Chapter 442.

D. Legal, Non-Conforming Uses.

1. Authority to Continue. The lawful use of a building or space therein existing prior to effective date of these regulations (or on the effective date of subsequent amendments hereto that cause such use to become a legal, non-conforming use) may be continued although that use does not conform to the provisions of Section 442.015; provided, however, this authority to continue shall not apply to any use approved by administrative exception permit. Whenever a legal, non-conforming use has been changed to a more-compatible, legal, non-conforming use or to a conforming use, that use shall not thereafter be changed to a less-compatible, legal, non-conforming use, except in accordance with the regulations of this Chapter.

a. Use hierarchy. For the purpose of this Section, uses are ranked from least compatible to most compatible in the following order. For the purpose of this section, any interpretation regarding rank or hierarchy shall be made by the Community Development Director.

i. Industrial or prohibited use

ii. Residential uses

iii. Institutional uses including but not limited to auditoriums, churches, parish halls, temples, convents, monasteries, colleges, schools (public or private), daycare, or places of assembly

iv. Administrative or professional office use, including general and professional offices, insurance and real estate offices, medical or dental clinics

v. Personal service use, other than listed above

vi. Retail uses as defined in Section 400.030

2. Ordinary Repair and Maintenance.

a. Normal maintenance and incidental repair, or replacement, installation or relocation of non-bearing walls, non-bearing partitions, fixtures, wiring or plumbing, may be performed on any structure that is devoted in whole or in part to a legal, non-conforming use.

- b. Nothing in these regulations shall be deemed to prevent the strengthening or restoring to a safe condition of a structure in accordance with an order of the Building Official, Fire Marshal or other public official who is charged with protecting the public safety and who declares that structure to be unsafe and orders its restoration to a safe condition.
3. Extension. A legal, non-conforming use shall not be extended, expanded, enlarged, or increased in intensity. These prohibited activities shall include, without being limited to:
 - a. Extension of a use of any structure or land area, other than that occupied by a legal, non-conforming use on the effective date of these regulations (or on the effective date of subsequent amendments hereto that cause that use to become legal, non-conforming).
 - b. Extension of a use within a structure to any portion of the floor area that was not occupied by that legal, non-conforming use on the effective date of these regulations (or on the effective date of subsequent amendments hereto that cause such use to become legal, non-conforming); provided, however, that the use may be extended throughout any part of such structure that was lawfully and manifestly designed or arranged for that use on the effective date.
4. Enlargement. No structure that is devoted in whole or in part to a legal, non-conforming use shall be enlarged or added to in any manner unless that structure and the use thereof shall thereafter conform to the requirements of this Chapter.
5. Abandonment or Discontinuance. A legal, non-conforming use shall be allowed to continue so long as the use is continuously operated and is not discontinued or abandoned for a period of six (6) months or more. Whenever a legal, non-conforming use has been changed to a more-compatible, legal, non-conforming use or to a conforming use, that use shall not thereafter be changed to a less-compatible, legal, non-conforming use.

SECTION 4. This ordinance shall be effective immediately upon its passage and approval.

PASSED and APPROVED by the Parkville Board of Aldermen this 6th day of October 2015.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney



Staff Analysis

- Agenda Item: **4.A**
- Proposal: Application for a text amendment to Chapter 442, “OTD” Old Town District to restrict ground floor uses on Main Street between the railroad tracks to the south and 2nd Street to the north.
- Case No: PZ15-26
- Applicant: City of Parkville in association with Main Street Parkville Association and petitioning property owners
- Owners: Various (see attached petition in Exhibit B and map in Exhibit F)
- Location: Ground floor spaces from 1 S Main Street north to 115 Main Street (between the railroad tracks and 2nd Street)
- Zoning: “OTD” Old Town District
- Parcel #s: 20-7.0-35-100-035-002.000, 20-7.0-35-100-035-003.000, 20-7.0-35-100-035-004.000, 20-7.0-35-100-035-006.000, 20-7.0-35-100-035-007.000, 20-7.0-35-100-035-007.001, 20-7.0-35-100-035-009.000, 20-7.0-35-100-036-011.000, 20-7.0-35-100-036-012.000, 20-7.0-35-100-036-013.000, 20-7.0-35-100-036-013.001, 20-7.0-35-100-036-014.000, 20-7.0-35-100-036-015.000, 20-7.0-35-100-036-016.000, 20-7.0-35-100-036-016.001, 20-7.0-35-100-036-017.000, 20-7.0-35-400-002-001.000, 20-7.0-35-400-003-003.000, 20-7.0-35-400-003-003.001, 20-7.0-35-400-003-004.000, 20-7.0-35-400-004-001.000, and 20-7.0-35-400-004-002.000
- Exhibits: A. 6-10-15 petition from property owners and Parkville Main Street Association delegates
B. 7-21-15 staff report to the Board of Aldermen
C. 7-16-15 - summary of restrictions on non-retail and residential uses in Downtown by Community Development Intern Zach Tusinger
D. 8-4-15 summary of office restrictions in other area cities and their success by Community Development Intern Zach Tusinger
E. 8-6-15 presentation to property owners / petitioners
F. Summary of 8-6-15 meeting with MSPA representatives and property owners
G. Summary of changes resulting from 8-24-15 meeting with MSPA representatives and property owners and FAQ section summarizing how the amendment would be applied to various scenarios

By Reference:*

- A. Parkville Municipal Code Chapter 442, "OTD" Old Town District Regulations - <http://ecode360.com/27901759>
- B. Parkville zoning code in its entirety - <http://www.ecode360.com/PA3395-DIV-05>
- C. Parkville Master Plan - <http://parkvillemo.gov/departments/community-development-department/master-plan/>
- D. Visions Downtown Parkville and supporting documents - <http://parkvillemo.gov/vision-downtown-parkville/>
- E. Notice of Public Hearing mailed to affected properties
- F. Hearing notice published in the Platte County Landmark
- G. Summary of hearing posted on the City webpage - <http://parkvillemo.gov/wp-content/uploads/2014/03/PZ15-26-OTD-web-pdf1.pdf>
- H. Hearing announcement posted on the City webpage - <http://parkvillemo.gov/public-hearings/>

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Overview

Over the past year, business and property owners, members of the Main Street Parkville Association (MSPA) and members of the Parkville Economic Development Council (EDC) have requested the City amend the zoning regulations to restrict offices and non-retail uses in Downtown Parkville, particularly those at the street level. In June, the City received a petition from 14 property owners and MSPA delegates requesting that the City pass an ordinance limiting street level uses on Main Street, between the railroad tracks and 2nd Street, to "businesses with a customer service component offering the sale of retail products and/or merchandise." Primary concerns include non-retail uses weakening the commercial attraction, voids in activities created with businesses that do not generate foot traffic and loss of retail dollars.

On July 21, 2015, the petition and preliminary research prepared by Planning Intern Zach Tusinger were presented to the Board of Aldermen. Research included looking at city codes in other communities to identify what a potential amendment could look like. Following discussion, The Board expressed support for an amendment and authorized staff to make an amendment a priority. The Board also requested additional input from property owners and additional research regarding the success of those entities that restricted non-retail uses.

On August 6, 2015, City staff met with representatives from MSPA and property owners from the subject stretch of Main Street to clarify goals and expectations. Planning Intern Zach Tusinger presented research to date, including the results of discussions with planners in municipalities that have enacted similar text amendments. At the meeting the group discussed how retail would be defined and which uses would be permitted and which would be prohibited. After much discussion, those in attendance concluded that only true retail uses (those that sold a physical product that is either consumed on- or carried off-site) were desired. They concluded that active office, service and other non-retail uses should not be permitted on ground floors within the subject area, but could be allowed on upper floors, or on any floor of buildings outside the two blocks. Due to current vacancies, those present expressed a desire to move as quickly as possible on adopting a text amendment. Meanwhile, to minimize the likelihood of non-retail uses being located in Downtown Parkville, some property owners are voluntarily implementing self-imposed limitations.

Following comments and discussion at the August 11, 2015 Planning Commission meeting, City staff agreed to draft a text amendment based on the direction received. A draft amendment was presented to MSPA representatives and property owners for consideration on August 24, 2015. Based on feedback received at the meeting further modifications to the text amendment were undertaken in consultation with the city's legal counsel.

The City's recently adopted Vision Downtown Parkville considered the appropriate mix of retail and services downtown overall. Vision Downtown recognized that downtown's "survival and redevelopment hinges on expanding the current market niches" and that "[e]xisting goods and services niches in Downtown Parkville suitable for expansion include restaurants, entertainment/culture, antiques, home furnishings, arts and crafts, and gifts and collectibles. Improving the selection of merchandise within these goods and services niches will generate increased customer traffic and sales." The proposed text amendment is consistent with these goals.

Staff has reviewed regulations for other recognizable districts in the area, as well as several other similar commercial areas outside of Kansas City. In most cases, non-retail uses are not as restricted as what is proposed in this text amendment. In the majority of districts reviewed, market forces tend to guide the appropriate mix of retail and non-retail spaces. However, every downtown district is different, and some, such as Mission, Kansas and Overland Park, Kansas have successfully enacted text amendments very similar to this application.

Differences of opinion were been expressed by some property owners about some specific service uses and whether or not they should also be included as allowed uses in the affected two-block section of Main Street. Specifically, debate has occurred around the appropriateness of disallowing certain personal services such as hair salons. The general consensus amongst those in attendance was that these personal service uses were not the type of uses to be encouraged on Main Street. Since any existing nonconforming use that fell into this category would be permitted to remain, as well as the fact that these provisions only impact a two-block stretch of the OTD, the consensus was for uses along Main Street to be restricted to retail only going forward.

Concerns were also raised by property owners with legal, non-conforming uses. They were concerned about what happened when the legal, nonconforming uses ended and how it would impact prior investment in spaces that were remodeled to accommodate offices. There were two schools of thought: a) that after the current uses ended it became limited to permitted retail uses, or b) that after the current uses ended it could remain as a nonconforming use. General consensus was reached to allow for properties that had legal, non-conforming uses to be able to remain nonconforming uses even after the current tenant has left. This concession was balanced with restrictions on converting a space back to a non-conforming use after it had been used for a permitted retail use. It was agreed this would still help achieve the ultimate goal of making Main Street a lively, walkable, retail destination.

Proposed Amendment

In response to the petition and subsequent input, staff proposes amendments to restrict ground-floor uses on Main Street between the railroad tracks to the south and 2nd Street to the north to retail uses only. The amendment includes a new definition of retail to be included in Section 400.030. The amendment also includes additional language to be added to Section 400.010. Its purpose is to clarify the intent of the language proposed in the text amendment. Finally, the text amendment calls for multiple additions and modifications to Section 442.015, *Permitted Uses*.

This solution may be revisited as a result of the comprehensive zoning code update which is expected to be completed and adopted in 2016. Meanwhile, the amendment addresses the objective of making Main Street a lively, walkable, retail destination. This amendment is also intended to allow building and business owners and new investors to make business decisions with a greater understanding of what is intended and permitted for Main Street in the OTD.

Specifically this text amendment limits ground floor storefronts along Main Street between the railroad tracks and Main Street to retail uses, in accordance with the newly proposed definition of retail to be added to Section 400.030. All existing uses on this stretch of Main Street would become legal, non-conforming uses subject to certain restrictions. Owners of vacant properties would be obligated to market their spaces to retail tenants. If they are unsuccessful, upon application and the demonstration of a good faith attempt to do so, the Community Development Director shall issue an administrative exception permit. If the permit is denied the property owner may appeal to the Board of Zoning Adjustment. The administrative exception permit may contain provisions that the permitted, non-conforming use makes attempts to promote an active and engaged street by incorporating retail sales, window displays and other amenities.

Proposed Text Amendment

Following is the current and proposed text. See also Exhibit H which summarizes the most recent changes resulting from the August 24, 2015 meeting with MSPA representatives and property owners. This exhibit also includes a frequently asked questions (FAQ) section summarizing how the amendment would be applied to different scenarios.

Text in red (**example**) is proposed to be added. Text that is struck through (~~example~~) is to be removed.

400.030 Definitions

Retail Use. Any establishment where the primary use is the selling of goods and/or food and beverages directly to the consumer, where those goods are available for immediate purchase or order, and where the goods can be immediately removed from the premises, or immediately consumed on the premises, by the purchaser. A retail use includes, but is not limited to the following: bookstore, clothing store, florist, hardware store, antique store, art gallery, craft store, furniture store, bakery, restaurant, ice cream parlor, coffee shop and similar uses that sell goods directly to the consumer.

442.010. Purpose.

- A. The regulations set forth in this Chapter, or set forth elsewhere in this Title, when referring to in this Chapter, are the regulations in the "OTD" Old Town District.
- B. Based on an evaluation of the community, it has been determined that a new district is needed to help preserve, maintain and enhance the character of the commercial portion of the urban core while also providing for new development within the immediate area. This new designation, entitled the Old Town District, has been created out of a necessity to satisfy these two (2) conditions within one (1) zoning district. Differing levels of maintenance and adaptive uses have gradually altered the occupancies of the area.
- C. Land in this district shall be used primarily for light retail ~~business~~ **uses** with accessory office and residential uses. **Uses along the Main Street portion of this district shall have additional**

use restrictions to foster an active retail destination. Areas designated within this district should abut upon residential, "B-4", "I-1" or abut upon an intersection of streets upon which one (1) of such districts also may abut.

442.015. Permitted Uses.

A. The following retail uses shall be permitted for ground-floor, street-level storefronts, suites and spaces fronting Main Street between the railroad right-of-way south of Mill Street on the south and Second Street on the north. Non-retail uses shall only be permitted on the ground-floor or street-level in accordance with Section 2 herein.

1. Retail uses as defined in Section 400.030, including, but is not limited to the following: bookstore, clothing store, florist, hardware store, antique store, art gallery, craft store, furniture store, clothing store, bakery, restaurant, ice cream parlor, coffee shop and similar uses that sell goods directly to the consumer and subject to the following:
 - a. Restaurants shall not include drive-thru or drive up service.
 - b. Grocery stores, markets and specialty foods shall not include slaughtering of animals on the premises.
 - c. With the exception of buildings existing prior to effective date of these regulations, buildings for free-standing uses shall not exceed 2,500 square feet.
 - d. Crafting, creation, assembly and light manufacturing of arts, crafts, retail goods and similar items as an accessory use to and for sale from a primary retail use subject to the same additional use limitations delineated in 442.015.B.14.
2. Non-retail uses.
 - a. Non-retail uses are permitted only under the following conditions:
 - i. The street-level, ground-floor storefront, suite or space has been vacant for a minimum of three (3) months; and
 - ii. Community Development Director approval of an application for an administrative exception permit, demonstrating that the building owner has actively advertised the space for lease or sale for uses permitted under 442.015.A, as evidenced by newspaper clippings of advertisements, copies of online advertising, evidence that signs advertising the lease or sale were posted on the site, and other relevant evidence that the space was actually advertised for lease or sale at least three (3) consecutive months prior to the application for the administrative extension use permit. The Community Development Director shall approve an administrative exception permit when it is determined that a good faith effort has been made to lease the tenant space for a retail use for at least three (3) months; or
 - iii. Any denial of an application for an administrative exception permit by the Community Development Director may be appealed by the building owner to the Board of Zoning Adjustment for a final determination.

- b. When permitted, an approved administrative exception permit shall be conditioned on the non-retail use incorporating accessory retail sales, window displays, or similar activities that create street-level interest and support an active retail environment. These conditions shall be approved by the Community Development Director, or on appeal, by the Board of Zoning Adjustment.

B. The following uses shall be permitted in the "OTD" Old Town District generally, excepts as provided in 442.015.A:

1. Display room for merchandise to be sold on order where merchandise sold is stored elsewhere.
2. Dressmaking, tailoring, shoe repairing, repair of household appliances, watches and bicycles, dry cleaning and pressing and bakery, with sale of bakery products on the premises, and other uses of a similar character; provided that no use permitted in this item may occupy more than two thousand five hundred (2,500) square feet of floor area.
3. Offices and office buildings, including medical or dental clinics.
4. Personal service uses including barber shops, banks, beauty parlors, photographic or artists' studios, messengers, taxicabs, newspaper or telecommunication services, dry cleaning receiving station, restaurants, (but not drive-in restaurants), undertaking establishments, and other personal service uses of a similar character.
5. Retail stores, including florist shops and meat markets, but there may be no slaughtering of animals or poultry on the premises.
6. Specialty food shops not exceeding five thousand (5,000) square feet.
7. Hardware or craft stores not exceeding five thousand (5,000) square feet.
8. Antique stores, bookstores or art galleries.
9. Bed and breakfast.
10. Churches and parish halls, temples, convents and monasteries.
11. Colleges and schools, public or private, having a curriculum and conditions under which teaching is conducted equivalent to a public school and institutions of higher learning.
12. Miniature golf courses.
13. Residential dwelling units, when located within a structure that contains retail space on the street level.
14. Crafting, creation, assembly and light manufacturing of arts, crafts, retail goods and similar items as an accessory use to and for sale from a primary retail or service use permitted in the Old Town District and subject to the following additional use limitations:

- a. Accessory crafting, creation, assembly and light manufacturing uses shall be subject to approval of a development plan by the Board of Aldermen following recommendation by the Planning Commission in accordance with Section **442.025**.
- b. No accessory crafting, creation, assembly and light manufacturing use shall be approved unless it is found that said accessory use will not create any more offensive noise, vibration, dust, heat, smoke, odor, glare, traffic or other objectionable influences than the minimum amount normally resulting from retail commercial, personal service or office uses in the Old Town District.
- c. Accessory crafting, creation, assembly and light manufacturing uses shall be secondary and complementary to the primary retail commercial, personal service and office uses of the Old Town District.
- d. In order to preserve the street level attraction and activity of the Old Town District, accessory crafting, creation, assembly and light manufacturing uses shall be restricted from the front half of street level building floors, except as permitted through a conditional use permit. In no case shall an accessory crafting, creation, assembly and light manufacturing use occupy a street level storefront unless it is found that said use is visible to the public and creates an attraction equal or greater to that of a retail use.
- e. Accessory crafting, creation, assembly and light manufacturing uses shall not occupy more than fifty percent (50%) of the gross square footage of the combined area of the primary and accessory use.
- f. Accessory crafting, creation, assembly and light manufacturing uses shall not restrict or limit hours of operation, parking, loading, unloading, trash disposal or other activities associated with the primary retail commercial, personal service and office uses in the Old Town District.
- g. New construction, renovation or other improvements required to accommodate accessory crafting, creation, assembly and light manufacturing uses shall be visually secondary to the primary use, complementary and compatible with the architecture of the rest of the building and complementary to the established character of the Old Town District.

15. Accessory buildings and uses.

~~16. Other uses deemed appropriate to the character of the "OTD-B" District and as recommended by the Planning Commission and approved by the Board of Aldermen.~~

- C. All of the foregoing uses are permitted in existing structures, **except where the use would substantially increase the need for parking**. New construction, ~~or~~ exterior alterations **and uses that would substantially increase the need for parking** are permitted only upon the review of the Planning Commission and approval of the Board of Aldermen in each specific instance, after consideration of the location of such use with relation to the adjacent residential area, traffic burden, noise, lights and other factors in keeping with Chapter **442**.

D. Legal, Non-Conforming Uses.

1. Authority to Continue. The lawful use of a building or space therein existing prior to effective date of these regulations (or on the effective date of subsequent amendments hereto that cause such use to become a legal, non-conforming use) may be continued although that use does not conform to the provisions of Section 442.015; provided, however, this authority to continue shall not apply to any use approved by administrative exception permit. Whenever a legal, non-conforming use has been changed to a more-compatible, legal, non-conforming use or to a conforming use, that use shall not thereafter be changed to a less-compatible, legal, non-conforming use, except in accordance with the regulations of this Chapter.
 - a. Use hierarchy. For the purpose of this Section, uses are ranked from least compatible to most compatible in the following order. For the purpose of this section, any interpretation regarding rank or hierarchy shall be made by the Community Development Director.
 - i. Industrial or prohibited use
 - ii. Residential uses
 - iii. Institutional uses including but not limited to auditoriums, churches, parish halls, temples, convents, monasteries, colleges, schools (public or private), daycare, or places of assembly
 - iv. Administrative or professional office use, including general and professional offices, insurance and real estate offices, medical or dental clinics
 - v. Personal service use, other than listed above
 - vi. Retail uses as defined in Section 400.030
2. Ordinary Repair and Maintenance.
 - a. Normal maintenance and incidental repair, or replacement, installation or relocation of non-bearing walls, non-bearing partitions, fixtures, wiring or plumbing, may be performed on any structure that is devoted in whole or in part to a legal, non-conforming use.
 - b. Nothing in these regulations shall be deemed to prevent the strengthening or restoring to a safe condition of a structure in accordance with an order of the Building Official, Fire Marshal or other public official who is charged with protecting the public safety and who declares that structure to be unsafe and orders its restoration to a safe condition.
3. Extension. A legal, non-conforming use shall not be extended, expanded, enlarged, or increased in intensity. These prohibited activities shall include, without being limited to:
 - a. Extension of a use of any structure or land area, other than that occupied by a legal, non-conforming use on the effective date of these regulations (or on the effective date of subsequent amendments hereto that cause that use to become legal, non-conforming).
 - b. Extension of a use within a structure to any portion of the floor area that was not occupied by that legal, non-conforming use on the effective date of these regulations (or on the effective date of subsequent amendments hereto that cause such use to

become legal, non-conforming); provided, however, that the use may be extended throughout any part of such structure that was lawfully and manifestly designed or arranged for that use on the effective date.

4. **Enlargement.** No structure that is devoted in whole or in part to a legal, non-conforming use shall be enlarged or added to in any manner unless that structure and the use thereof shall thereafter conform to the requirements of this Chapter.
5. **Abandonment or Discontinuance.** A legal, non-conforming use shall be allowed to continue so long as the use is continuously operated and is not discontinued or abandoned for a period of twelve (12) months or more. Whenever a legal, non-conforming use has been changed to a more-compatible, legal, non-conforming use or to a conforming use, that use shall not thereafter be changed to a less-compatible, legal, non-conforming use.

Staff Conclusion and Recommendation

Staff concludes that the proposed amendment provides restrictions on uses in a limited area of the OTD consistent with the desires of Main Street property owners as expressed in their petition and as affirmed through multiple discussions and meetings with city staff. Staff also concludes that the proposed text amendments are consistent with Vision Downtown Parkville and the Parkville Master Plan. Staff recommends adoption of the proposed text amendment.

It should be noted that the recommendation contained in this report is made without the benefit of being able to consider testimony and exhibits presented during the public hearing. Staff reserves the right to modify or confirm the conclusions and recommendations herein based on consideration of any additional information that may be presented.

Necessary Action

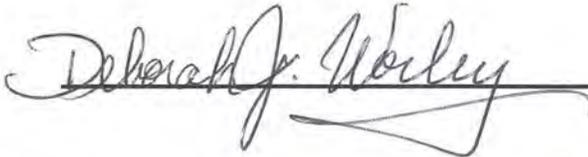
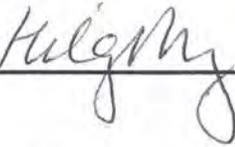
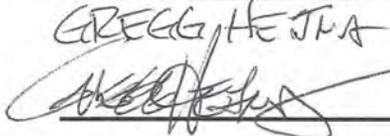
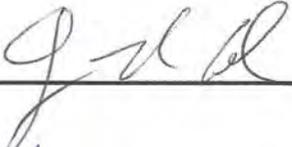
Following consideration of the proposed text amendment, associated exhibits and any testimony presented during the public hearing the Planning and Zoning Commission, must recommend approval or denial to the Board of Aldermen, unless action is otherwise postponed. Unless postponed or withdrawn by the applicant, the Board of Aldermen will consider final action on the application at their regularly scheduled meeting on Tuesday, September 15, 2015 at 7:00 p.m.

End of Memorandum

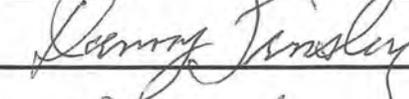
	<u>9-3-15</u>
Zach Tusinger	Date
Planning Intern	

6-10-15

As a property owner and/or Main Street Association delegate in the downtown Parkville district, I am in support of the City passing an ordinance whereby future businesses planning on opening in street level space on Main Street between the south boundary of the railroad track to the north boundary of 2nd Street shall be limited to businesses with a customer service component offering the sale of retail products and/or merchandise.

<u>Name</u>	<u>Signature</u>	<u>Address</u>	<u>Phone</u>
Troy Wilson MSPA Chair		106 1/2 main ST	816-587-2701
Deborah J. Worley		16 Main	816-741-2151
Hilary Murray		109 Main	816 225-0636
Guillaume F. Hauriot		112 MAIN	816 587 6767
David Williams GREGG HEJKA	 	107 MAIN ST	816-868-7988 816-550-1692
Susan Smith	SUSAN Smith		816-716-6580
Chris Collins		MSPA STEERING COMMITTEE	816-584-4161
Art Brown		MSPA Secretary	785 - 816-249-0306

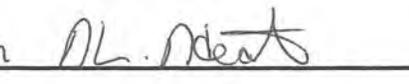
As a property owner and/or Main Street Association delegate in the downtown Parkville district, I am in support of the City passing an ordinance whereby future businesses planning on opening in street level space on Main Street between the south boundary of the railroad track to the north boundary of 2nd Street shall be limited to businesses with a customer service component offering the sale of retail products and/or merchandise.

Name	Signature	Address	Phone
DENNY TIMSLEY		6004 NW HWY 9	816-741-1891

ED BRADLEY		10 E FIRST	
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816-746-7817

Michael Emmick		101 Main St.	
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Kevin Heaton		13-15 MAIN ST	816-508-0389
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Tom Hutsler		15 MAIN STREET	816-818-0057
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CITY OF PARKVILLE

Policy Report

Date: Thursday, July 16, 2015

Prepared By:
Sean Ackerson
Assistant City Administrator /
Community Development Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Direct staff to prepare a zoning text amendment in response to a petition from property owners regarding first floor uses for properties on Main Street.

BACKGROUND:

Over the past year, business and property owners, members of the Main Street Parkville Association (MSPA) and members of the Parkville Economic Development Council (EDC) have requested the City amend the zoning regulations to restrict offices and non-retail uses in downtown Parkville, particularly those at the street level. Since this issue was previously raised with limited community support, staff directed those interested to demonstrate support from others in downtown. In June the city received a petition from 14 property owners and MSPA delegates requesting that the City pass an ordinance limiting street level uses on Main Street, between the railroad tracks and 2nd Street, to “businesses with a customer service component offering the sale of retail products and/or merchandise.” Based on prior communication, primary concerns include weakening the commercial attraction, dead space created with businesses that do not generate foot traffic, parking conflicts, and loss of retail dollars.

The petitioners are requesting that the city undertake the amendment (as opposed to submitting an application for text amendment). They are requesting the amendment be an immediate priority, identifying the issue as time-sensitive due to existing vacancies on Main Street. Meanwhile, to minimize the likelihood of non-retail uses being located in Downtown Parkville, the property owners are voluntarily implementing self-imposed limitations.

As one of many assignments, Community Development Intern Zach Tusinger has researched how other communities may have restricted uses in their downtown districts. In Zach’s attached memo, he concludes that solutions vary greatly and appear to be customized to each community’s needs. Staff has not invested any additional time or resources since this issue has not previously been assigned as a City priority. Staff is seeking direction from the Board of Aldermen before proceeding any further. If directed to undertake the amendment, next steps would be to work with the petitioners to clarify their intent and craft new language within the existing “OTD” Old Town zoning district, or to create a new zoning district for those two blocks on Main Street. If made an immediate priority, staff anticipates an amendment could be prepared for a September 8, 2015 hearing before the Planning and Zoning Commission. If so, final action could be taken by the Board as soon as September 15, 2015. If not directed to undertake the amendment immediately, this issue could be discussed and addressed as part of the zoning code update, which is already underway.

BUDGET IMPACT:

If the application is submitted by the City, costs for the publication notice will be incurred (estimated at less than \$100). With the exception of required codification and enforcement, there is no additional budgetary impact expected.

ALTERNATIVES:

1. Accept the petition and direct staff to make an amendment an immediate priority
2. Accept the petition and direct staff and the City's consultant team to make an amendment as part of the zoning code update
3. Accept the petition and direct staff to add the concern to a list of others to be considered during the zoning code update
4. Accept the petition and take no action
5. Postpone consideration

STAFF RECOMMENDATION:

The amendment has not previously been assigned to staff as a City priority. Staff recommends the Board accept the petition and direct staff to either make an amendment an immediate priority or consider the amendment as part of the zoning code update. If an amendment is to be prepared separately from the zoning code update, staff recommends the Board give direction as to whether the amendment is to be prepared and submitted by the City or is to be made by the petitioners.

PLANNING COMMISSION RECOMMENDATION:

This item has not been considered by the Planning and Zoning Commission.

POLICY:

Per RSMo 89.050 and Parkville Municipal Code, Chapter 483, amendments to the zoning code are to be approved by the Board of Aldermen by ordinance, after the Planning and Zoning Commission considers the amendment at a public hearing and forwards their recommendation.

SUGGESTED MOTION:

I move to receive and file the petition from property owners regarding first floor uses for properties on Main Street; and to direct staff to prepare a zoning text amendment in response to the petition for action by the Planning and Zoning Commission as soon as possible.

ATTACHMENTS:

1. 6-10-15 petition from property owners and Parkville Main Street Association delegates
2. Summary of issue and comparable regulations by Community Development summer intern Zach Tusinger
3. Parkville Municipal Code Chapter 442, "OTD" *Old Town District*
4. City of Overland Park, KS, Chapter 18.320, *MS1 Main Street District 1*
5. City of Mission, KS, Chapter 410, "MS1" *Main Street District 1*
6. City of Weston, MO, Sections 405.145 "H-1" *Historic District*, 405.150, "C-1" *Central Business District*, and 405.180, "C-2-A" *Local Retail Business District*
7. City of Smithville, MO, Section 400.170. "B-4" *Central Business District Use Regulations*
8. Independence, MO, Chapter 14-301 Office and Commercial Districts
9. Aspen, CO, Ordinance No. 25, Series of 2012
10. Saint Charles, MO, Section 400.200. "HCD" *Historic Commercial District*.
11. Lawrence, KS, zoning code Sections 20-207 through 20-212, and 20-403



Memorandum

To: Sean Ackerson, Assistant City Administrator / Community Development Director

From: Zach Tusinger, Community Development Intern

Date: Thursday, July 16, 2015

RE: Restrictions on Non-Retail and Residential Uses in Downtown

Issue: Non-Retail Uses on Main Street

The Main Street Parkville Association (MSPA) has lobbied the City of Parkville (the City) to create a zoning text amendment to limit uses for first floor store fronts on Main Street to retail and service uses. Recently a few office spaces have moved into store fronts on Main Street and property and business owners have expressed concerns that these uses take up parking spaces that would otherwise be available to retail customers while at the same time creating 'dead spaces' that do not attract customers, and not contributing to a vibrant and thriving commercial district that attracts people to downtown Parkville.

Any amendments to current downtown zoning regulations must be careful to not accidentally be too broad and exclude non-retail uses that would normally be favorable to downtown districts like Parkville's. Since an amendment would limit potential leases, widespread support from property owners and businesses is desired. Indeed, much support already exists as evidenced by a petition presented to the City by the MSPA.

A widespread zoning code update for the entire City of Parkville is in its beginning stages and this issue would naturally be addressed there. However, there is concern that in the interim more office uses may relocate to downtown thus grandfathering those properties and businesses in as preexisting nonconforming uses. To that extent, many of the property owners have identified this as a top priority for the City to address and, in the interim, are voluntarily restricting leases to uses other than offices.

Current Downtown Zoning

Before discussing possible changes to downtown's zoning regulations, a thorough review of current zoning use regulations for downtown Parkville is necessary. Currently, zoning downtown is regulated by Chapter 442 "OTD" Old Town District. The purpose of the OTD is twofold: to maintain and enhance the character of the commercial portion of the urban core while also providing for new development within the immediate OTD area. Additionally, it is stated that the district "shall be used primarily for light retail business with accessory office and residential uses."

Under Permitted Uses in §442.015.A, a variety of retail and service uses are specifically allowed. Examples specifically listed include dress shops, watch and bicycle shops, bakeries,

photo studios, banks, beauty parlors, dry cleaners, restaurants, hardware stores, florists, antique stores, art galleries, churches, bed and breakfasts, and miniature golf courses. These would seem to be the types of uses that the OTD was specifically set up to protect and promote.

Currently §442.015.A.3 also allows for office uses in the OTD. Specifically, it permits “offices and office buildings, including medical and dental clinics.” Whether medical and dental clinics, and other offices of this type, are of the nature being considered for exclusion from Main Street in the OTD is unknown at this time. It is presumed that offices that are of a more administrative nature that do not generate significant foot traffic in the OTD are what is being considered for exclusion or limitation by the MSPA. Modifying the language of §442.015.A.3 might be the simplest way to address the concerns. The question then becomes how to modify it and whether any other sections need to be modified.

It should be noted that there is currently a zoning provision allowing for residential dwelling units in the OTD (§442.015.A.13) “when located within a structure that contains retail space on the street level.” This provision may be a model for limiting office space to upper levels or rear portions of structures.

The OTD also places restrictions on uses for the crafting, assembly, and light manufacturing of goods (§442.015.A.14). These uses are allowed as an accessory use, secondary and complementary to primary retail commercial, personal service, or office use allowed in the OTD. The purpose of these provisions is to preserve the street level attraction and activity of the OTD. Like the provisions placing limitations on the street level, this may also serve as a framework for limitations on street level front office uses.

Other Cities and Their Solutions

A variety of cities, both locally and across the country, have addressed similar concerns to varying degrees and for varying reasons. Some local cities have introduced and refined their zoning provisions calling for retail sales of goods and services, specifically excluding other uses that are found in other commercial districts, namely offices. Other cities, in states such as Colorado or California, have implemented emergency ordinances that have had the effect of limiting offices in downtown commercial districts. Following are summaries of other downtown districts that have been identified as comparable to downtown Parkville or which have implemented limitations on non-retail uses.

Overland Park, KS

Overland Park has a relatively small downtown area. It has implemented “MSD-1” Main Street District 1 zoning in a small section of its downtown, comparable with Parkville’s Main Street. The purpose of MSD-1 is to provide for the majority of retail uses, while encouraging an active streetscape with a pedestrian-friendly shopping environment. The language of the MSD-1 specifically allows banks and other service-oriented uses as well as the usual shops, restaurants, and other active uses. MSD-1 specifically bars first floor offices from the district, prohibiting them unless they were already in continuous use as an office. Language from the MSD-1 zoning provisions could be incorporated into any amendment that Parkville makes to its OTD zoning district.

Mission, KS

Mission uses very similar language and structure to Overland Park’s with perhaps more detail and examples of what is specifically allowed and not allowed. Mission’s version, “MS1” Main Street District 1, specifically prohibits medical offices, law firms, architects, photographers, travel agencies, and the like. Any revisions or additions to Parkville’s code could diverge from

Mission's specifically prohibited or allowed uses. If applied in Parkville, these restrictions would disallow some uses currently existing in Downtown Parkville, including the photographer, investment services, counseling, consultants, and other office uses.

Weston, MO

It appears that the majority of Weston's downtown area is zoned as "H-1" Historic District or "C-1" Commercial District, both of which allow office uses. As Weston has a significant amount of tourism in its historic downtown, it would seem that the 'non-retail downtown concern' either isn't an issue in Weston or has largely been resolved by the market.

Weston also has a zoning district in its code designated as the "C-2-A" Local Retail Business District. This district seems to be intended more for small, neighborhood-level retail uses, but it could possibly be used as an example for any updates or modifications of Parkville's zoning code. The C-2-A district allows general retail businesses, churches, and bed and breakfasts (as well as single-family dwellings, hence the local/neighborhood intent).

Smithville, MO

Similar to Weston, Smithville has several different types of commercial districts that allow for various uses and restrictions pertaining to offices and other uses. Smithville has a "B-4" Central Business District that includes retail and service uses and certain office uses, such as doctors, accountants, lawyers, travel agencies, and the like. Unlike the B-4 district, the "B-1" Neighborhood Business District (similar to Weston's C-2-A) prohibits office uses but specifically allows retail and service uses.

Independence, MO

While Independence has multiple types of commercial districts, according to Independence's use table, all the commercial district types allow office uses. This may partially be because Independence is a traditional center of Jackson County government and has a long history with governmental and legal offices in its central business district. A drive around downtown Independence will readily present numerous office examples, particularly law offices.

Aspen, CO

Looking outside the Kansas City Metro, Aspen, Colorado approved an ordinance in November 2012 providing that retail and restaurants should only be allowed on the ground floors while office, lodging, and housing are allowed on upper floors. Office uses are also allowed on first floors so long as they are located in spaces set back a certain amount from the street and located behind the front-most facing facades. As Aspen is decidedly a high-end tourist destination, with limited space to expand in its mountainous setting, the comparisons between Aspen and Parkville can only go so far. But the goals of creating a more lively and vibrant street space for locals, and for tourists, are the same.

Saint Charles, MO

St. Charles is known for its quaint downtown area filled with shops and restaurants. The St. Charles code uses a district known as "HCD" Historic Commercial District. The focus here is on a low intensity mixture of retail shopping, personal service, residential, and lodging uses. While the focus of the district is on retail, it allows for the types of offices that generate some degree of foot traffic or that would normally be found in historic downtown areas: accountants, engineers, architects, lawyers, investment agencies, and insurance agencies. This on the whole may be a bit broader than what Parkville is considering, but it is another option.

Lawrence, KS

Lawrence has a thriving downtown filled with shops and restaurants oriented along a single primary street, Massachusetts. Lawrence has a variety of commercial district types in its zoning code including: "CN1" Inner Neighborhood Commercial, "CN2" Neighborhood Commercial, "CO" Office Commercial, "CD" Downtown Commercial, "CC" Community Commercial, and "CR" Regional Commercial. According to the commercial use table, office uses are allowed in most of these districts. In Lawrence, the CD is the most comparable to the OTD zoning in downtown Parkville. Financial, insurance & real estate offices are prohibited in CD, CC, and CR. Administrative, professional, financial, insurance, real estate, payday advance, and title loans are specifically allowed in all the others.

Other Regional Cities

Other regional cities that were looked at included: Olathe, Lee's Summit, Liberty, Columbia, Lenexa, Kirkwood, Blue Springs, Belton, and Grandview. None of these cities appeared to address the issue of limiting non-retail uses in their downtown areas in their city's codes.

Conclusion

Moving forward, Parkville and the MSPA could either modify the OTD uses, which would apply to the entire OTD, or create a new district type just for the two blocks or so of Main Street that would be largely identical to the OTD except incorporating some further use restrictions similar to those in some of the cities above. The example zoning district from St. Charles, while broad, probably provides the greatest flexibility. More specifically delineated and more rigid are the examples from Overland Park and Mission. Before any official measures are taken, additional feedback is needed from downtown property owners and tenants.

The next steps would include gathering more information from the MSPA. Determining what Main Street's specific concerns are is the first priority. Broader concerns may include parking, an active and engaging pedestrian experience, and/or other possible considerations. Once the concerns have been narrowed down, identifying the specific uses that Main Street would like to see disallowed would be the following step. As part of defining the specific uses to be disallowed or allowed downtown, clarifying phrases like "customer service component" is necessary to allow the regulations to be clearly understood and applied uniformly. Specificity in what this means and, in turn, what uses should ultimately be allowed in this part of downtown must ensure consistency and clear guidelines and expectations for Parkville landowners and proprietors, current or future.

Should Parkville decide to pursue a solution to this issue by amending the zoning codes, it has a variety of options. For one, it could closely follow one of the examples mentioned above. But Parkville could also chart its own course by borrowing pieces of these different codes to craft a solution that fits the specific needs of downtown.



Memorandum

To: Sean Ackerson, Assistant City Administrator / Community Development Director

From: Zach Tusinger, Community Development Intern

Date: August 4, 2015

RE: Successes and Application of Office Restrictions in Area Cities

In assessing any possible amendment to the “OTD” Old Town District zoning on Main Street in downtown Parkville, it is important to reach out to other cities that have taken these steps to further determine what level of success they have had in the implementation of office usage restrictions in their downtowns. Mission and Overland Park, both in Kansas, have small downtown areas where they have limited or prohibited commercial office uses along one key street. At the behest of the Board of Aldermen, we reached out to other communities with the goal of talking to other communities and found out why they implemented restrictions on certain uses in their downtown areas or why they haven’t and additionally to determine what has worked for them and what hasn’t. In conversations with planners from those cities, the consensus is that pushback has been minimal, it has helped to maintain or enhance those areas as active retail districts, and that the availability of alternatives (either spaces or procedures) has helped avoid unintended consequences and conflict.

Mission, KS

The City Planner in Mission indicated that though it was before her time there, restrictions on administrative office uses in downtown Mission were most likely instituted during the city’s big code rewrite in 2006/2007. Asked if there was any current pushback against the policy she indicated there was not. She attributed the policy’s success to two different things. The first was that the building stock and the built infrastructure of downtown Mission (focused primarily on Johnson Drive), was very conducive to retail and not administrative offices. The second factor that she believed prevented any major issues was the “release valve” found in the code. §470.170.L.2. provides that if the building owner has made good faith efforts to market its space to retail tenants and tenants for other allowed uses but after three months has not been successful in leasing the space, the building owner may apply to the city development director for permission to lease to an office tenant. If the community development director rejects this application, the building owner may appeal directly to the city council. According to the city planner in Mission building owners have sought this exemptions several times, averaging about once a year.



Asked if she believed the policy could or should be changed in any manner she indicated she did not believe so.

Overland Park, KS

In the early 2000s Overland Park instituted new zoning districts for its downtown area. The zoning put in place along Santa Fe downtown limited office uses in storefronts along that street, restricting them to upper levels or basements. The emphasis was to be on active retail uses. Today that stretch of Santa Fe in Overland Park has numerous shops and restaurants fostering active uses, particularly on Farmer’s Market days. The zoning district restrictions disallowed the majority of professional offices. According to planners in Overland Park there has only been limited pushback against this. Sometime in the last several years an architecture firm wanted to locate along Santa Fe in a first floor storefront. This was disallowed by the code. The architectural firm was not happy about this, but ultimately found an alternative space just off Santa Fe.



Commerce Frontage Special Conditions
General Storefront Frontages

Where designated on the REGULATING PLAN as GENERAL STOREFRONT these frontages shall use this General Urban BES standard, excepting that the GROUND STORY configuration shall be for COMMERCE - that of a SHOPFRONT. (See Section 606.D.3. Shopfront Windows for specific requirements.)

Steep Slope Exceptions: Subject to the Director’s approval, for approved grocery operations, where the average slope across a STREET FRONTAGE for a given BLOCK FACE is greater than or equal to 5%, the GROUND STORY finished floor elevation requirement may be measured across a frontage width increment of 120 feet to a maximum 27 inches (average) above the fronting sidewalk.

The “MS1” Main Street District One zoning that applied to the primary downtown blocks of Santa Fe in Overland Park was replaced with a form based code in 2010/2011. While the MS1 zoning has not formally been repealed, the form based code is the one that is practically in use today. Under the form based code the emphasis is less on use, but rather appearance, building envelope, etc. The form based code puts an emphasis on what it calls “general storefront” or “shopfront” where the emphasis is on active and appropriately scaled shopfront windows. While the form based code doesn’t itself specifically disallow offices in the downtown area along Santa Fe, the combination of the form based code along with the MS1 District that is still technically on the books means that their restrictions on certain administrative office uses still remains in force.

Similar to Mission, Overland Park also has a release valve (§18.320.020.I.2) whereby if the property owner can demonstrate good faith efforts to lease the space to a retail oriented tenant, but has failed to do so, they may seek permission from the city to lease to an administrative office tenant.

Other Communities

In order to gain a fuller understanding of this issue other communities in Missouri and Kansas were asked about their experience with this issue. Weston, MO does not have any of these types of restrictions in place and lets the market decide. St. Charles, MO has code language that would seem to imply they put restrictions on some office uses in their downtown area, but in practice they do not and also rely on the market.

City	Prohibited	Some Regulation	No Regulation
Belton, MO			X
Columbia, MO			X
Grandview, MO			X
Independence, MO			X
Kirkwood, MO			X
Lawrence, KS			X
Lenexa, KS			X
Lee's Summit, MO			X
Liberty, MO			X
Mission, KS		No 1 st floor	
Olathe, KS			X
Overland Park, KS		No 1 st floor	
Smithville, MO			X
St. Charles, MO			X
Weston, MO			X

Escape Hatches

Additional input from our consultant Chris Brewster of Gould Evans, reinforced the importance of administrative 'escape hatches' or alternatives as part of any regulatory solution. Perhaps there is a percentage placed on certain uses, whereby for example, non-retail/non-restaurant uses can be no more than 25% of the first floor square footage on Main Street. Another escape hatch would be similar to the ones found in Mission or Overland Park, where if a landlord has in good faith marketed their property for retail or restaurant but has not been able to lease it after a certain period of time, then they could apply to lease it for other uses, such as office.

Conclusions

Planners from Mission and Overland Park indicated that pushback to office use restrictions has been minimal, it has helped to maintain or enhance their respective downtown areas as active retail districts, and that the availability of alternatives (either spaces or procedures) has helped avoid unintended consequences and conflict.

Non-Retail Uses on Main Street

Examples of Existing and Possible Uses

August 6, 2015

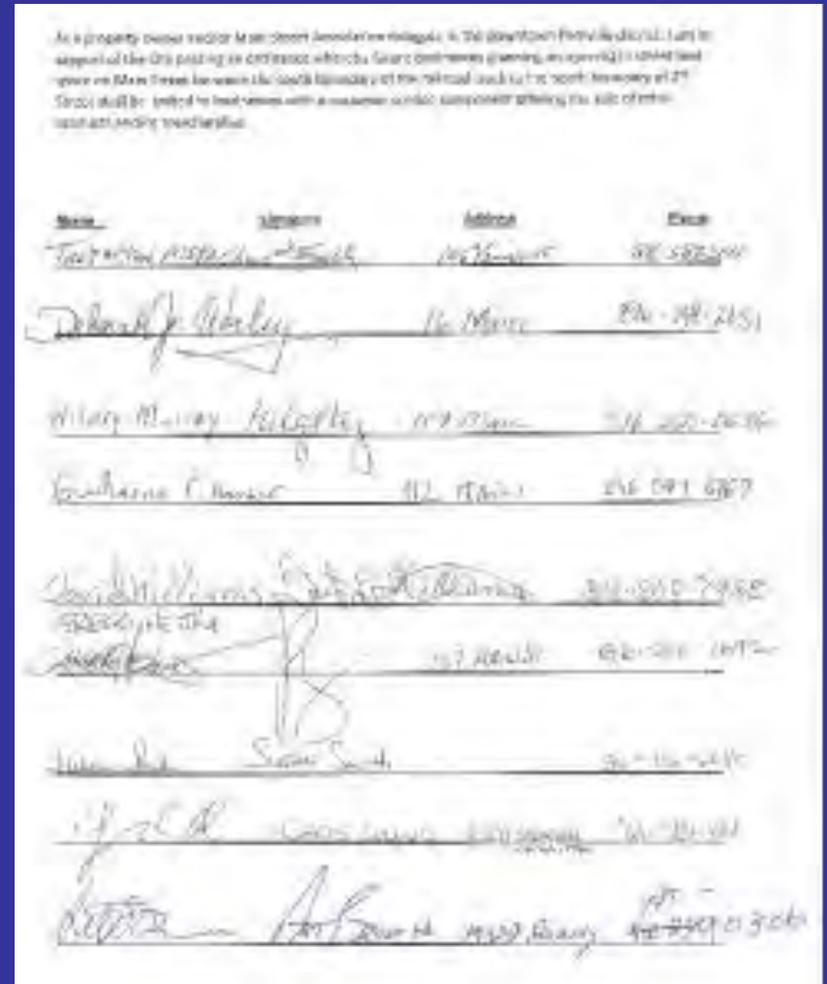
Zach Tusinger, Planning Intern



Parkville
Missouri

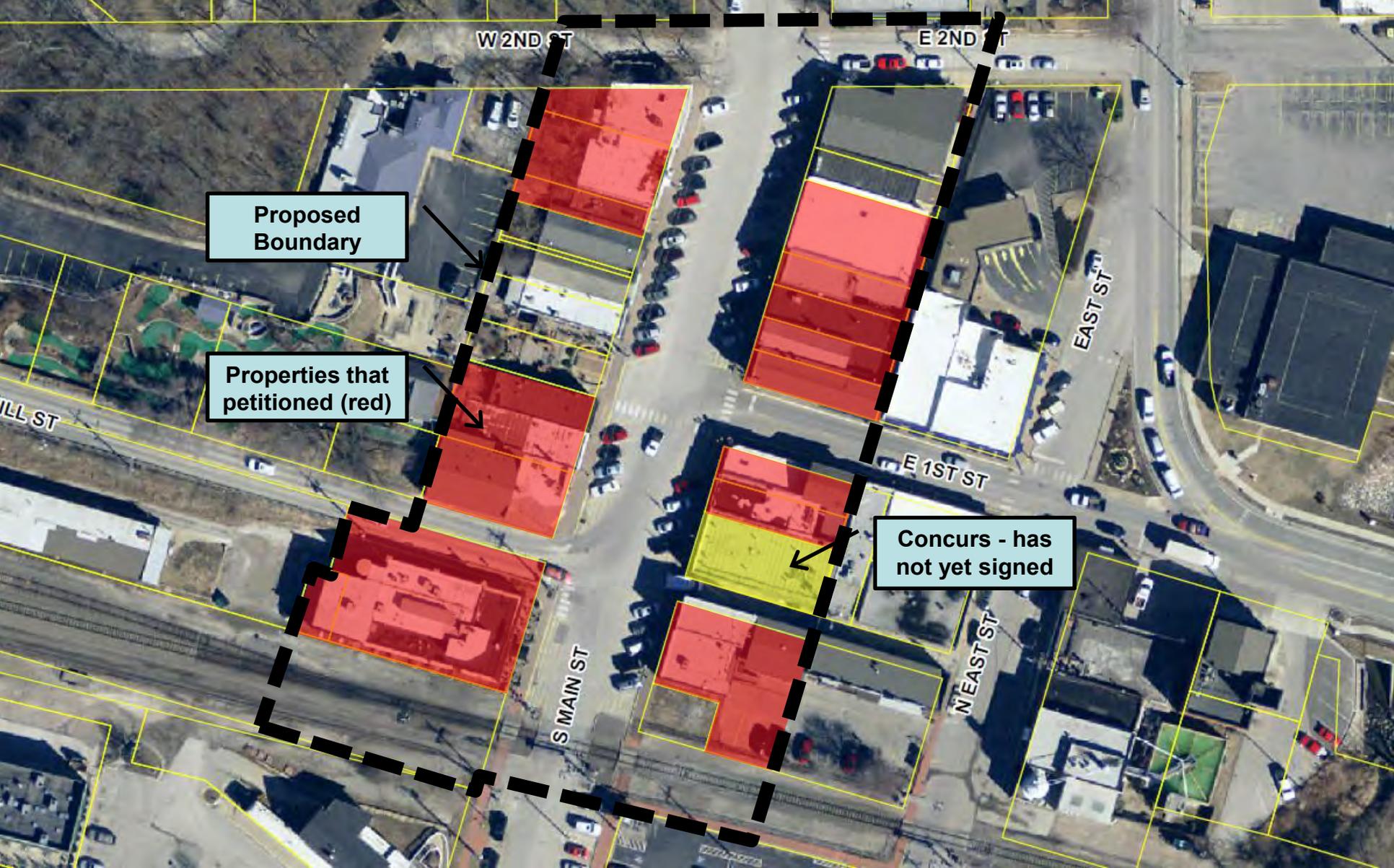
MSPA Petition

“As a property owner and/or Main Street Association delegate in the downtown Parkville district, I am in support of the City passing an ordinance whereby future businesses planning on opening in street level space on Main Street between the south boundary of the railroad track to the north boundary of 2nd Street shall be limited to businesses with a customer service component offering the sale of retail products and/or merchandise.”



Petition submitted by 9 property owners representing 14 of 21 properties

MSPA Petition



Proposed Boundary

Properties that petitioned (red)

Concurs - has not yet signed

Clear Definitions

From the petition:

“...customer service component offering the sale of retail products and/or merchandise.”

- How do we define “service component & retail”
- What uses are included and excluded
- Any ordinance must be:
 - Clear
 - Uniform in application



Process

- Authorization from Board of Aldermen (Jul. 21)
- Meeting with owners/MSPA (Aug. 6)
 - Identify underlying issues (parking, attraction, revenue)
 - Specify goals and expected outcomes
 - Agree on uses to be restricted
 - Consider alternatives
- Background Info to Planning & Zoning Commission
- Draft text amendment
- Review with owners/MSPA
- Adopt amendment* (hearing by Planning & Zoning Commission, final approval by Board of Aldermen)

* meetings and draft in August to early September, adoption as soon as September 15th

Goals and Impediments

- What is the goal?
 - A walkable urban area?
 - Foot traffic that drives retail sales?
 - A destination retail district?
- Impediments to that goal?
 - Dead spaces on the street or gaps in activities?
 - Limited parking (conflicts between employee and retail parking)?
 - Vacant storefronts?
 - Unattractive storefronts/uses?

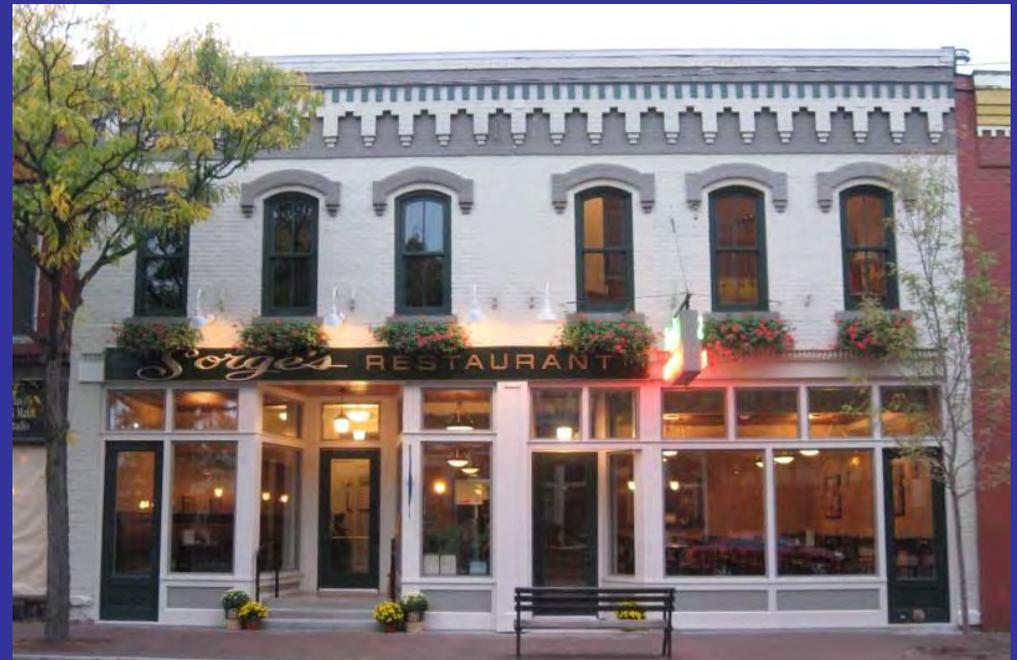


Potential Uses



Some things are clearly desirable:

- Retail
- Restaurants
- Art galleries
- Coffee houses



Potential Uses



Some things are clearly undesirable:

- Administrative offices
- Call centers



Potential Uses



Some uses fall in the middle:

- Teaching facilities
- Consulting firms
- Professional offices
- Banks and financial firms
- Fitness studios
- Real estate offices
- Event spaces



Refining Definitions

- Language from the petition:
 - “...shall be limited to businesses with a customer service component offering the sale of retail products and/or merchandise.”
 - Key words: Customer Service Component + Sale of Retail Products
- Does this accurately convey what is desired?
 - Does this definition allow desired uses?
 - Does this definition allow undesired uses?
 - Does this definition accomplish other goals?
 - Does this definition have unintended consequences?
 - Should alternatives be considered?

Refining Definitions

Mission, KS: “The "MS1" District provides for the majority of retail uses, while encouraging an active streetscape with a pedestrian friendly shopping environment. This district restricts automobile oriented uses and does not allow offices on the ground floor level. The district is also intended to allow multi-story buildings with office and residential uses above the ground floor level.”

(Overland Park, KS uses identical language)



Refining Definitions

Mission, KS – MS1 Allowed Uses:

1. *Prepared Food*. Restaurants, coffee houses, bakeries
2. *Food For Home*. Convenience store, green grocer, gourmet grocer, health foods, meat/fish market and wine/liquor shops and other establishments of similar character
3. *Specialty Retail*. Antiques; appliances; art galleries, framing and supplies; bike shop; books; camera and photo supplies; casual apparel and accessories; children's apparel; computers/software; florist; gifts, stationary and cards; hardware; home decorating products and design services; men's apparel; music (recorded and sheet); newsstand; office and school supplies; optical products; radio/TV/electronics; sewing supplies; shoes, dress and casual; small variety store; sporting goods; tobacco shop; toys, games and crafts; traditional and costume jewelry; wall coverings and paint; women's casual apparel and accessories and other establishments of similar character.
4. *Convenience Retail/Select Services*. Barbershops; cosmetologists, beauty shops; dance studio; dry cleaners and tailor shop; coin-operated laundry, locksmith service, pharmacy; physical fitness facility; shoe repair/shine; video rental, computer services and other establishments of similar character.

Refining Definitions

Overland Park, KS – MS1 Allowed uses:

Retail sale of goods and services including or similar to the following:

Retail;

Restaurants;

Churches;

Clubs and arcades;

Banks;

Dry cleaners;

Business machine services (including photocopy, telefacsimile, computer and data processing);

Communication & specialty electronics;

Department stores;

Glass;

Medical equipment;

Office equipment;

Theaters, movie and stage;

Rental or leasing of furniture and home furnishings;

Community owned museums, libraries, and community centers

Exercise and Discussion

- What uses should be allowed/disallowed?
- Discussion and feedback



Meeting Summary

August 6, 2015

Main Street Property Owners,

On Thursday August 6th, City staff met with representatives from the Main Street Parkville Association (MSPA) and owners of five Main Street properties. This meeting was arranged in response to a petition received by the city advocating the restriction of first floor storefronts on Main Street between the railroad tracks and Second Street to retail uses and subsequent direction from the Board of Aldermen making this a priority for City staff.

City staff presented their research regarding other municipalities which had implemented office usage restrictions in their downtown areas. Staff stated that discussions with those municipalities indicated that there had not been any significant issues or problems with those restrictions. Staff, also, stated that other cities that we contacted generally let the market take care of this issue.

City staff listened to feedback from the meeting attendees. Attendees expressed their concerns and visions for Downtown, particularly the subject stretch of Main Street. Discussion centered upon what uses most contributed to a thriving and vibrant Main Street. There was a general consensus that retail uses (uses with active storefronts that sell a physical product that is either consumed on- or carried off-site) were the preferred usage of Main Street storefronts. City staff raised examples of other commercial uses (yoga studios, hair salons, financial services firms, and others) that were not retail. The group came to a general consensus that while these were indeed active uses, they were not of the character needed to make Main Street Parkville a retail destination and, thus, not desired uses. The group indicated its preference for these uses to be located in either second floor spaces on Main Street or off of the subject stretch of Main Street all together. Attendees indicated their preference for retail to be the primary usage on this stretch of Main Street.

MSPA representatives and property owners supported the inclusion of an escape hatch provision similar to those in existence in Mission and Overland Park, Kansas where storefronts could be leased for nonconforming office and service uses, if property owners could demonstrate in good faith that adequate efforts had been made to market the space for retail uses, but were ultimately unsuccessful. City staff also emphasized that any changes or amendments to the zoning on Main Street would not affect any businesses currently in operation, and that all existing businesses of a non-retail nature would become legally non-conforming pre-existing uses.

Peripheral discussions included parking issues, particularly the possible need for time limitations for on-street parking and the possible addition of more ADA parking spaces north of the railroad tracks. Property owners, also, indicated their general preference for retail-oriented breweries and brewpubs to be allowed in the downtown area. Attendees indicated they had received inquiries from people interested in opening these types of business downtown and, as such, they would favor code updates to allow these in the future. Also discussed was the possible need for regulations allowing pop-up stores.

The MSPA and property owners also discussed with City staff the need to promote visually appealing and engaging storefronts in vacant spaces and businesses without window displays. Representatives of the MSPA and property owners both indicated they would be in favor of some sort of mandate or program that required visually attractive displays in all downtown storefronts including the

times when those spaces are vacant. Potential solutions discussed included permitting displays from other retail stores, historical materials, or other displays that eliminate visual gaps in activity.

Next steps include the City drafting a proposed text amendment based on the direction received. Once drafted, the amendment will be forwarded to MSPA representatives and property owners within the subject stretch of Main Street for review and confirmation. Those present agreed to distribute the proposed amendment to owners that did not attend the meeting. After general consensus is reached on the amendment, it will proceed to the Planning and Zoning Commission for consideration. The target date for consideration is September 8, 2015 with adoption by the Board of Aldermen on September 15, 2015.

Zach Tusinger, Planning Intern
City of Parkville

Meeting Summary and Summary of Changes

August 25, 2015

Main Street Property Owners,

At the August 24, 2015 meeting, those in attendance confirmed that the intent of the proposed text amendments is to encourage retail uses in the two-block area of Main Street from the railroad tracks north to 2nd Street. It was also confirmed that the vision for this area and Downtown in general is to build a lively, walkable, high-demand retail destination that attracts other retail uses, and supports improved property values and a stable business environment. During the meeting desired changes to the existing text amendment were identified including greater flexibility for uses that would become legal, non-conforming uses after the adoption of the amendment without allowing other vacancies to become non-retail uses. After meeting with property owners on August 24, 2015, changes were also recommended following review by the City's legal counsel.

Major changes from the version provided to meeting attendants include:

1. Section 442.015.A (Permitted Retail Uses) - The list of approved uses was revised. Instead of listing specific uses separately, it refers to the definition of retail use as proposed in Section 400.030. This change also eliminated the square footage restrictions on new and existing buildings (from the existing code) and replaced them with a square footage restriction that only applies to new construction so as to discourage tear downs. The draft, also, retained the restrictions on drive-thru and drive-up restaurants, slaughtering and crafting, creation, assembly and other light manufacturing that is allowed as an accessory use to a primary retail use. These restrictions were retained to restrict retail uses that are typically suitable to larger retail centers or require stand-alone locations that are not generally compatible with Main Street
2. Section 442.015.D (Legal, Non-Conforming Uses) - Concerns were expressed about existing uses that would no longer be permitted (offices, salons, photography studios, etc.). As previously stated these uses would become legal, nonconforming uses and may be continued. Previously, the nonconforming use was read narrowly, but is now more flexible. Ex: As originally stated, if an office closed, it could not become another office; it had to become retail. The changes to the proposed text of Section 442.015.D now contemplate that if that original office closes, a new office may open in the space so long as the space has not been vacant for more than 12 months. This provision also introduces a nonconforming-use hierarchy. Uses are ranked from least compatible to most compatible. Whenever a legal, non-conforming use has been changed to a more-compatible, legal, non-conforming use or to a conforming use, that use shall not thereafter be changed to a less-compatible, legal, non-conforming use.

Additional minor changes were made to remove unnecessary legal terms and correct spelling and grammar.

Following are anticipated questions about the text amendment and associated answers that may help further explain the amendment and proposed changes.

FAQ:

Q. I currently have a ground-floor business that is not retail and would be a legal, non-conforming use under the new code. What happens if the proposed amendment is adopted?

A: Nothing, until you relocate or need to expand. Your business can continue on as previously approved. You will still be able to complete routine maintenance and repairs to your business space, but you will not be permitted to expand into currently unused spaces in your building or into adjacent buildings, unless the design / plans were approved prior to the amendment. (442.015.D.2-5)

Q. I lease the ground-floor suite in my building to a salon which would not be a permitted use, but would be allowed to continue as a legal, non-conforming use. If they move out will I be able to lease it another tenant for office space?

A: Yes, so long as you do so within 12 months (442.015.D.6). After the space has been empty for 12 months without another nonconforming, legal use, only retail uses (as defined under 400.030) shall be permitted.

Q. What happens if I market my space for retail but am unable to find a tenant? Can I lease it for an office space then?

A: On application to the Community Development Director, an administrative extension use permit shall be issued if the applicant can demonstrate that they have marketed the space for retail for 3 months. Such permit will be conditioned on the new use taking steps incorporating accessory retail sales, window displays, or similar activities that create street-level interest and support an active retail environment. Should the administrative extension use permit be denied, it may be appealed by the applicant to the Board of Zoning Adjustment. (442.015.A.2)

Q. I lease the ground-floor space in my building to a small office use which would not be a permitted use, but would be allowed to continue as a legal, non-conforming use. If they move out can a different non-retail use move in and would the current office be allowed again in the future?

A. If a legal, non-conforming use moves out and another more compatible non-retail use or a retail use moves in, the space cannot be reverted back to a less compatible use. (442.015.D.1)

Zach Tusinger, Planning Intern
City of Parkville

PEDDLER'S WAGON

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115 Main Street
Parkville, Mo.
64152

September 5, 2015

City of Parkville,

Because the very short notice of the town hall meeting, I am unable to attend due to previous out of state commitment.

I am **opposed** to the proposed amendment to Parkville Municipal Code, Chapter 442, "OTD" Old Town District, Sections 442.015, Permitted Uses, and 442.020, Prohibited Uses, and Chapter 440.030, Definitions. Case PZ15-26, Applicant City of Parkville.

As a business owner in my 34th year on Main Street in Parkville, empty buildings are a detriment to the perception of visitors in our city. Having a successful business other than retail is much better for the overall perception of a thriving city than empty buildings. In my opinion, restrictions will equal empty buildings. It will not only interfere with my ability to rent, it will hamper my ability to sell my property in the future.

I bring buses of visitors to Parkville on quilt tours. They have limited time in our city and the brief impression while they are here will determine whether they will visit again. A perception of success is very important.

Again, I am opposed to the changes.

Sincerely yours,

Teri Hahs
