



Finance Committee Agenda

January 11, 2016

8:00 AM

Board Conference Room, 1st Floor, City Hall

- 1. Call to Order**
- 2. Financial Updates**
- 3. Action Items**
 - A. Approve the minutes from the December 7, 2015, meeting
 - B. Approve a maintenance agreement with Mid-America Pump LLC for on-call pump maintenance and repair services (Public Works)
 - C. Approve Work Authorization No. 55 with North Hills Engineering for the Sanitary Sewer Repairs Phase 3 project (Public Works)
 - D. Approve Work Authorization No. 54 with North Hills Engineering for the 2016 CCTV and sewer cleaning project (Public Works)
- 4. Non-Action Items**
 - A. Building Maintenance Update (Administration)
 - B. Community Assistance Fund Report (Police Department)
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



Finance Committee Meeting
December 7, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chair Werner called the meeting to order at 8:00 a.m. A quorum was present.

- **Members Present:** Chair Jim Werner, Mayor Nan Johnston, David Jones and Diane Driver
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Public Works Director Alysen Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the November 23, 2015 meeting

Diane Driver moved to approve the November 23, 2015 minutes. David Jones seconded; motion passed 4-0.

B. Authorize city staff to issue a Request for Proposals to create a long-range facility maintenance plan for Parkville City Hall

Assistant to the City Administrator Tim Blakeslee stated the Board of Aldermen held a strategic planning session in July and the Request for Proposals (RFP) was a response to a critical success factor in the strategic plan for 2016. The RFP requested that proposals include an assessment of City Hall and development of a maintenance plan with short- and long-term schedules. Blakeslee said the plan would help staff budget for future repairs to help prolong the infrastructure and fix unknown issues. Staff researched other communities and similar plans ranged from \$5,000 to \$10,000.

Driver moved to authorize city staff to issue a Request for Proposals for a long-range facility maintenance plan. Jones seconded; motion passed 4-0.

C. Approve a supplemental agreement for 2016 with Alliance Water Resources for the continued management, operation, and maintenance of the City's wastewater treatment and collection system

Public Works Director Alysen Abel explained that the City had a contract with Alliance Water Resources since 2002 with an initial three-year term that renewed annually thereafter. Alliance proposed a 2.9 percent increase from 2015. Abel said the increase was based on the Consumer Price Index and reflected increases in wages, insurance, supplies and materials. Alliance proposed a five-year contract that would also cover the storm sewer and sanitary sewer utility One Call services, which was currently being done by the Community Development Department. Abel recommended that staff review the services for one year in order to learn the new requirements for One Call services before approving a five-year contract.

Driver moved to recommend that the Board of Aldermen approve the supplemental agreement to the contract with Alliance Water Resources for management, operation, and maintenance of the City's wastewater collection system and treatment plant in 2016 in the amount of \$290,483. Jones seconded; motion passed 4-0.

D. Approve Work Authorization No. 5 with Urban Tree Specialists for tree removal and pruning in the Sullivan Nature Sanctuary

Public Works Director Alysén Abel stated that the City was awarded a Tree Resource Improvement and Maintenance (TRIM) grant from the Missouri Department of Conservation for \$7,425. Abel said that Urban Tree Specialists had an on-call services contract and prepared an estimate to remove and trim trees in the Sullivan Nature Sanctuary that were damaged in the 2011 flood. Funding for the local match included \$500 from the Nature Sanctuary budget but staff was looking at options for the remaining funds. The consensus of the Finance Committee was to use the remaining funds in the Nature Sanctuary Donation Fund.

Driver moved to approve Work Authorization No. 5 with Urban Tree Specialists for tree removal and pruning in Sullivan Nature Sanctuary in the amount of \$9,900. Jones seconded; motion passed 4-0.

E. Authorize staff to negotiate and the Mayor to execute a detention maintenance agreement with QuikTrip for the PAC detention pond

Public Works Director Alysén Abel stated that the detention pond behind the Parkville Athletic Complex was constructed to detain water west of Highway 9 and the City was responsible for its maintenance. Abel added that sediment built up over time and the pond needed to be dredged. She said that an opportunity arose with the QuikTrip development because they were looking for a location to drain the water runoff from the development site. Staff reviewed the cost to modify the pond to handle the additional water. Abel noted that if the pond was graded and the outlet structure was changed, modifications would be possible and it would have adequate capacity to handle the new development. Abel said the agreement outlined each party's commitment and financial contribution. Staff reached out to Platte County to negotiate a match because the Platte County Community Center South (YMCA) caused silt to drain to the pond. Abel said the deadline to reimburse the developer was December 2017 and initial dredging would begin in the winter..

Driver moved to recommend that the Board of Aldermen authorize City staff to negotiate and the Mayor to execute the detention maintenance agreement with QuikTrip for the PAC detention pond. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Process for staff oversight on gas transactions

Public Works Director Alysén Abel explained that there were issues with gas transactions made by staff. She provided an overview of the process for each department and explained that various authorized employees in each department were given a unique identification number and they also entered the mileage at the time of the gas purchase. Abel added that the Public Works staff created a tracking system in addition to monthly reports provided by the Assistant to the City Administrator. The Finance Committee recommended that staff confirm the mileage on each vehicle once per year to verify the accuracy. David Jones requested that staff be cognizant of what work would be sacrificed when new procedures were adopted.

B. Parks tree inventory

Public Works Director Alysén Abel stated that the original inventory included trees that were larger than three inch caliper. She said that City staff, along with Urban Tree Specialists, generated a separate list that included all the trees in English Landing Park. Four trees were highlighted in the spreadsheet that would be completed in early 2016. Abel added that all the A and B level trees were taken care of.

David Jones left at 8:56

C. 2006 Certificates of Participation Refunding update

City Administrator Lauren Palmer explained that the refunding was complete and bond counsel cut their fees by 20 percent.

D. 2015 audit update

Finance/Human Resources Director Matthew Chapman explained that staff met with the new auditor about audit planning and dates for presentations to the Finance Committee and Board of Aldermen. The auditors would be on-site the following week for preliminary audit fieldwork.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Chair Werner said that Nature Sanctuary Director Bob Fluchel passed away and funeral services would be held on December 12.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:08 a.m. Chair Werner seconded; motion passed 3-0.

Submitted by:

Melissa McChesney, City Clerk

Approval Date

CITY OF PARKVILLE Policy Report

Date: January 5, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Request to approve a maintenance agreement with Mid-America Pump for the on-call pump maintenance and repair services.

BACKGROUND:

There are numerous services that the Public Works staff needs on a routine and emergency basis throughout the year. Based on a recommendation from the City Attorney, the City began entering into multi-year service contracts for routine services in order to lock in prices and avoid having to repeat the process to accept quotes or bid for smaller scopes of work. The intent is for the City to contract with one vendor, who will provide priority services to the City during emergency and non-emergency situations. In July 2015, the Board of Aldermen approved the on-call tree trimming services contract. In August 2015, the Board approved the on-call sewer cleaning and repair services contract.

The City currently maintains pumps at six lift stations and the Return Activated Sludge (RAS) pumps at the Wastewater Treatment Plant (WWTP), with a total of 15 pumps. The average life of a pump varies from about 10-15 years, when preventative maintenance has been performed. Preventative maintenance is necessary to help extend the life of the pump, which includes annual inspection of the pump and changing the oil. Lack of preventative maintenance may void any warranties from the pump manufacturer.

On November 9, 2015, the City released a bid request for On-Call Pump Maintenance and Repair Services. The City received bid responses from three companies, they were: FTC, JCI, and Mid-America Pump. The bid form included information about each of the pumps. The companies provided unit prices for each of these pumps, as well as costs associated with routine and emergency repair work. The City also requested sample copies of their reports, company experience, and references in the bid form. The attached bid tabulation shows the unit prices each of the pumps and the hourly rates for emergency and routine work. Hourly rates were separated by Regular, Overtime, Weekend, and Holiday rates.

The prices were reviewed by the Public Works staff in several different ways. First, we reviewed the total cost to maintain the pumps. This will be a definite annual expense that will be incurred. Based on the pump unit prices, JCI was the low bidder. Second, we reviewed the hourly rates associated with routine and emergency work. Based on the hourly rates, Mid-America Pump was the low bidder. Third, we totaled the pump and hourly rates. Mid-America Pump was the low bidder. Finally, we came up with two realistic scenarios, based on past repair projects, to determine the estimated cost for the pump repairs. Based on both scenarios, Mid-America Pump was the low bidder.

The City has previously worked with both FTC and JCI; these companies have supplied the City with the Flygt and ABS pumps that are used in the lift stations and at the WWTP. The City has no previous work experience with Mid-America Pump. Based on this lack of previous City

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experience, the Public Works Department reached out to the references listed in the bid response. The references provided positive feedback for Mid-America Pump.

BUDGET IMPACT:

The Sewer Fund includes budget for Pump Station Maintenance for the pump stations and Building Maintenance for the WWTP. Depending on the nature of the work being done, staff will use the proper budget item.

ALTERNATIVES:

1. Approve the maintenance agreement with Mid-America Pump
2. Do not approve the maintenance agreement.
3. Provide other direction to staff to meet the desires of the Board of Aldermen.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of the maintenance agreement with Mid-America Pump for on-call pump maintenance and repair services.

POLICY:

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

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve the maintenance agreement with Mid-America Pump for on-call sewer pump maintenance and repair services, with the unit prices listed in the agreement.

ATTACHMENTS:

1. Bid Tabulation
2. Maintenance Agreement – Small Construction Contract

City of Parkville

Bid Tabulation - On-Call Pump Maintenance and Repair Services

				FTC Equipment BIDDER 1	JCI BIDDER 2	Mid-America BIDDER 3
Item	Description			Unit Price	Unit Price	Unit Price
1	Hwy FF pump station	2	EA	450.00	705.00	435.00
2	McAfee PS (ABS pumps)	2	EA	600.00	705.00	620.00
3	Pinecrest PS (ABS pumps)	2	EA	500.00	365.00	435.00
4	45 Highway PS (Flygt pumps)	2	EA	450.00	365.00	435.00
5	Nationals (Flygt pumps)	2	EA	500.00	365.00	565.00
6	Riverhills PS (Flygt pumps)	2	EA	500.00	365.00	435.00
7	WWTF (RAS pumps)	2	EA	600.00	470.00	652.50
TOTALS				3,600.00	3,340.00	3,577.50
	Field Mechanic	Regular Hrly		85.00	85.00	65.00
		Overtime Hrly		127.50	127.00	97.50
		Weekend Hrly		170.00	163.00	97.50
		Holiday Hrly		170.00	163.00	162.50
	Shop Mechanic	Regular Hrly		75.00	75.00	65.00
		Overtime Hrly		112.50	112.00	97.50
		Weekend Hrly		150.00	151.00	97.50
		Holiday Hrly		150.00	151.00	162.50
	Confined Space Entry	Regular Hrly		110.00	255.00	95.00
		Overtime Hrly		165.00	380.00	142.50
		Weekend Hrly		220.00	542.00	142.50
		Holiday Hrly		220.00	542.00	237.50
	BOOM Truck Trip charge	Regular Hrly		150.00	91.25	75.00
		Overtime Hrly		150.00	133.25	75.00
		Weekend Hrly		150.00	169.25	75.00
		Holiday Hrly		150.00	169.25	150.00
TOTALS				2,355.00	3,309.00	1,837.50
	Percent Markup \$0.00-\$1,999.00			0.25	0.20	0.25
	\$2,000 - \$4,999.00			0.25	0.20	0.25
	\$5,000 and up			0.20	0.20	0.25
GRAND TOTALS				5,955.00	6,649.00	5,415.00

SMALL CONSTRUCTION SERVICES AGREEMENT MAINTENANCE OR REPAIR PROJECT

THIS SERVICE AGREEMENT, entered into on this 19th day of January, 2016 by and between the CITY OF PARKVILLE, MISSOURI ("City") and Mid America Pump, LLC ("Contractor").

WHEREAS, the City seeks to hire Contractor to provide certain construction services as described in Exhibit "A" to this Agreement (the "Construction Services"); and

WHEREAS, the City has budgeted funds to acquire the services necessary to complete the Construction Services; and

WHEREAS, Contractor has the necessary staff and qualifications to provide the Construction Services to the City.

NOW THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth herein, the parties mutually agree as follows:

I. SCOPE OF SERVICES

- A. The term "Construction Services" when used in this Agreement shall mean any and all labor, material, equipment, insurance, surety bonds or other thing of value that may be required by this Agreement including its exhibits.
- B. The City agrees to retain Contractor and Contractor agrees to perform and complete the Preventative Maintenance and Repair Construction Services described in the **Exhibit "A"** – Scope of Work, attached hereto and incorporated by reference.
- C. Service Provider represents it has all necessary skills, personnel, financial capacity, licenses, permits, knowledge, and certifications required to perform the Services described herein.

II. COMPENSATION

- A. As consideration for providing the Construction Services, the City shall pay Contractor as set forth in **Exhibit "A"**.
- B. Contractor shall submit its invoices to the City either at completion of the Project, or on such milestone or other interim terms as set forth on **Exhibit "A"**. Contractor's final invoice shall be accompanied by Waivers of Lien and Releases of Claim on the forms attached as **Exhibit "B-2"** to this Agreement, executed by Contractor, any all subcontractors with contract values of \$5,000 or more, and notarized. If partial payments are authorized on **Exhibit "A"**, then Contractor shall submit partial lien waivers on the form attached as **Exhibit "B-1."** The City agrees to pay the balance of an approved invoice, or undisputed portions of a disputed invoice, within 30 days of the date of receipt by the City. In the event of a dispute, and prior to the invoice's due date, City shall pay the undisputed portion of the invoice and notify Contractor of the nature of the dispute regarding the balance.
- C. Contractor shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the City to assure proper accounting for all funds. These records will be made available for audit purposes to the City or any authorized representative, and will be retained for three years after

the expiration of this Agreement unless permission to destroy them is granted by the City.

III. SCHEDULE

- A. Time is of the essence in performance of this Agreement.
- B. Unless otherwise directed by the City, Contractor shall commence performance of the Construction Services upon execution of this Agreement.
- C. Services shall be completed within the schedule set forth on **Exhibit "A"**.
- D. Neither the City nor the Contractor shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.
- E. If **Exhibit "A"** contains a provision for Liquidated Damages, it shall be because the parties have agreed that late completion of the Construction Services by Contractor would cause irreparable harm to the City, which harm is difficult to quantify; and that the parties have agreed that the amount stated in Exhibit "A" for Liquidated Damages is a fair approximation of the daily costs that the City would incur for late Substantial Completion of the work.

IV. CHANGES

- A. The City reserves the right to issue Changes, both additive and deductive, to the Scope of Work at the City's discretion. Contractor shall advise the City of additional costs and time delays, if any, resulting from such Changes, before Contractor performs the Changes. No adjustment to the Contract Time or Contract Price will be permitted unless Contractor has advised the City of the potential impact prior to commencing work on the Change, and the City either issues a Change Order which is agreed to by the parties, or the City directs the Contractor to proceed.
- B. Contractor shall provide Construction Services under this Agreement only upon written request of the City and only to the extent defined and required by the City. Any additional services or materials provided by the Contractor without the City's prior written consent shall be at the Contractor's own risk, cost, and expense, and Contractor shall not make a claim for compensation from the City for such work.

V. INDEMNIFICATION

- A. Contractor shall indemnify and hold harmless the City and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgments, claims, losses, damages, and injuries (including attorneys' fees and other expenses of litigation, arbitration, mediation or appeal), which in whole or in part arise out of or have been connected with Contractor's negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Construction Services, including performance by Contractor's employees and agents; or arising from any claim for libel, slander, defamation, copyright infringement, invasion of privacy, piracy and/or plagiarism related to any materials related to materials furnished by Contractor in the course of performance of the work, except to the extent that such claims arise from materials created or supplied by the City.
- B. Contractor's obligation to indemnify and hold harmless shall remain in effect and shall be binding on Contractor whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

VI. INSURANCE

- A. Contractor shall secure and maintain, at its expense, through the duration of this Agreement insurance as set forth on **Exhibit "C."**

VII. ASSIGNMENT OF AND RESPONSIBILITY FOR PERSONNEL

- A. Contractor's assignment of personnel to perform the Services shall be subject to the City's oversight and general guidance. The City reserves the right to request qualifications and/or reject service from any and all employees of the Contractor.
- B. Unless otherwise stated in **Exhibit "A"**, Contractor shall be represented by a Superintendent or Foreman authorized to give and receive all instruction and notices from and to the City at all times while performing Construction Services, and shall have on site a person who is fluent in all languages necessary to communicate instructions regarding the work and information regarding medical emergencies with Contractor's employees and subcontractors.
- C. All of the Construction Services required hereunder will be performed by the Contractor or under Contractor's supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
- D. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement including, but not limited to, indemnification, insurance and warranties.
- E. Contractor and all subcontractors with a contract value of \$5,000 or more shall execute affidavits on the form attached as **Exhibit "D"**, attesting to their compliance with RSMo. § 285.530.5 concerning compliance with Missouri's Worker Eligibility requirements.
- F. Contractor and all subcontractors must require all on-site employees to complete the ten-hour construction training program required under Section 292.675 RSMo. unless they have previously completed the program and have documentation of having done so. Contractor shall execute the affidavit attached as **Exhibit "E"**, attesting that it has provided OSHA safety training for its on-site employees. Contractor will forfeit a penalty to the City of \$2,500 plus an additional \$100 for each employee employed by Contractor or any subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training. See Section 292.675 RSMo.
- G. No illegal drug or alcohol usage will be tolerated at the Site. All persons admitted to work on the Site will dress appropriately and avoid foul language. Music shall not be played at volume levels that would be objectionable to third-parties. Any worker found by the City to be violating these conduct requirements will be removed immediately.

VIII. WARRANTY

- A. The Contractor warrants to the City that materials and equipment furnished under the Contract will be of good quality and new unless the Scope of Work documents require or permit otherwise. The Contractor further warrants that the work will conform to the requirements of the Scope of Work documents and will be free from defects, except for those inherent in the quality of the Work the Scope of Work documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the work not executed by the Contractor or its subcontractors or suppliers, improper or insufficient maintenance or improper

operation. If required by the Owner, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. The Contractor's warranties required by the Agreement (express and implied) shall remain in full force and effect even if a material or equipment item is required by the Owner to be manufactured by a specific entity, and no other equivalent product manufactured by any other entity is acceptable.

- B. The Contractor's warranty in Section IX.A. shall not be construed to replace, change or otherwise limit any statutory or common law warranty rights of the Owner, or any other Contract requirements.

IX. OWNERSHIP OF WORK PRODUCT

- A. Contractor agrees that any documents, materials and/or work products produced in whole or in part by or through it under this Agreement, any intellectual property rights of Contractor therein (collectively the "Works") are intended to be owned by the City. Accordingly, Contractor hereby assigns and agrees to assign to the City all of its right title and interest in and to such Works.

X. RELATIONSHIP OF THE PARTIES

- A. Contractor represents that it is an independent contractor and that no personnel performing any of the Construction Services shall be employees of or have any contractual relationship with the City.

XI. NOTICES

- A. All notices required by this Agreement shall be in writing, and unless otherwise directed by this Agreement, shall be sent to the addresses as set forth in this Section:
- B. Notices sent by Contractor shall be sent to:
 - City of Parkville
 - Attn: City Administrator
 - 8880 Clark Ave.
 - Parkville, MO 64152
- C. Notices sent by the City shall be sent to:
 - Mid America Pump LLC
 - Attn: Jack Letts, President
 - 5600 Inland Drive
 - Kansas City, KS 66106

XII. CORRECTION OF WORK

The Contractor shall promptly correct work rejected by the City or failing to conform to the requirements of the Agreement, whether discovered before or after Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for services and expenses of a designer made necessary thereby, shall be at the Contractor's expense. If the Contractor fails to correct nonconforming Work within ten (10) days after receipt of written notice from the City, the City may correct it at Contractor's expense.

XIII. TERM AND TERMINATION

- A. The effective date of this Agreement shall be the date of execution, when the Agreement is signed by both parties. The contract period shall be 2 years from the effective date of the Agreement.
- B. Notwithstanding anything to the contrary in this Agreement or exhibit, the City reserves the right and may elect to terminate this Agreement at any time, with or without cause, by giving at least ten (10) days' written notice to the Contractor. The City shall compensate Contractor for the Construction Services that have been completed to the City's satisfaction as of the date of termination. Contractor shall perform no activities other than reasonable wrap-up activities after receipt of notice of termination.
- C. The City may terminate the Agreement for cause if the Contractor
 - 1. refuses or fails to supply enough properly skilled workers or proper materials;
 - 2. fails to make payment to Subcontractors for materials, equipment, services or labor in accordance with the respective agreements between the Contractor and the Subcontractors;
 - 3. disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority;
 - 4. or its Subcontractors or Sub-subcontractors causes a work stoppage due to any strike, picket, boycott or participates in any voluntary or involuntary cessation of Work; or
 - 5. otherwise is guilty of substantial breach of a provision of the Agreement.

When any of the above reasons exist, the City may without prejudice to any other rights or remedies of the City and after giving the Contractor and the Contractor's surety, if any, seven (7) days' written notice, terminate the Agreement and may, subject to any prior rights of the surety, if any:

- 1. Exclude the Contractor from the Project site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- 2. Direct the work of subcontractors; and
- 3. Finish the Work by whatever reasonable method the City may deem expedient. Upon written request of the Contractor, the City shall furnish to the Contractor a detailed accounting of the costs incurred by the City in finishing the Work.

When the Owner terminates the Agreement for one of the reasons stated in Section XIV. A., the Contractor shall not be entitled to receive further payment until the Work is finished.

If the unpaid balance of the Contract Price exceeds costs of finishing the Work, including compensation for the services and expenses of a designer, and legal, consultant and testing fees made necessary thereby, and other damages incurred by the City and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor or its surety, if any, shall pay the difference to the City upon demand. The obligation for payment, if any, shall survive termination of the Agreement.

XIV. MISCELLANEOUS PROVISIONS

- A. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.
- B. Assignability. Contractor shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or invitation), without the prior written consent of the City thereto. Provided, however, that the claims for money by Contractor from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.
- C. Media Announcements. Contractor shall not be authorized to make statements to the media or otherwise on behalf of the City without express direction and consent of the City
- D. Compliance with Local Laws. Contractor shall comply with all applicable laws, ordinances, and codes of the State of Missouri and local governments, and shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
- E. Equal Employment Opportunity. During the performance of this Agreement, Contractor agrees as follows:
 - i. Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, or sex. Service Provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, religion, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
 - ii. Contractor will, in all solicitation or advertisements for employees placed by or on behalf of Professional, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, or sex.
 - iii. Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- F. Interest of Members of a City. No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement, and Contractor shall take appropriate steps to assure compliance.
- G. Interest of Contractor and Employees. Contractor covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- H. Entire Agreement. This Agreement represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals,

or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement shall be in writing and shall be signed by the City and Contractor, and attached hereto.

- I. Severability. If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms, and provisions shall remain in full force and effect.
- J. Waiver. The failure of either party to require performance of this Agreement shall not affect such party's right to enforce the same. A waiver by either party of any provision of breach of this Agreement shall be in writing. A written waiver shall not affect the waiving party's rights with respect to any other provision or breach.
- K. Third Parties. The Services to be performed by the Contractor are intended solely for the benefit for the City. Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any person or entity not a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF PARKVILLE, MISSOURI

By: _____

Nanette K. Johnston, Mayor

ATTEST:

Melissa McChesney, City Clerk

MID AMERICA PUMP LLC

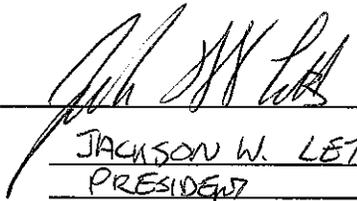
By:  _____
JACKSON W. LETIS
PRESIDENT

EXHIBIT A

SCOPE OF WORK AND PRICING AGREEMENT

- A. The Scope of Work includes on-call pump maintenance and repair services to include, but not be limited to:
1. Preventative Maintenance:
 - A. Pull pump
 - B. Remove and inspect volute and impeller
 - C. Inspect and change oil
 - D. Measure and record voltage on all 3 phases. Test motor winding resistance. Test seal leakage current (if applicable). Check and record run amps. Check and tighten all power connections at terminal box.
 - E. Verify float/VFD operation
 - F. Check power cord conditions
 - G. Reseal all conduits between pump wet well and electrical control boxes
 - H. Vacuum prime pumps only: Verify pump priming cycle. Remove and clean sensor electrode and glass electrode housing and verify operation.
 - I. When preventative maintenance is complete, perform pump down test to verify that the pump is operational.
 - J. Provide a detailed service report with written and photographic documentation of each process.
 - K. Records maintenance
 2. Repair Maintenance
 - A. Pull pump, investigate control panel, etc.
 - B. Perform trouble-shooting and field inspection.
 - C. Report findings and make written recommendations with pricing estimates to Director of Public Works or authorized representative.
 - D. Make repairs as authorized by Director of Public Works or authorized representative in accordance with on-call contract pricing.
- B. This Agreement allows the City to call on Contractor for assistance during emergency and non-emergency work scenarios. The situations will require different response times due to the severity and urgency of the work.
1. Emergency – An emergency situation requires a response time within 4 hours for a condition that jeopardizes public safety; and with 24 hours for a condition that constitutes a public inconvenience. Work will be authorized by the Public Works Director or authorized representative.
 2. Non-emergency – A non-emergency situation requires a response time within 2 business days or a timeframe that is mutually agreed upon by both parties.
- C. Contractor shall commence the Work upon notice from the Director of Public Works or authorized representative. Contractor and City representative will agree on scope of work and determine a timeframe to complete for both emergency and non-emergency work prior to Contractor performing any work. Additional labor required by unforeseen site issues must be authorized by City in advance. Any work not authorized by the City, and performed by the

Contractor without City approval, shall be at the Contractor's own risk, cost and expense, and Contractor shall not make claim for compensation from the City for such work.

- D. Upon completion of the work, and approval of such work by the City, Contractor shall submit an invoice in accordance with the provisions set forth in Paragraph II (B) of this Agreement.
- E. Contractor agrees to perform all the Preventative Maintenance Work and/ Emergency Repair Work described in the Contract Documents for the prices presented below for each Section of the Work.

PUMP INFORMATION	FLAT RATE/EA
<u>Hwy. FF pump station</u> (2) Smith & Lovelass Pumps Model # 483B 15 HP	435 ⁰⁰
<u>McAfee PS</u> (2) ABS pumps Model # AFP 1077 ME430/4/43-60 60HP	620 ⁰⁰
<u>Pinecrest PS</u> (2) ABS pumps Model # XFP100E-CB1.2 PE105/4 14HP	435 ⁰⁰
<u>45 Highway PS</u> (2) Flygt pumps Model # CP2102.180.0820 5HP	435 ⁰⁰
<u>Nationals</u> (2) Flygt pumps Model # CP2170-090-6060 30HP	565 ⁰⁰
<u>Riverhills PS</u> (2) Flygt pumps Model # CR3140-090-6066 15 HP	435 ⁰⁰
<u>Waste Water Treatm. Facility BAS pumps</u> (3) ABS pumps 2-Model #AFP1546.2-M105/4 14 hp 1-Model #XFP 105E-CB1.4-PE105/4 14 HP3	652 ⁵⁰

EMERGENCY REPAIR SERVICES

SCOPE OF WORK	Regular Hourly	Overtime Hourly	Weekends Hourly	Holidays Hourly
FIELD MECHANIC	65 ⁰⁰	97 ⁰⁰	97 ⁰⁰	162 ⁰⁰
SHOP MECHANIC	65 ⁰⁰	97 ⁰⁰	97 ⁰⁰	162 ⁰⁰
CONFINED SPACE ENTRY	95 ⁰⁰	142 ⁰⁰	142 ⁰⁰	237 ⁰⁰
BOOM TRUCK TRIP CHARGE (Including Operator)	75 ⁰⁰	75 ⁰⁰	75 ⁰⁰	150 ⁰⁰

Indicate percent markup on material and parts:

\$0.00 - \$1,999.99	<u>25%</u>
\$2,000 - \$4,999.99	<u>25%</u>
\$5,000 and up	<u>20%</u>

CITY OF PARKVILLE Policy Report

Date: January 5, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Request to approve a work authorization with North Hills Engineering (Jay Norco) for the Sanitary Sewer Repairs Phase 3 Project.

BACKGROUND:

On August 5, 2014, the Board of Aldermen approved a five-year agreement with North Hills Engineering (NHE) for on-call contract engineering services. The arrangement allows the City to execute individual work authorizations for supplemental engineering services for specific projects and studies. Staff recommends a work authorization to begin the Phase 3 Sanitary Sewer Repairs. The scope of this work authorization includes the design, document preparation, bidding, and construction administration.

By approving this work authorization, the Board will effectively authorize staff to proceed with bidding the repairs as soon as the bid documents are prepared. The Phase 3 project involves sewer line and manhole repairs, primarily for older downtown sewers, west of Main Street. The project will address priority repairs that were identified in the 2008 Sanitary Sewer Evaluation Study (SSES). In addition, the project will include line repairs in three main areas: (1) Park University (9 Hwy crossing); (2) Platte Hills/Woodland View; and (3) Hamilton/Honor Lane.

Since 2007, the City has accumulated data from the closed-circuit television (CCTV) evaluation and cleaning of sanitary sewer lines. This data is compiled and analyzed by Jay Norco with North Hills Engineering, and incorporated into project recommendations for sewer improvements. Phase 1 repairs were completed in 2010. Phase 2 sewer line repairs were started in 2015 and will be completed this year, so staff is ready to proceed with the Phase 3 project. The six-year Capital Improvement Program (CIP) is based on a strategy to complete a major line repair project every two to three years to keep up with maintenance. However, staff recommends immediately proceeding with Phase 3 in order to catch up with maintenance on past deterioration that was identified by prior studies but not yet corrected.

BUDGET IMPACT:

The Sewer Fund includes \$543,500 in the 2016 CIP for routine maintenance on sewer lines and manholes. Of this amount, \$290,000 was estimated for the Sanitary Sewer Repairs Phase 3 project, including \$31,000 for the related-engineering fees. This project will span two budget cycles, 2016 and 2017. This work authorization is within budget at \$30,975. Staff has evaluated with NHE the scope and hours estimates and determined the overall costs to be reasonable for this project.

ALTERNATIVES:

1. Approve the work authorization with North Hills Engineering in the amount of \$30,975.
2. Direct staff to negotiate changes to the work authorization.
3. Do not approve the work authorization.
4. Postpone the item.

ITEM 3C

For 01-11-16

Board of Aldermen – Finance Committee Meeting

STAFF RECOMMENDATION:

Staff recommends the approval of the work authorization with North Hills Engineering for the engineering-related work associated with the Sanitary Sewer Repairs Phase 3 Program.

POLICY:

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

SUGGESTED MOTION:

I move to recommend the Board of Aldermen approve Work Authorization No. 55 with North Hills Engineering (Jay Norco) for the Sanitary Sewer Repairs Phase 3 project in the amount of \$30,975.

ATTACHMENT:

1. Work Authorization

WORK PLANNING / AUTHORIZATION FORM

Number: WA-55

Project / Work Description:

Design and Project Management for Sanitary Sewer Repairs Phase 3 Project (SSRPh3)

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

This WA covers the design, document preparation, bidding, and construction administration of the SSRPh3 Project.

The SSRPh3 project has been programmed for 2016. (Phase 2 was completed in 2015-16.)

The Phase 3 project will address the urgent needs in the Parkville System.: addressing line repairs and manholes.

Line repairs will be three main areas: Park U 9 Hwy crossing, Plate Hills/Woodland View, Hamilton/Honor Lane

The line locates and manhole installation work will be downtown, on the uphill lines west of Main St.

Engineering & Proj. Mgt. Budget \$31,000

Construction Budget: \$259,000

Service Provider: North Hills Engineering, Inc.

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

Primary Tasks - Line Repairs Portion:

Project Management and Coordination Meetings with City Staff (9 month project.)	8
Visit the Sites of work to evaluate access, disturbance, easements required, etc.	16
Perform field measurements and survey shots to verify key dimensions.	10
Create prelim. mapping of the project, with parcel lines, contours, addresses, lot lines etc.	6
Finalize work packages and extent of work, need for alternate bid options.	7
Prepare preliminary opinion of probable construction cost	3
Meet with affected residents to discuss the project, access reqts., and gather feedback.	10
Meet with Contractors and vendors to discuss current requirements and project specifics.	8
Prepare writtten technical specifications for the work proposed.	18
Assemble and coordinate/review bidding and contract documents, using City format.	8
Use large-project City standard contract.	
Prepare drawings to describe the work. Use GIS mapping and parcel data, show access.	58
Prepare extents of easements or access agreements recommended.	2
(If legal descriptions are required, City will hire RLS to perform. Likely not needed.)	
Coordinate information with City Attorney for review of easements / access agreements.	2
Design Review Meeting with Public Works Director, respond to comments, make revisions.	3
Meet with public to obtain signed access agreements.	6
Set up project at local plan room, for internet distribution, also advertise on City website.	3
Meet with bidders and address questions during the advertisement period, prepare addenda.	8
Review bids, check qualifications and experiece, and recommend award to City	4
Respond too change requests, claims, prepare change orders as required.	6
Construction administration and review of pay requests.	8
Conduct Meetings with Contractor - Pre-Con, progress, final.	12
Periodic visits to observe the work. (Part Time Inspection)	12

Manhole Repairs Portion:

Project Management and Coordination Meetings with City Staff (5 month project.)	6
Develop preliminary work plan for smoke and minicam investigation	8
Visit the Sites of work to evaluate access, disturbance, easements required, etc.	6
Develop work plan with H&H to perform mini-cam work.	3
Accompany H&H on mini-cam investigation, for location on downtown sewer lines.	10
Perform field measurements and survey shots to verify key dimensions.	10
Smoke testing with assistance of AWR - downtown sidestreet lines, 2nd - 3rd, Summer	8
Finalize work packages and extent of work, need for alternate bid options.	7
Prepare preliminary opinion of probable construction cost	3
Meet with affected residents to discuss the project, access reqts., and gather feedback.	3
Assemble and coordinate/review bidding and contract documents, using City format.	8
Use large-project City standard contract.	
Prepare drawings to describe the work. Use GIS mapping and parcel data, show access.	60
Design Review Meeting with Public Works Director, respond to comments, make revisions.	4
Meet with public to obtain signed access agreements.	6
Set up project at local plan room, for internet distribution, also advertise on City website.	3
Meet with bidders and address questions during the advertisement period, prepare addenda.	6

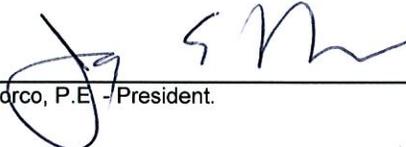
Review bids, check qualifications and experience, and recommend award to City	4
Respond to change requests, claims, prepare change orders as required.	6
Construction administration and review of pay requests.	8
Conduct Meetings with Contractor - Pre-Con, progress, final.	8
Periodic visits to observe the work. (Part Time Inspection)	18

Excluded: 413
 Services of City Attorney for easement document preparation (Only if easements are needed, not expected.)
 Acquisition of Easements (If needed - by City Staff). NHE will obtain signed access agreements.

Estimated Consultant Fee:
413 Hours x \$ 75.00 / hour = \$ 30,975.00

Budget: Sewer Budget / CIP

Schedule:
 Estimated Completion Date: 2/1/2017
 Project Deadlines: n/a

Submitted By:  1/4/2016

 Jay Norco, P.E. - President. Date

Authorization:

 Mayor Date

Phase 3 Budget:

Construction of Repairs	\$ 253,000
H&H Septic: Camera services/ jetter if needed	\$ 6,000
Engineering	\$ 25,125
Inspections and Project Mgt.	\$ 5,850
<u>Legal and Easements</u>	<u>\$ -</u>
	\$ 289,975
Compare:	\$ 290,000 Total Budget per CIP

CITY OF PARKVILLE Policy Report

Date: January 5, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Request to approve a work authorization with North Hills Engineering (Jay Norco) for the 2016 CCTV and sewer cleaning project.

BACKGROUND:

On August 5, 2014, the Board of Aldermen approved a five-year agreement with North Hills Engineering (NHE) for on-call contract engineering services. The arrangement allows the City to execute individual work authorizations for supplemental engineering services for specific projects and studies. Staff recommends a work authorization for the 2016 closed-circuit television (CCTV) project.

Since 2007, the City has accumulated data from the CCTV evaluation and cleaning of sanitary sewer lines. The 2016 CCTV and sewer cleaning project will include televising 16,000 feet of sewer lines, as well as heavy cleaning of existing sewer lines. The data will be used later to assess damage, and rank and prioritize future repair efforts. The six-year Capital Improvement Program (CIP) includes funding to continue an annual CCTV and cleaning program on a cycle of reviewing the entire sanitary sewer system every 8 years in accordance with industry best management practices.

The scope of this work authorization includes data review, ratings, mapping updates, and project management associated with the CCTV and sewer cleaning project. A subsequent work authorization will be needed to classify the data, make project recommendations, and design & bid repair projects.

BUDGET IMPACT:

The Sewer Fund includes \$543,500 in the 2016 CIP for routine maintenance on sewer lines and manholes, including CCTV and cleaning. Of this amount, \$55,000 was estimated for the 2016 CCTV and cleaning project, including \$7,800 for the related-engineering fees. This work authorization is within budget at \$7,725. Staff has evaluated with NHE the scope and hours estimates and determined the overall costs to be reasonable for this project.

ALTERNATIVES:

1. Approve the work authorization with North Hills Engineering in the amount of \$7,725.
2. Direct staff to negotiate changes to the work authorization.
3. Do not approve the work authorization.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of the work authorization with North Hills Engineering for the engineering-related work associated with the 2016 CCTV and cleaning project.

ITEM 3D

For 01-11-16

Board of Aldermen – Finance Committee Meeting

POLICY:

Per the Purchasing Policy, Resolution No. 10-02-14, the Finance Committee may authorize purchases up to \$10,000.

SUGGESTED MOTION:

I move to approve Work Authorization No. 54 with North Hills Engineering (Jay Norco) for the 2016 CCTV and sewer cleaning project in the amount of \$7,725.

ATTACHMENT:

1. Work Authorization

WORK PLANNING / AUTHORIZATION FORM

Number: WA-54

Project / Work Description:

2016 Sewer CCTV Program

Purpose: To continue the City's program of sewer cleaning and CCTV data collection.

The data will be used later to assess damage, and rank and prioritize future repair efforts.

This CCTV contract will address about 16,000 feet of sewer lines. Some heavy cleaning is anticipated.

Note that this WA includes data review, ratings, mapping updates and project management.

A subsequent WA will classify the data, make project recommendations, and design & bid repair projects.

Budget: \$7,800 for Engineering data review, entry, mapping, and project management. (This W/A.)

\$47,200 total for CCTV, Cleaning, heavy cleaning. (will be a service Contract with a CCTV Provider.)

Service Provider: North Hills Engineering, Inc.

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

Primary Tasks:

Work Package & Project Management:

Use GIS Mapping to summarize the line segments already televised since 2007. 6

(Some lines should be re-inspected, based on condition and critical nature.)

Based on age, material, location, select the segments and footage for 2016 inspection. 5

Develop and map out access means for sewer lines, for cctv & jetter equipment, disposal. 3

Prepare detailed maps for bidding and conducting CCTV work. 4

Author scope of service summary and unit totals for use in bidding out the 2016 Contract. 5

Prepare brief invitation to bid and send invite to qualified service providers. 1

Assist PW Clerk (JD) in assembling documents for solicitation of bids. 2

Review proposals and recommend award to PWD. 2

Project management - review progress of work with Provider monitor heavy cleaning, contingent. 12

Address urgent repairs that are discovered, document and review with staff.

Review and recommend pay requests from CCTV contractor. 3

Primary Tasks:

Update Mapping:

Clean up mapping for changes discovered: basemap, parcels, aerials... 3

Revise feature classes in ArcGIS to reflect findings: line locations, buried manholes, etc. 6

Create CCTV theme data to track lines completed. 2

Data Review & Recommendations:

Watch all video delivered, and prepare a written log to check completion, record footage. 36

Review all pipe segment logs delivered, and check completeness and correspondence with CCTV video, correct names, directions, etc. Have contractor address. 3

Create database entry for each line segment, with condition summary, footage, tv date, etc. 4

Use numerical ranking in database for overall and structural condition assessment.

Recommend a preliminary rehab option and a budget cost to repair. Identify viable alternatives for rehab where applicable. 3

Rank line segment and repairs by priority within this 2016 CCTV group. 3

103

Note that project development (phasing) and design will occur under separate W/A planned for 2016 or 2017. Integration with older (2007-2015) data will occur under separate W/A planned for 2016 or 2017.

Estimated Consultant Fee:

103 Hours x \$ 75.00 / hour = \$ 7,725.00

Budget: Sewer Budget / CIP

Schedule:

Estimated Completion Date: 9/15/2015 (dependent on service provider)

Project Deadlines: n/a

Submitted By:

Jay Norco, P.E. - President

Date

1-4-2016

Authorization:

Mayor

Date

**CITY OF PARKVILLE**

Memorandum

Date: Tuesday, January 5, 2016

To: Mayor and Board of Aldermen

From: Tim Blakeslee, Assistant to the City Administrator

CC: Lauren Palmer, City Administrator

RE: **2015 Building Maintenance Update**

In the goal-setting process this past July, the Board of Aldermen identified “basic services” and “infrastructure” as critical success factors. One of the core components of “basic services” is to provide citizens with customer service that consistently exceeds expectations and a core component of “infrastructure” is to maintain existing buildings and facilities. Much of the discussion focused on ensuring that (1) the City “maintains its own” in order to avoid criticism when enforcing the Parkville Property Maintenance Code, and (2) the City has a systematic approach to maintenance in order to avoid major costs from larger problems created when maintenance is deferred.

Staff used this direction to catalog needed maintenance projects throughout City Hall. Building maintenance spending was monitored throughout the year and adequate budget capacity was held in case of emergency needs. Toward the end of the year, staff utilized remaining budget capacity to implement as many of these projects as feasible. Each of these projects fell within the purchasing authority of a department head (\$0 - \$1,000) or the City Administrator (\$1,000 – \$2,500) and were completed within resources remaining in the City Hall building maintenance and repair budget line (501-06-01-00) of the General Fund.

The following projects were completed or are in the process of being completed:

- Ordered replacement parts for the numerous broken chairs and furniture throughout City Hall. Installation is anticipated in January or February.
- The north entryway heater was repaired to operational condition.
- Parts were purchased to fix the leaking police department sink. Repairs will be done in-house.
- Interior and exterior window cleaning of City Hall was completed. Prior to cleaning, many of the interior entryway windows had never been cleaned and still contained dirt from the original installation.
- New carpeting for the north entryway was ordered and will be installed in late January or early February. The new carpeting is a scraper tile that will help contain water, dirt, and grime prior to it entering City Hall.
- Staff is seeking a mat cleaning service to provide and maintain non-white logo floor mats at building entrances. A contract was previously being negotiated by City Staff with a selected vendor, but the vendor was unresponsive to recent communication. Staff has reached out to other vendors for quotes.

- HVAC system maintenance was completed for the first time in over two years. The HVAC maintenance contract expired in 2013 and was never renewed. Staff will be looking to solicit bids for regular maintenance later this year.
- A new office chair was purchased for the administration reception area and a new desk was purchased for Office 222 to match the other desks throughout City Hall.
- Regular generator maintenance was completed at City Hall.
- Regular pest control was completed at City Hall.
- In December, staff requested proposals to develop a plan for replacement and maintenance of facility components to be able to more accurately budget for future repairs and to ensure building longevity. Pending the RFP review and selection process, a proposal is slated to come before the Finance Committee in late January. Based on the result of the study, staff intends to solicit contract support to keep up with City Hall maintenance needs going forward.

M E M O R A N D U M

January 5, 2016

TO: Lauren Palmer, City Administrator, Parkville, MO

FROM: Kevin L. Chrisman, Chief of Police, Parkville, MO

SUBJECT: Parkville Police Community Assistance Fund
Financial Report for 2015

Starting balance	\$3,970.86
Donations:	
Check/Cash	\$7,604.00
Online	<u>\$955.00</u>
	\$8,559.00
Expenses:	
American Legion – Breakfast for volunteers and donors, 12-13-15	\$150.00
Walmart – Shop with a Cop, 12-13-15	\$3,679.02
Park Village Apartments – Senior Citizen Christmas lunch, 12-17-15	<u>\$218.07</u>
	\$4,047.09
Ending Balance	\$8,482.77

A policy titled Parkville Police Community Assistance Fund was developed and on-line donations were accepted which brought more awareness to the fund and its purpose. There were three significant donations of one thousand dollars or more with two donations of five hundred dollars or more. The Parkville Community Band donated three hundred fifty-nine dollars with additional individual donations of three hundred twenty-five dollars which totaled six hundred eighty-four dollars for the event.

For additional information regarding programs and services provided in 2015 with future plans for use by the fund refer to attached document titled Parkville Police Community Assistance Fund Summary.

Respectfully submitted,

Kevin L. Chrisman
Chief of Police

Parkville Police Community Assistance Fund Summary

Shop with a Cop Event

12-13-2015

Breakfast: Approximately 25-30 people participated in the breakfast before the event. All attendees were Police staff, donors and volunteers.

Shop with

A Cop:

Fifteen children from nine different families participated. Seven Police Department members and their families donated their time to shop with each child. Several City Officials, including the Mayor and Aldermen, donated their time to wrap gifts.

Senior lunch

12-17-2015:

This was a new event for the Police Department. The fund was used to provide lunch at the Park Village Senior Living complex. Approximately 25-30 residents attended according to the onsite property manager. Mayor Johnston, Alderman Plumb, City Administrator Lauren Palmer, Court Clerk Toni Rizzuti along with several Police Department members attended the event and conversed with the residents. After lunch was served, Captain Jordan, Sergeant Shadid and Detective Hubbell walked around the complex and handed out cookies to the residents that were unable to walk to the luncheon. The response to this event was overwhelming and we filled their meeting room.

For 2016 we plan to continue the aforementioned events and will consider getting involved with a back to school program in the fall.

CITY OF PARKVILLE, MISSOURI

Policy Title:	Parkville Police Community Assistance Fund		
Policy Number:	200-05	Category:	Administrative
Effective Date:	September 21, 2015	Updates:	

INTRODUCTION

The fund is designed to provide assistance to citizens when a need is identified throughout the year with the primary benefactor being the “Shop with a Cop” program held annually in December.

GOALS

- Promote good community relations between members of the Parkville Police Department and citizens in the Parkville area.
- Provide assistance to citizens at a time of need. Assistance may include, but not be limited to, the provision of goods and services but will not include cash.
 - The primary objective is to fund the “Shop with a Cop” program that provides gifts to children and families in need during the Christmas season.
 - Other assistance programs similar in nature to “Shop with a Cop” may be implemented at the discretion of the Chief of Police.
- Allow department members and other citizen volunteers an opportunity to give back to the community.

FUNDING

- Programs are completely funded by donations made to the Parkville Police Department and City of Parkville.
- All donation proceeds are used for direct assistance. Salaries and other overhead costs are not paid from donations.
- The Parkville Police Community Assistance Fund will be maintained as a separate governmental fund in the City’s accounting software and financial statements. The City may maintain a modest balance in the fund for program continuity but will endeavor to regularly spend donations to accomplish the fund goals. Any interest earned on the fund balance will be reinvested in the fund.

DONATION PROCEDURES

- Donations are normally received through the Chief of Police, or his or her designee, and recorded. The donation is then taken to the City Finance Department and recorded into the City's accounting system.
 - Donations are not taken in the field by patrol staff.
 - Donors are encouraged to donate by check or credit card.
- Cash donations are discouraged but will be handled in accordance with the City's adopted Cash Handling Policy, as may be amended from time to time.
- Online donations may be made through City of Parkville's website.
- Donor information will be obtained, if possible, and recorded for tracking purposes. Donor records will be maintained for a minimum of three (3) years.
- For all non-anonymous donations, the Chief of Police, or his or her designee, will send a written acknowledgment letter to the donor which will serve as a receipt of the transaction and documentation of the City's tax-exempt status per the Internal Revenue Service (IRS).

PARTICIPATION

- Staff participation in the "Shop with a Cop" program is completely voluntary and no salaries are paid from donations.
- Benefactors of the "Shop with a Cop" program are normally identified through the Park Hill School District based on need and proximity to Parkville.
- Benefactors for other programs and assistance may be recommended by Parkville Police Officers or partnering organizations. Assistance is subject to the approval of the Chief of Police, or his or her designee.
- Self-identification to receive assistance is generally not accepted but may be considered.

Police Chief Kevin L. Chrisman

City Administrator Lauren Palmer