



Finance Committee Agenda

February 22, 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 February 8, 2016, meeting
 - B. Authorize staff to negotiate the scope and fee with the low bidder, Gunter Construction, for the English Landing Park restroom project (Public Works)
 - C. Approve a work authorization with FTC Equipment, LLC for the replacement of the Spirit Fountain pump (Public Works)
 - D. Approve the Semi-Annual Financial Report for the second half of 2015 and direct City Administration to publish (Administration)
 - E. Approve a professional services agreement with Reserve Advisors to complete a long-range facility maintenance plan and capital cost reserve study (Administration)
 - F. Approve the purchase of a new server to facilitate an upgrade to Microsoft Exchange 2013 (Administration)
- 4. Non-Action Items**
 - A. Quarterly Projects Update
 - B. Audit Update
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



Finance Committee Meeting
February 8, 2016 – 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
- **Aldermen Present:** Dave Rittman, Greg Plumb and Doug Wylie
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

Chair Werner welcomed the new Community Development Director Stephen Lachky.

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the January 11, 2016 meeting

Diane Driver moved to approve the January 11, 2016 minutes. David Jones seconded; motion passed 4-0.

B. Approve a professional services agreement with Spark Management Consultants for assistance with the creation of the 9 Highway Community Improvement District

City Administrator Lauren Palmer stated that the Board of Aldermen approved a memorandum of understanding with QuikTrip Corporation (QT) obligating QT to participate in a Community Improvement District (CID) or Transportation Development District (TDD) including the direct competitors within 1,000 feet. Staff worked with legal counsel to draft a petition to create the 9 Highway CID to help with the improvements recommended in the Route 9 Corridor Study adopted on January 5, 2016. Palmer said that the petition would require discussions with property owners along the corridor to gauge interest and help determine the boundaries of the proposed CID. Petitions required signatures from two different groups: 50 percent of all property owners and 50 percent of assessed valuation of all the properties. Palmer added that the study prioritized segments of the corridor with the first priorities including properties from Highway 45 to Lakeview Drive.

Palmer said that neither City nor Parkville Economic Development Council staff had the capacity to meet with property owners so staff looked into hiring a consultant to help with the work. Palmer said staff approached Cook, Flatt & Strobel Engineers (CFS) and BNIM Architects who worked on the corridor study but they were unable to agree on price. Staff reached out to Robert Heacock of Spark Management because of his experience with CIDs and he was doing some economic development work in Platte City. Palmer said that after discussions with the Board on February 5 staff revisited the scope of work to address concerns raised. The consulting services would be split into three tasks: creating a marketing and communication strategy to be presented to the Board in March; meeting with small groups of critical property owners based on location and assessed valuation; and meeting with additional property owners to help finalize the boundaries. The agreement cost was itemized by task completed up to \$5,000 and the costs would be eligible for reimbursement from the CID if it was created.

The Finance Committee discussed talking points for the consultant meetings with the property owners, the timeline and the percentage of petition signatures exceeding the 50 percent required by statute which would be determined after the initial work was completed.

Driver moved to a professional services agreement with Spark Management Consultants in the amount of \$5,000, for assistance with the creation of the 9 Highway Community Improvement District. Jones seconded; motion passed 4-0.

C. Approve a work authorization with Spaces, Inc. to purchase and install two workstations at City Hall

Assistant to the City Administrator Tim Blakeslee said that staff considered three reconfiguration options for the east side of City Hall in order to have designated work space for employees. He added that the first option included the addition of two workstations and would not limit future changes in the other two options. Staff investigated other companies with the same product and Spaces, Inc. was the only local vendor and had the lowest prices.

Driver moved to approve a work authorization with Spaces, Inc. for the purchase and installation of two workstations in an amount of \$4,437.79. Jones seconded; motion passed 4-0.

D. Approve a land use and waste disposal agreement with Damon Pursell Construction for use of its property for the annual clean-up events

Public Works Director Alysén Abel stated that the City had previously contracted with Damon Pursell Construction to use the property for the fall and spring clean-ups, yard waste collection events and the Northland Recycling Extravaganza. She provided an overview of the costs for 2014 and 2015, noting that in 2015 staff experimented with only holding a fall clean-up event. Staff received complaints and decided to survey residents in order to receive responses about the changes. Based on feedback, staff recommended holding both the spring and fall clean-ups for one day on April 23 and October 8. In addition, there would be two long-term collection periods for yard waste around the clean-up events. Abel added that staff was working with the Mid-America Regional Council and other communities to hold the household hazardous waste event in Platte Landing Park in the parking lot near the dog parks in conjunction with a scaled down version of the Northland Recycling Extravaganza.

Driver moved to approve the lot usage agreement with Damon Pursell Construction for the 2016 clean-up events in an estimated amount of \$4,300. Jones seconded; motion passed 4-0.

E. Approve the purchase of a 2016 Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for the Public Works Department

Public Works Director Alysén Abel explained that there were nine trucks in the streets and parks fleet and the City was working on a 9-year replacement cycle. Bids were closed in January and three bids were received. Shawnee Mission Ford was the low bidder by one percent but the purchasing policy allowed purchases through local providers. Abel said that staff also researched the Missouri contracts and Kansas City Regional Cooperative but neither included the type of truck needed. She added that delivery was requested in May and a separate purchase order for snow equipment would be presented later in the year. One older truck would be rotated out of the fleet and would be auctioned in August.

Driver moved to recommend the Board of Aldermen approve the purchase of a new 2016 Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for \$28,640.96; and, once the truck is fully equipped, to declare the 2003 Ford F-350 Truck and associated equipment as surplus property for auction. Jones seconded; motion passed 4-0.

F. Approve a small construction services agreement with Midwest Storm Restoration for the Train Depot roof replacement

Public Works Director Alysén Abel provided a history of repairs to the train depot, noting that in 2000 the shingles were replaced but the decking was not so staff was concerned that the entire roof decking was damaged. In 2014 in response to a complaint from a tenant, the Parks staff investigated the issue and found leaks in the ceiling. Midwest Public Risk and their claims management contractor investigated the issue and identified hail damage on the north side of the building. They agreed to cover one-half of the roof due to the hail damage and the City would be responsible to pay the deductible.

Abel said the bid package included a base bid to replace all the shingles, unit prices per square foot to replace the decking and an alternate to replace the gutters. After the bid was closed in January, seven bids were received with Cedaridge Roofing being the low bidder for the base bid only. However, based on visual observation, inspections by Community Development staff and history of repairs, staff felt at least 80 percent of the decking should be replaced and therefore Midwest Storm Restoration was the low bidder. Abel said that staff recommended replacing the gutters at a later date. Because insurance based its coverage on the low bid, it would cover \$7,216.

The Finance Committee discussed a strategy to fix other issues in the future and agreed that the entire deck and gutters should also be replaced. They requested additional information from staff regarding future costs for repairs and maintenance which would be presented to the Board on February 22.

Driver moved to recommend that the Board of Aldermen approve the small construction services agreement with Midwest Storm Restoration for the Train Depot roof replacement in an amount not to exceed \$26,125. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Werner declared the meeting adjourned at 9:28 a.m.

Submitted by:

Melissa McChesney, City Clerk

Approval Date

CITY OF PARKVILLE Policy Report

Date: February 16, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Request to authorize staff to negotiate the scope and fee for the construction of the English Landing Park Restroom.

BACKGROUND:

In March 2015, the City received an Outreach Grant from Platte County Parks and Recreation for the improvements to the English Landing Park restrooms. In July 2015, the Board of Aldermen approved a professional services contract with Williams, Spurgeon, Kuhl & Freshnock (WSKF) for the architectural services of the English Landing Park Restroom and Parks Storage Building.

Since that time, the design concepts were presented to the Community Land and Recreation Board (CLARB) and the Board of Aldermen for approval prior to commencement of the bidding process. The architect's estimate to construct the English Landing Park restroom was \$197,871. Several items were removed from the base bid and added as bid alternates to allow flexibility in the project, allowing the construction cost to get closer to the budgeted amount.

The bid request was released on January 14, 2016. Bids were received on February 9, 2016. There were seven contractors who responded to the bid request. The bid tabulation is included in Attachment 1.

The bid alternates were:

- (1) Add 3 stone bases with cast stones caps;
- (2) Add 5 skylights;
- (3) Add ADA drinking fountain with dog bowl;
- (4) Add 1 additional sink in the men's and women's restrooms;
- (5) Add heating to women's and men's restrooms;
- (6) Add gravel drive and gravel storage area;
- (7) Add wood fence around storage area; and
- (8) Add electrical service to Parks Storage Building.

The low bidder was Gunter Construction, with a base bid of \$273,700. The total bid with all alternates was \$306,560.

Because the bids exceeded the architect's estimate and project budget by about \$100,000, staff requested that the architect explain the discrepancy. The architect explained that the majority of the price difference was caused by the recovery of the market, causing the contractors to increase their overhead costs. The cost estimate that the architect provided did not accurately depict the shift in the market. The City has seen this issue with other projects over the past year.

Staff met with the low bidder, Gunter Construction, and the architect to find ways to reduce the scope of the project without a significant impact to the overall vision. By value engineering the project, the overall construction cost may be reduced, and allow the project to be closer to the budget. There will need to be significant cuts made in order to make up the \$100,000 difference.

ITEM 3B

For 02-22-16

Board of Aldermen - Finance Committee Meeting

The contractor committed to reaching out to its subcontractors to find cost effective ways to reduce the price. There were other options discussed to allow the City to assist with a portion of the site construction, to reduce the project costs.

At this time, staff is not prepared to recommend a contract, but instead requests authorization to negotiate with Gunter to reduce the scope of the project. Realistically, it is unlikely that value engineering of the current design will make up the full difference between the base bid and the project budget. To proceed with the current design or something similar, the City will likely have to commit additional funding to the project. Options for additional funding may include the Park Donations Fund, which has a current balance of approximately \$36,000, or postponing the construction of the parks storage building to redirect those funds (up to \$75,000) to the restroom project. Additional fundraising may also be possible for certain elements of the project, such as the water fountain or aesthetic features.

If the Finance Committee, and ultimately the Board of Aldermen, is not prepared to commit additional funding, the best option may be to reject all bids and re-evaluate the project. The architect could be directed to redesign a smaller scale project that fits within the existing budget, which would likely mean losing the family restroom and year-round facility use. Alternatively, staff could be directed to re-evaluate remodeling the existing structure and addressing ADA access, rather than building a new facility. Either of these options will likely delay the project schedule such that improvements are not ready in time for the upcoming spring/summer peak season. Also, any changes may impact the Platte County Outreach Grant funding that was awarded based on the current design. Therefore, the staff recommendation is to take the opportunity to see what can be accomplished through negotiations with the contractor. A revised scope and fee will come back the Finance Committee, and ultimately the Board of Aldermen, for final action.

BUDGET IMPACT:

The 2016 Capital Improvement Program (CIP) includes \$210,000 for the construction of the English Landing Restroom.

ALTERNATIVES:

1. Authorize staff to negotiate a contract scope and fee with the low bidder, Gunter Construction.
2. Reject all bids and direct staff to reduce the project and rebid.
3. Abandon the project and direct staff to evaluate options to rehabilitate the existing restroom.
4. Provide other direction to meet the desires of the Finance Committee.
5. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends authorizing the negotiation of the scope and fee with Gunter Construction. This project is already behind schedule and rebidding the project will cause further delays.

POLICY:

The Purchasing Policy, Resolution No. 10-02-14, requires the Board of Aldermen to approve all purchases above \$10,000 upon recommendation of the Finance Committee. The City's bid documents state that the City reserves the right to reject any and all Bids, to waive any and all informalities, and to disregard all nonconforming, nonresponsive, or conditional Bids, to re-advertise for Bids, and to negotiate with the lowest responsive, responsible bidder. If the Finance Committee accepts the staff recommendation, staff will begin negotiations with the low bidder without further action by the Board of Aldermen. Following negotiations, a new scope and fee will be presented to the Finance Committee for recommended final action to the Board of Aldermen. If the Finance Committee recommends rejecting all bids, that action will need to be approved by the Board of Aldermen.

ITEM 3B

For 02-22-16

Board of Aldermen - Finance Committee Meeting

SUGGESTED MOTION:

I move to authorize staff to negotiate a contract scope and fee with Gunter Construction for the English Landing Restroom project.

ATTACHMENT:

1. Bid Tabulation

BID TABULATION

English Landing Park Restrooms
 Tuesday, February 9, 2016
 10:05 a.m. - Public Works Conference Room

<u>BIDDER</u>	<u>BASE BID</u>	<u>Alternate 1</u> <u>Stone</u> <u>Bases</u>	<u>Alternate 2</u> <u>Skylights</u>	<u>Alternate 3</u> <u>Fountain</u>	<u>Alternate 4</u> <u>Sinks</u>	<u>Alternate 5</u> <u>Heating</u>	<u>Alternate 6</u> <u>Gravel</u>	<u>Alternate 7</u> <u>Fence</u>	<u>Alternate 8</u> <u>Storage</u> <u>Elect</u>	<u>Total Bid</u>
Gunter Construction *	\$273,700.00	\$2,750.00	\$2,165.00	\$2,750.00	\$2,560.00	\$3,650.00	\$7,585.00	\$10,900.00	\$500.00	\$306,560.00
Herner Construction	\$282,500.00	\$3,800.00	\$5,800.00	\$2,500.00	\$1,900.00	\$4,300.00	\$7,700.00	\$15,800.00	\$8,000.00	\$332,300.00
Phillco Construction	\$291,000.00	\$7,600.00	\$8,800.00	\$2,800.00	\$2,700.00	\$3,500.00	\$8,000.00	\$19,500.00	\$9,000.00	\$352,900.00
Bruner Contracting	\$298,000.00	\$3,500.00	\$2,600.00	\$2,300.00	\$1,750.00	\$850.00	\$9,000.00	\$15,500.00	\$5,000.00	\$338,500.00
RF Benchmark	\$327,400.00	\$3,480.00	\$3,840.00	\$2,820.00	\$2,910.00	\$3,170.00	\$7,530.00	\$18,500.00	\$7,640.00	\$377,290.00
XEC, Inc.	\$375,931.00	\$3,368.00	\$2,956.00	\$4,615.00	\$2,446.00	\$2,686.00	\$12,195.00	\$15,977.00	\$10,406.00	\$430,580.00
BKM Construction	\$464,812.00	\$8,118.00	\$14,580.00	\$3,248.00	\$4,188.00	\$4,240.00	\$12,707.00	\$48,556.00	\$7,261.00	\$567,710.00

(*) Recommended Award of Purchase (Pending Scope and Fee Negotiations)

CITY OF PARKVILLE Policy Report

Date: February 16, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Request to approve the work authorization with FTC Equipment, LLC for the replacement of the Spirit Fountain Pump.

BACKGROUND:

The City of Parkville owns and maintains the Train Depot building and the area around it. The Spirit Fountain is located west of the Train Depot building.

In October, the pump that operates the Spirit Fountain stopped working. Staff contacted the supplier (FTC Equipment, LLC) to evaluate the damage and give an estimate for the repairs. FTC was not able to fully evaluate the damaged pump due to the excessive damage. It is more cost effective to purchase a new pump rather than repair the existing pump. The pump report prepared by FTC during the evaluation of the existing pump is included as Attachment 2.

BUDGET IMPACT:

The Parks Budget includes \$2,500 for the maintenance of the Spirit Fountain. The replacement of the fountain pump was not planned. This expense would exceed the budget by \$259.00. The Parks Maintenance Budget will have some capacity in 2016, with the current gas prices less than expected.

ALTERNATIVES:

1. Approve the work authorization with FTC Equipment for the replacement of the Spirit Fountain.
2. Do not approve the work authorization.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends authorizing the work authorization with FTC Equipment for the replacement of the pump at the Spirit Fountain.

POLICY:

Per the Purchasing Policy, Resolution No. 10-02-14, the Finance Committee may authorize purchases up to \$10,000. The policy states that, "although quotes or sealed bids are desired to the extent possible, routine repairs and maintenance may be performed at pre-approved suppliers/shops. This is intended to address the impracticality, in some cases, of getting bids for work that might, for instance, require that engine parts be disassembled to determine the work that needs to be done." Because FTC was unable to evaluate the extent of the damage without removing the pump, a direct purchase is recommended.

SUGGESTED MOTION:

I move to approve the work authorization with FTC Equipment, LLC in the amount of \$2,759 for replacement of the Spirit Fountain pump.

ITEM 3C

For 02-22-16

Board of Aldermen - Finance Committee Meeting

ATTACHMENTS:

1. Work Authorization
2. Pump Report



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

Work Authorization

Date: November 17, 2015
Issued to: FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Project/Work Description

Title: Replace Fountain Pump at English Landing Park
Scope of Work/Purpose: Furnish and install new pump for the Spirit Fountain at English Landing Park, Parkville, MO. Pump model ABS EJ20W-3, 230V, 1PH, 2HP, #08736514. Freight FOB jobsite. FTC Equipment revised quote dated 11/10/15 attached hereto for reference only. Terms and conditions are per City of Parkville, MO Work Authorization. This is a tax exempt project. Tax exemption documentation shall be furnished upon request.

Schedule and Price

Project Start Date: Delayed installation to March, 2016. Installation to be confirmed with Park Superintendent Tom Barnard, (816) 587-2593
Estimated Completion Date: March 2016
Latest Acceptable Date: March 2016
Estimated Cost: \$2,759.00
Expenditure Limit: \$2,759.00
Budget Account Code: 10-525-06-13-00

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

Name/Title: LIZ MAYER ACCOUNT MANAGER Signature: *Liz Mayer*
Company: FTC Equipment, LLC Date: 12.1.15

Authorization

Department Head: _____ Date: _____
City Administrator (if over \$1,000): _____ Date: _____
Mayor (if over \$2,500): _____ Date: _____

For Internal Staff Use Only

(initial each item and file with executed work authorization)

- ____ Employment Eligibility Status Verification (if the cost exceeds \$5,000)
- ____ Certificate of Insurance that demonstrates compliance with the Terms and Conditions
- ____ Valid business license

MAINTENANCE AND REPAIR SERVICES

TERMS AND CONDITIONS

1. The term "Contractor" when used herein means the entity that executes a work authorization to perform maintenance and/or repair work for the City of Parkville. Contractor represents it has all necessary skills, personnel, financial capacity, licenses, permits, knowledge, and certifications required to perform the services described in the Work Authorization.
2. Contractor shall submit its invoice to the City at the completion of the project and Waiver and Release of Claims on the form attached hereto as Exhibit "A". 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.
3. 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.
4. Neither the City nor the Contractor shall be in default of the Terms and Conditions for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.
5. The City reserves the right to issue Changes, both additive and deductive, to the work authorization 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 time or 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 an amended work authorization which is agreed to by the parties, or the City directs the Contractor to proceed.
6. 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 Maintenance 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. 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.

7. If the amount of the work authorization is in excess of \$5,000, the Contractor is required to verify the employment eligibility status of employees through the E-verify federal program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services. Contractor shall indemnify, defend and hold harmless the City of Parkville against any expense incurred including imposition of fines which results from violation of such laws. Contractor affirmatively states that it is not knowingly in violation of R.S.Mo. 285.530.1 and shall not henceforth be in such violation. Contractor further agrees to execute a sworn affidavit (on a form to be provided by the City) under the penalty of perjury attesting to the fact that the direct Contractor's employees are lawfully present in the United States.
8. The Contractor shall secure and maintain, at its expense, through the duration of the authorized work, Commercial General Liability Insurance on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate coverage. Contractor shall also secure and maintain Worker's Compensation and Employer's Liability Insurance, when applicable, at the limits required by state and/or federal law. The City will only accept coverage from an insurance carrier that offers proof that it:
 - A. Is licensed to do business in the State of Missouri;
 - B. Carries a Best's policy holder rating of A or better; and
 - C. Carries at least a Class X financial rating.Contractor shall furnish the City with a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers. Contractor shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with at least 30 days advance notice of cancellation. Service Provider shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form) and a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the Owner prior to commencement of any services on City property.
9. 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.
10. None of the work or services covered by the work authorization shall be subcontracted without the prior written approval of the City.
11. The Contractor warrants to the City that materials and equipment furnished under the work authorization will be of good quality and new unless the work authorization permits otherwise. The Contractor further warrants that the work will be free from defects. All manufacturers' warranties shall be assignable to the City. 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 City, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. The Contractor's warranty shall not be construed to replace, change or otherwise limit any statutory or common law warranty rights of the City. Contractor to provide manufacturer's warranty for materials and/or equipment furnished and installed by Contractor.

12. Contractor represents that it is an independent contractor and that no personnel performing any of the services shall be employees of or have any contractual relationship with the City.
13. The Contractor shall promptly correct work rejected by the City or failing to conform to the Terms and Conditions. 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.
14. The City reserves the right and may elect to terminate the work authorization at any time, with or without cause, by giving at least three (3) days written notice to the Contractor. The City shall compensate Contractor for the 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.
15. These Terms and Conditions shall be governed and construed in accordance with the laws of the State of Missouri.
16. 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.
17. 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 the work authorization.
18. During the performance of this Agreement, Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, or sex.
19. 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, with the work authorization, and the Contractor shall take appropriate steps to assure compliance.
20. If any part, term or provision of the Terms and Conditions is declared invalid, void, or enforceable, all remaining parts, terms, and provisions shall remain in full force and effect.
21. The failure of either party to require performance of the work authorization 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.
22. 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 the work authorization.
23. Contractor must submit the attached Conditional Final Waiver of Lien and Release of Claims with final invoice/request for payment.
24. Tax-Exempt Status. The City is a tax-exempt entity and no sales tax shall be charged. If Contractor needs further documentation to furnish to vendors, the City shall reasonably accommodate such requests.

EXHIBIT A

CONDITIONAL FINAL WAIVER AND RELEASE OF CLAIMS

To: the City of Parkville, Missouri, the Owner of the real estate (the "Property") identified below, any Lender(s) having any loans secured by the Property, the Applicant's Contractor (if not the General Contractor) and other parties, if any, having any interest in (hereinafter collectively the "Beneficiaries").

The "Property": _____

Description of the "Project": _____

The undersigned hereby applies for payment, certifies and waives bond rights and all other claims.

Payment Request Amount: \$ _____

Certificate

The undersigned, contingent upon the issuance, final clearance and payment of a valuable consideration of the amount stated above, and being familiar with the penalties for false certification, does hereby certify to the Beneficiaries that:

1. The amount requested for labor performed and equipment and material supplied on this Project or in connection with the Property reference above, represent the actual value of work accomplished under the terms of the undersigned's agreement and all authorized changes thereto concerning work to be performed on the Property (hereinafter the "Contract").
2. Payment in full has been made, or with the funds requested hereby will be made, by the undersigned (a) to all of the undersigned's subcontractors, equipment providers, materialmen and laborers, and (b) for all materials and labor used or furnished by the undersigned in connection with the performance of the Contract. The undersigned represents and warrants that it owes no monies or other things of value to any subcontractor, materialman, person or entity for work performed or material supplied through the date of the most recent payment by Owner, and that the payments that have been or will be made out of this final payment to such persons or firms will fully and completely compensate them for all work in connection with the Project.
3. The undersigned has complied with Federal, State and Local tax laws, including, without limitation, Income Tax Withholding, Sales Tax, Fringe Benefits owed pursuant to collective bargaining agreements, Social Security, Unemployment Compensation and Worker's Compensation laws, insofar as applicable to the performance of the contract.
4. The undersigned acknowledges and agrees that it is receiving the funds paid in consideration of this Application as a trustee, and said funds will be held in trust for the benefit of all subcontractors, materialmen, suppliers and laborers who supplied work for which the Beneficiaries or their property might be liable, and that the undersigned shall have no interest in such funds until all these obligations have been satisfied in full.

Final Waiver and Release of Claims

NOW, THEREFORE, the undersigned, contingent upon the issuance, final clearance and payment of \$_____, which the undersigned irrevocably and unconditionally releases and waives any 33claims of any kind whatsoever in connection with this Contract and with the Property. The undersigned shall indemnify and hold the Beneficiaries and their respective successors and assigns harmless against any lien, bond, claims or suits in connection with the materials, labor, and everything else in connection with this Contract.

Dated _____, 20__.

CONTRACTOR: _____

By: _____

Name: _____ Title: _____

State of _____)

County of _____)

On this _____ day of _____, 20____, before me, the undersigned, personally appeared _____, _____ of _____, known to me to be the person who executed this document and acknowledged to me that he/she executed the same for the purposes therein stated.

NOTARY SEAL

Notary Public in and for said County and State

FTC Equipment, LLC

5238 Winnie Road
Kansas City, MO 64127

Phone: 816-833-7200
Fax: 816-833-1071

Quote

Date	Estimate #
11/10/2015	7990

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

Ship To
City of Parkville WWTP 12301 NW FF Highway Parkville, MO 64152

Terms	Rep	FOB	FTC Job #
Net 30	LM	Factory	150427

QTY	EA	Part #	Description	Unit Price	Total Price
			Location: Fountain Pump		
			Check, inspect and estimate repair of ABS E120W. Name tag is unreadable		
			Unit was not fully torn down due to excessive damage to pump. Seator tested bad and is visually blown, power cable is spagy and has been spliced, and pump turns very rough which indicates bearings and fits are bad. A new unit is quoted below.		
1	EA	08736514	ABS E120W-J, 230V, 1PH, 2HP	2,079.00	2,079.00
1		Truck	Service Truck Charge	150.00	150.00
4	HR	Labor-MO-PR2	Labor-MO	95.00	380.00

We appreciate the opportunity to be of service to you! TERMS AND CONDITIONS: Terms are net 30 days. Accounts not paid within terms are subject to a 1.5% service charge per month. Prices quoted are valid for 30 days from the date of this quote. Prices do not include any applicable taxes or freight charges. Freight is FOB factory. A convenience fee of 4% will be added to all credit card transactions.	Subtotal	\$2,759.00
	Sales Tax (8.35%)	\$0.00
	TOTAL	\$2,759.00

FTC EQUIPMENT LLC

SUBMERSIBLE PUMP REPORT

Customer: Parkville (Parks department) Job #: 150427 Date: 11/4/15

Account Manager: _____ Mechanic: _____

Manufacturer: ABS Impeller Size / Code: ?

Pump Model #: EJ20V Motor Model #: ?

Serial #: 5??? HP: ? PH: ? Volts: 208-230 Amps: ?

RPM: 1750 Discharge Size: _____ FM / UL _____

Tag is damaged and UNreadable

MOTOR ELECTRICAL TESTING

TEST AT POWER CABLE

Meg Ohm to Ground: L1-G 0.1 L2-G 0.1 L3-G _____

Resistance Ohms: L1-L2 722.00 L1-L3 722.00 L2-L3 _____

Winding Thermals: #1 _____ #2 _____ #3 _____

Bearing Temp Probe: Upper Bearing _____ Lower Bearing _____

Leak Sensor: Seal _____ Motor: _____ J-Box: _____

TEST AT MOTOR J-BOX

Meg Ohm to Ground: L1-G 0.6 L2-G 0.6 L3-G 0.6

Resistance Ohm: L1-L2 722.00 L1-L3 722.00 L2-L3 722.00

Winding Thermals: #1 _____ #2 _____ #3 _____

Bearing Temp Probe: Upper Bearing _____ Lower Bearing _____

Leak Sensors: Seal _____ Motor _____ J-Box _____

Notes: _____

FTC EQUIPMENT LLC

POWER & CONTROL CABLE

POWER CABLE:

Qty 1 Length 15 O.D. 8mm Conductor Size 10 Conductor Qty 3

Power Cable Condition: Spongy, has been spliced

Grommet Condition: Good.

CONTROL CABLE:

Qty N/A Length N/A O.D. N/A Conductor Size N/A Conductor Qty N/A

Control Cable Condition: N/A

Grommet Condition: N/A

CHAMBERS

Motor Chamber

Oil Filled Chamber Dry Chamber Condition oil is low and discovered

Junction Box Condition can visually see stator is burnt

Seal Chamber

Oil Filled Chamber Glycol (Antifreeze)

Condition Single Chamber. oil filled motor

Cooling Jacket: Yes: No: Condition N/A

Dry Chamber

Condition No dry chamber

O-Ring Fits & Conditions: OK.

FTC EQUIPMENT LLC

MOTOR MECHANICAL INSPECTION

BEARING FITS

Upper Bearing (Opposite Drive End) Housing Fit

Bearing: Mfg. # _____ Fit Max. _____ Fit Min. _____

Housing Fit as Measured _____ Good _____ Need Repair _____

Upper Bearing (Opposite Drive End) Shaft Fit

Bearing: Mfg. # _____ Fit Max. _____ Fit Min. _____

Shaft Fit as Measured _____ Good _____ Need Repair _____

Notes: Pump was not fully disassembled due to condition
Bearings turn rough

Lower Bearing (Drive End) Housing Fit

Bearing 1: Mfg. # _____ Fit Max. _____ Fit Min. _____

Housing Fit as Measured _____ Good _____ Need Repair _____

Bearing 2: Mfg. # _____ Fit Max. _____ Fit Min. _____

Housing Fit as Measured _____ Good _____ Need Repair _____

Lower Bearing (Drive End) Shaft Fit

Bearing 1: Mfg. # _____ Fit Max. _____ Fit Min. _____

Shaft Fit as Measured _____ Good _____ Need Repair _____

Bearing 2: Mfg. # _____ Fit Max. _____ Fit Min. _____

Shaft Fit as Measured _____ Good _____ Need Repair _____

Notes: Pump was not fully disassembled due to condition
Bearing turn rough.

FTC EQUIPMENT LLC

Motor Rotor

Rotor Bar Condition: Pump was not completely disassembled
due to condition
Rotor Shaft TIR. (Total Indicator Run out)

At Upper Bearing Fit: _____ At Lower Bearing Fit: _____

At Seal Fit: _____ At Impeller Fit: _____ Need Repair: _____

Seal Fit & Condition

Shaft Sleeve at seal fit: Yes _____ No _____ Condition of Fit: _____

Need Repair: _____

PUMP END

Impeller

Open Vane with Suction Wear Plate: _____ Open Vane Recessed:

Enclosed Vane with Radial Wear Ring: _____ Enclosed Vane with Axial Wear Ring: _____

Number of Vanes: 3 Condition of Impeller: Cavitation _____ Erosion _____ Damage _____

Notes: _____

Impeller Shaft Fit

Impeller Shaft Fit ID: _____ Shaft OD: _____ Difference: _____

Need Repair: _____

Notes: Pump was not completely disassembled due
to condition

FTC EQUIPMENT LLC

Impeller & Casing Wear Rings

Enclosed Vane with Radial Wear Ring

Impeller Ring OD: _____ Case Ring ID: _____ Clearance: _____

Material & Condition: _____

Enclosed Vane with Axial Wear Ring

Impeller Noise Ring: measurement from rotor case Flange to impeller Noise Ring: _____

Case Ring: measurement from case flange to case wear ring: _____ Clearance: _____

Material & Condition: _____

Open Vane with Suction Plate

Check clearance before disassembly; _____ Clearance: _____

Condition of vanes at wear point: _____

Condition of Wear Plate: _____

Casing

Condition of Case: Cavitation Erosion _____ Damage _____

Notes: Casing is highly Cavitated.

Suction

Condition of Inlet: Good no Major Cavitation

Discharge

Face condition: Good no Cavitation on face

Guide Claw condition: N/A

FTC EQUIPMENT LLC

Seals and Fits

Upper Mech. Seal: Type _____ Shaft Size OD _____ Rotor Face Mat. _____

Rotor OD _____ WL: _____ Sta. Mat. _____ Sta. Housing Fit ID _____

Sta. Housing Fit Condition: _____ Repair _____

Lower Mech. Seal: Type _____ Shaft Size OD _____ Rotor Face Mat. _____

Rotor OD _____ WL: _____ Sta. Mat. _____ Sta. Housing Fit ID _____

Sta. Housing Fit Condition: _____ Repair _____

Notes: Pump was not completely disassembled due to condition.

Time Estimates

Shop Blast & Clean: _____ Replace Stator: _____ Assemble Test & Paint: _____

FAILURE ANALYSIS & REMARKS

Pump Med'd straight to ground through power cable and junction box. Capacitor tested bad. Oil in pump is very low and discolored. with top cap off stator is visually blown. Pump turns very rough which indicates bearings will need to be replaced. Pump is damaged beyond repair.

CITY OF PARKVILLE Policy Report

Date: February 16, 2016

Prepared By:
Steve Berg
City Treasurer

Reviewed By:
Matthew Chapman
Finance/Human Resources Director

ISSUE:

Approve the Semi-Annual Financial Report for the second half of 2015 and direct City Administration to publish.

BACKGROUND:

Both state statute and city ordinance require the City Treasurer to produce a semi-annual financial report that summarizes revenues and expenses for a six-month period. The last report was produced in July for the first half of 2015. The semi-annual report for the second half of 2015 is ready for review and publication in a local newspaper as required by law. The report was completed in mid-February and includes all revenues and expenditures that are expected to be credited and charged to 2015, but it does not include year-end adjustments that will be made as part of the audit process. To reduce publication costs, an abbreviated version of the report will be published in the newspaper, but it will direct readers to the City's website for additional information. The City Treasurer has prepared an expanded version of the report for the website that includes additional information, including a full year version of the report.

BUDGET IMPACT:

There is no budget impact associated with this action other than the cost of publication which will be funded from the Administration Division (501) of the General Fund (10).

ALTERNATIVES:

1. Approve the Semi-Annual Financial Report for the second half of 2015 and direct City Administration to publish.
2. Do not approve the report and provide further direction to staff.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Finance Committee recommend that the Board of Aldermen approve the Semi-Annual Financial Report for the second half of 2015 and direct City Administration to publish.

POLICY:

Section 130.090 of the Parkville Municipal Code requires the City Treasurer to furnish to the Board of Aldermen a semi-annual report in January and July each year of the amount of money received on account of the City during the half year, from what sources received, and the amount of money disbursed, and on what account, and the balance in his hands to the credit of the City. Section 105.130 of the Parkville Municipal Code requires the Board of Aldermen to publish the semi-annual report in some newspaper in the City. The sections of Code that require the production and publication of a six-month report are based on corresponding sections of Missouri statutes (RSMo 79.160 and 79.165).

ITEM 3D

For 02-22-2016

Board of Aldermen – Finance Committee Meeting

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve the Semi-Annual Financial Report for the second half of 2015 and direct City Administration to publish.

ATTACHMENTS:

1. Semi-Annual Report – 2nd Half of 2015 (publication version)
 2. Semi-Annual Report – 2nd Half of 2015 (full version)
-

City of Parkville, Missouri
 Semi-Annual Report
 July 1 through December 31, 2015

General Fund

Revenue	1,593,323
Expenditures	1,767,151
Revenue, net of Expenditures	<u>(173,829)</u>

Enterprise Fund - Sewer Utility

Revenue	525,984
Expenditures	710,144
Revenue, net of Expenditures	<u>(184,160)</u>

Debt Service Funds

Revenue	117,394
Expenditures	1,520,792
(Includes early partial repayment of debt)	
Revenue, net of Expenditures	<u>(1,403,398)</u>

Special Revenue Funds

Revenue	941,404
Expenditures	1,176,771
Revenue, net of Expenditures	<u>(235,367)</u>

Debt of the City of Parkville, December 31, 2015

General Fund	3,383,722
Sewer Utility	1,310,000
Neighborhood Improvement Districts (NIDs)	10,530,000
Total Debt	<u>15,223,722</u>

¹ NID debt payments are a valid and legally binding indebtedness of the City payable from special assessments on properties benefitted by the improvements

For additional information, visit www.parkvillemo.gov.

City of Parkville, Missouri

Semi-Annual Report

	<u>July 1 through December 31, 2015</u>	<u>January 1 through December 31, 2015</u>
General Fund		
Revenue		
Taxes	7,105	1,097,697
Licenses	13,168	59,563
Permits	124,185	256,201
Franchise Fees	600,760	840,404
Sales Taxes	505,738	1,012,481
Other Revenue	15,970	35,096
Court Revenue	108,777	225,128
Interest Income	3,462	7,623
Grants and Miscellaneous Revenue	39,156	69,056
Transfers in	175,001	348,251
Total Revenue	<u>1,593,323</u>	<u>3,951,501</u>
Expenditures		
Administration	384,332	816,714
Police Department	491,836	1,028,972
Municipal Court	58,226	132,062
Public Works	82,318	168,260
Community Development	135,657	263,483
Street Department	160,894	358,419
Parks Department	165,070	318,324
Nature Sanctuary	18,183	29,678
Channel 2/Website	7,749	15,357
Transfers Out	138,750	277,500
Information Technology	17,103	34,185
Capital Outlay	107,035	153,717
Total Expenditures	<u>1,767,151</u>	<u>3,596,669</u>
Revenue, net of Expenditures	<u>(173,829)</u>	<u>354,831</u>
Sewer Utility		
Revenue	525,984	1,040,079
Expenditures	710,144	1,405,665
Revenue, net of Expenditures	<u>(184,160)</u>	<u>(365,586)</u>
Debt Service Funds		
Revenue	117,394	888,693
Expenditures (includes early partial repayment of debt)	1,520,792	2,196,484
Revenue, net of Expenditures	<u>(1,403,398)</u>	<u>(1,307,791)</u>
Brush Creek & Brink Meyer Debt Service Funds		
Revenue	6,091	260,365
Expenditures	175,974	427,198
Revenue, net of Expenditures	<u>(169,882)</u>	<u>(166,832)</u>
Reserved and Restricted Funds		
Revenue	935,313	1,566,507
Expenditures	1,000,797	1,605,829
Revenue, net of Expenditures	<u>65,484</u>	<u>(39,322)</u>

Note: Revenues and Expenditures include transfers between various funds. Details can be found in the December, 2015 Financial Report

Debt of the City of Parkville, December 31, 2015

General Fund	3,383,722
Sewer Utility	1,310,000
Neighborhood Improvement Districts (NIDs) ¹	10,530,000
Total Debt	<u><u>15,223,722</u></u>

¹ NID debt payments are funded by special assessments on the NID properties, and may be considered a contingent liability.

CITY OF PARKVILLE Policy Report

Date: February 16, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve a professional services agreement with Reserve Advisors for a comprehensive reserve study of Parkville City Hall.

BACKGROUND:

Parkville City Hall was built in 2007 with partial proceeds from the 2006 Certificates of Participation (COP). Parkville City Hall is approximately 22,000 square feet and is home to Administration, Community Development, Municipal Court, Police, Sewer Billing, and Public Works. City Hall also serves as the meeting place for numerous city boards and is the leased home of the Parkville Economic Development Council (PEDC). The long-term maintenance and upkeep of City Hall is important for promoting a positive public image as well as responsibly managing the taxpayer's investment.

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 deliver customer service that consistently exceeds expectations and a core component of "infrastructure" is to maintain existing buildings and facilities. One of the 2016 "infrastructure" goals was to regularly conduct a comprehensive capital needs assessment. This recommendation is in response to these critical success factors, the Board of Alderman's direction properly to take care of city property, and is one piece of a capital needs assessment.

In December 2015, staff issued a request for proposals (RFP) to assess the condition of Parkville City Hall. In general, the goals of the project were threefold:

1. Establish a list of maintenance and repair priorities and incorporate these into a short-term and long-term maintenance and repair priorities schedule;
2. Analyze budget implications based in part on a life-cycle cost analysis and identify future funding requirements for the recommended maintenance and repair priorities schedule;
3. Develop a protocol or provide an alternative recommendation for on-going maintenance, repair, and monitoring of City facilities.

Three companies responded to the RFP. A selection committee made up of City staff was formed to review the proposals and select the consultant. After careful review of all three proposals, the selection committee chose Reserve Advisors based on its work on similar projects, cost to complete the investigation, and positive references.

Reserve Advisors is the nation's largest provider of long range facility maintenance plans (reserve studies). The proposed product is a comprehensive study prepared by experienced

ITEM 3E

For 2-22-15

Board of Aldermen - Finance Committee Meeting

engineers following an inspection of the Parkville City Hall, interviews with City officials, and document collection. After the inspection, a team from Reserve Advisors determines the realistic remaining life of each system identified, replacement alternatives, and replacement costs. The report includes a condition assessment to extend the life of certain systems and a realistic plan to set aside funding to attain the prescribed replacement schedule. The final report is typically 40 to 60 pages, a report overview can be found in Attachment 1. The cost of the proposal submitted by Reserve Advisors for Parkville City Hall is \$4,300. The draft work authorization and scope of work can be found in Attachment 2.

A long-range facility maintenance plan was not a specifically budgeted project in 2016. However, the Building Maintenance line item (501-06-01-00) was increased in 2015 in anticipation of making building maintenance a higher priority. Based on previous experience there is sufficient budgetary capacity in 2016 City's Building Maintenance and Repair line to complete this project. The other two firms that responded to the RFP proposed fees that were beyond the City's entire Building Maintenance and Repair budget line for 2016.

The City contacted other small communities, HOA groups (locally Riss Lake and The National), and several downtown building maintenance firms that have used Reserve Advisors for similar work in the past. Each of these organizations provided positive comments regarding the service and product provided by Reserve Advisors. A couple of these organizations have used Reserve Advisors on more than one occasion.

Staff would like to note that this proposal does not directly address the third goal of the RFP "to develop a protocol or provide an alternative recommendation for on-going maintenance, repair, and monitoring of City facilities." Reserve Advisors acknowledges that day-to-day building maintenance is not its expertise, but recommends that the reserve study report can be used to create a daily/weekly/monthly building maintenance schedule.

Staff believes that the reserve study will provide the needed information to prepare for and develop a plan for the replacement and maintenance of facility components. In addition, this study will allow staff to more accurately budget for future repairs to ensure building longevity. The reserve study will help put a lifespan and replacement cost on some of the building components that may run unnoticed until a major issue arises that is beyond staff's capability/capacity to fix. The goal for staff will be to provide proactive maintenance and/or replacement of facility components instead constantly dealing with costly reactive repairs that may involve multiple systems.

BUDGET IMPACT

The 2016 General Fund includes \$20,000 for Building Maintenance and Repair (10-501-06-01-00). As proposed above, a comprehensive reserve study of Parkville City Hall will be \$4,300. There is capacity in the Building Maintenance and Repair line to cover this expense.

ALTERNATIVES

1. Approve a professional services agreement with Reserve Advisors for a comprehensive reserve study of Parkville City Hall in the amount of \$4,300.
2. Take other action to meet the desires of the Finance Committee.
3. Postpone the item.

ITEM 3E

For 2-22-15

Board of Aldermen - Finance Committee Meeting

STAFF RECOMMENDATION

Staff recommends that the Finance Committee approve a professional services agreement with Reserve Advisors for a comprehensive reserve study of Parkville City Hall in the amount of \$4,300.

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 a professional services agreement with Reserve Advisors for a comprehensive reserve study of Parkville City Hall in the amount of \$4,300.

ATTACHMENTS:

1. Draft Professional Services Agreement
2. Sample Report

LONG-RANGE FACILITY MAINTENANCE PLAN PROFESSIONAL SERVICES AGREEMENT

THIS SERVICE AGREEMENT, entered into on this 22nd day of February, 2016 by and between the CITY OF PARKVILLE, MISSOURI (“City”) and Reserve Advisors (“Service Provider”).

WHEREAS, the City requires a long-range facility maintenance plan (“Project”); and

WHEREAS, Service Provider was chosen through a qualifications and fee based selection process and has demonstrated the necessary expertise, experience, and personnel to complete the Project.

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 “Services” when used in this Agreement shall mean any and all long-range facility maintenance plan services provided by the Service Provider in accordance with this Agreement.
- B. The City agrees to retain Service Provider and Service Provider agrees to perform and complete the Services described in the Exhibit A – Scope of Services, attached hereto and incorporated by reference.
- C. The City reserves the right to direct revision of the Services at the City’s discretion. Service Provider shall advise the City of additional costs and time delays, if any, in performing the revision, before Service Provider performs the revised services.
- D. Service Provider shall provide Additional 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 Service Provider without the City’s prior written consent shall be at the Service Provider’s own risk, cost, and expense, and Service Provider shall not make a claim for compensation from the City for such work.

II. STANDARD OF CARE

- A. Service Provider shall exercise the same degree of care, skill, and diligence in the performance of all Services to the City that is ordinarily possessed and exercised by reasonable, prudent, and experienced professionals under similar circumstances.
- B. Service Provider represents it has all necessary licenses, permits, knowledge, and certifications required to perform the Services described herein.

III. COMPENSATION

- A. As consideration for providing the Services, the City shall pay Service Provider as follows:
 - a. Services will be billed in a lump sum amount of four thousand three hundred dollars (\$4,300) in a lump sum payment upon completion tasks as outlined in Exhibit A.
 - b. Service Provider is not eligible for reimbursement for miscellaneous expenses including travel, transportation, postage, etc.
- B. Service Provider shall submit an itemized invoice to the City on the first day of each month that details the Services that were provided in the month immediately prior, as well as any other charges or reimbursements to which the Service Provider is entitled by this Agreement. 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 Service Provider of the nature of the dispute regarding the balance.

- C. Service Provider 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.

IV. SCHEDULE

- A. Unless otherwise directed by the City, Service Provider shall commence performance of the Services upon execution of this Agreement.
- B. Services shall be completed within the timeframe(s) outlined in Exhibit A – Scope of Services and Fees.
- C. Neither the City nor the Service Provider shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.
- D. If Service Provider's performance is delayed due to delays caused by the City, Service Provider shall have no claim against the City for damages or payment adjustment other than an extension of time to perform the Services.

V. LIABILITY AND INDEMNIFICATION

- A. Service Provider shall indemnify, defend 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 Service Providers' negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by Service Provider'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 Service Provider creates or supplies to the City, except to the extent that such claims arise from materials created or supplied by the City.
- B. Service Provider's obligation to indemnify and hold harmless shall remain in effect and shall be binding on Service Provider whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

VI. INSURANCE

The Service Provider shall secure and maintain, at its expense, through the duration of this Agreement the insurance described on Exhibit B.

VII. ASSIGNMENT OF AND RESPONSIBILITY FOR PERSONNEL

- A. Service Provider'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 Service Provider.
- B. While upon City premises, the Service Provider's employees and agents shall be subject to the City's rules and regulations respecting its property and the conduct of employees thereon.

VIII. OWNERSHIP OF WORK PRODUCT

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

IX. RELATIONSHIP OF THE PARTIES

- A. Service Provider represents that it has, or will secure at Service Provider's own expense, all personnel required in performing the Services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.
- B. All of the Services required hereunder will be performed by the Service Provider or under Service Provider'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.
- C. 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.

X. 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 Service Provider shall be sent to:

City of Parkville
Attn: Assistant to the City Administrator
8880 Clark Ave.
Parkville, MO 64152
tblakeslee@parkvillemo.gov

- A. Notices sent by the City shall be sent to:

Michelle Stephens
Director of Client Services for Reserve Advisors
4570 Churchill Street, Suite 110
Shoreview, MN 55126
michelle@reserveadvisors.com

XI. TERM AND TERMINATION

- A. The effective date of this Agreement shall be the date of execution, when the Agreement is signed by both parties.
- B. The term of this Agreement shall be until all Services are satisfactorily completed and accepted by the City. The City may request one set of complimentary revisions within six months of the report shipment.
- C. Notwithstanding Article XI, Paragraph B, 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 Service Provider. The City shall compensate Service Provider for the Services that have been completed to the City's satisfaction as of the date of

termination at the rates set forth on Exhibit A, or if the appropriate compensation of services performed through the date of termination is not set forth on Exhibit A, on a pro-rata basis determined by the percentage of completion of services as described on Exhibit A. Service Provider shall perform no activities other than reasonable wrap-up activities after receipt of notice of termination.

XII. RESOLUTION OF DISPUTES

- A. City and Service Provider agree that disputes relative to the services and the Project shall first be addressed by negotiations between the parties. Such negotiations shall take place within thirty (30) days of demand by the party seeking resolution of the dispute. If direct negotiations fail to resolve the dispute, the party initiating the claim that is the basis for the dispute shall be free to take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute Service Provider shall proceed with the services as per this Agreement as if no dispute existed.
- B. In order to preserve its rights to dispute a matter hereunder, the complaining party must submit a written notice to the other party setting forth the basis for its complaint within twenty (20) calendar days following receipt of the decision of the City Administrator as to such matter or other action on which the dispute is based.
- C. Arbitration of disputes.
 - i. Claims, except those waived as provided for elsewhere in this Agreement, which have not been resolved by the procedures described above, shall be decided by arbitration which, unless the parties mutually agree otherwise, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect at the time of the arbitration. The demand for arbitration shall be filed in writing with the other party to the Agreement and with the American Arbitration Association.
 - ii. A demand for arbitration may be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations.
 - iii. An arbitration pursuant to this Section may be joined with an arbitration involving common issues of law or fact between the City or Service Provider and any person or entity with whom the City or Service Provider has a contractual obligation to arbitrate disputes which does not prohibit consolidation or joinder. No other arbitration arising out of or relating to the Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to the Agreement or not a party to an agreement with the City, except by written consent containing a specific reference to the Agreement signed by the City and Service Provider and any other person or entities sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the parties to the Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

- iv. Claims and Timely Assertion of Claims. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.
- v. Judgment on Final Award. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

XIII. MISCELLANEOUS PROVISIONS

- A. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.
- B. Assignability. Service Provider 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 Service Provider 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. Service Provider 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. Service provider shall comply with all applicable laws, ordinances, and codes of the State 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, Service Provider agrees as follows:
 - i. Service Provider 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. Service Provider will, in all solicitation or advertisements for employees placed by or on behalf of Service Provider, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, or sex.
 - iii. Service Provider 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. Authorized Employees. Service Provider acknowledges that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the State of Missouri. Service Provider therefore covenants that it will not knowingly be in

violation of subsection 1 of Section 285.530, RSMo, and that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform Services related to this Agreement, and that its employees can lawfully work in the United States.

- G. 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 Service Provider shall take appropriate steps to assure compliance.
- H. Interest of Service Provider and Employees. Service Provider covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the scope of work associated with this Agreement or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Service Provider further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- I. 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 Service Provider, and attached hereto.
- J. 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.
- K. 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.
- L. Third Parties. The Services to be performed by the Service Provider 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

RESERVE ADVISORS

By: _____

, Principal

EXHIBIT A: Scope of Work

1. Full Reserve Study:

- Onsite visual property inspection with Reserve Study engineer.
- Custom reserve study report with Comprehensive Condition Assessment. Includes:
 - **Exterior Building Elements**
 - Flat Roofs including Roofing Assembly
 - Downspouts
 - Exterior Wall Finishes
 - Windows & Doors
 - Garage Doors
 - Stairs
 - **Additional Building Elements**
 - Lobbies & Hallways including Paint Finishes, Wall Coverings, Light Fixtures, Floor Coverings, etc.
 - Offices
 - Meeting Rooms
 - Restrooms
 - Elevator
 - Plumbing & Mechanical Systems
 - HVAC (heating, ventilating & air conditioning) Systems
 - Life Safety System
 - Fire Detection System
 - **Site Components**
 - Driveways
 - Fences
 - Irrigation System
 - Landscaping
 - Parking Areas
 - Post or Pole Lights
 - Retaining Walls
 - Sidewalks
 - Signage
- One (1) 30 Year Funding Plan based on the Cash Flow Analysis Funding Method.
- Excel spreadsheet with Reserve Expenditures and Funding Plan (excludes formulas).
- Unlimited video/teleconference support with Reserve Study engineer.
- ForeSite Basic - Read reserve study online, download a copy or Excel spreadsheets, store comments, photos and bids. ForeSite Plus included free for 60 days.

2. Timeframe:

- Inspection shall be completed within eight (8) weeks of upon execution of this Agreement. Final report will be sent approximately seven (7) weeks after inspection and timely receipt of any information necessary to complete the assignment.

EXHIBIT B

INSURANCE REQUIREMENTS

1. The Service Provider shall secure and maintain, at its expense, through the duration of this Agreement Commercial General Liability Insurance on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate coverage. Service Provider shall also secure and maintain, through the duration of this Agreement and for at least two years after final payment by the City, Professional Liability – Errors and Omissions Insurance on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate coverage. Service Provider shall also secure and maintain Worker’s Compensation and Employer’s Liability Insurance, when applicable, at the limits required by state and/or federal law. The City will only accept coverage from an insurance carrier that offers proof that it:
 - a. Is licensed to do business in the State of Missouri;
 - b. Carries a Best’s policy holder rating of A or better; and
 - c. Carries at least a Class X financial rating.
2. Service Provider shall furnish the City with a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies, and carriers. Service Provider shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with at least 30 days advance notice of cancellation. Service Provider shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form) and a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the City prior to commencement of any services on City property.

Reserve Study Overview

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All reserve studies from Reserve Advisors now include ForeSite. With ForeSite, you can – collaborate, create, store & share.

EXECUTIVE SUMMARY

(Sample Information)

Client: Scenic Ridge Association (Scenic Ridge)
Location: Strongsville, Ohio
Reference: 040594

We provide a 2-page summary so you can easily share the report's key findings with homeowners, prospective buyers and financial institutions.

Property Basics: Scenic Ridge Association is an apartment style development of 74 units in 37 buildings. The exteriors of the buildings comprise asphalt shingle and flat roofs, and EIFS and masonry veneer walls. The buildings were built from 1989 to 1991. The development contains asphalt pavement, brick pavers, masonry retaining walls, and a parking garage.

Reserve Components Identified: 33 Reserve Components.

Inspection Date: November 3, 2014.

Funding Goal: The Funding Goal of this Reserve Study is to maintain reserves above an adequate, not excessive threshold during one or more years of significant expenditures. Our recommended Funding Plan recognizes this threshold funding year in 2018 due to replacement of the asphalt pavement.

Cash Flow Method: We use the Cash Flow Method to compute the Reserve Funding Plan. This method offsets future variable Reserve Expenditures with existing and future stable levels of reserve funding.

Our application of this method also considers:

- current and future *local* costs of replacement
- 1.1% annual rate of return on invested reserves
- 2.7% future Inflation Rate for estimating Future Replacement Costs

Sources for Local Costs of Replacement: Our proprietary database, historical costs and published sources, i.e., R.S. Means, Incorporated and Marshall & Swift, “the Building Cost People.”

Cash Status of Reserve Fund: \$139,257 as of October 31, 2014.

Recommended Reserve Funding: The Association budgeted \$10,152 for Reserve Contributions in 2014. We recommend that the Association budget annual phased increases in Reserve Contributions of approximately \$12,000 from 2015 through 2018. Afterwards, the Association should budget gradual annual increases in reserve funding, that in part consider the effects of inflation. The initial adjustment in Reserve Contributions of \$12,048 represents about a five percent (4.8%) adjustment in the 2013 total Operating Budget of \$248,600. This initial adjustment of \$12,048 is equivalent to an average monthly increase of \$13.56 per unit owner.

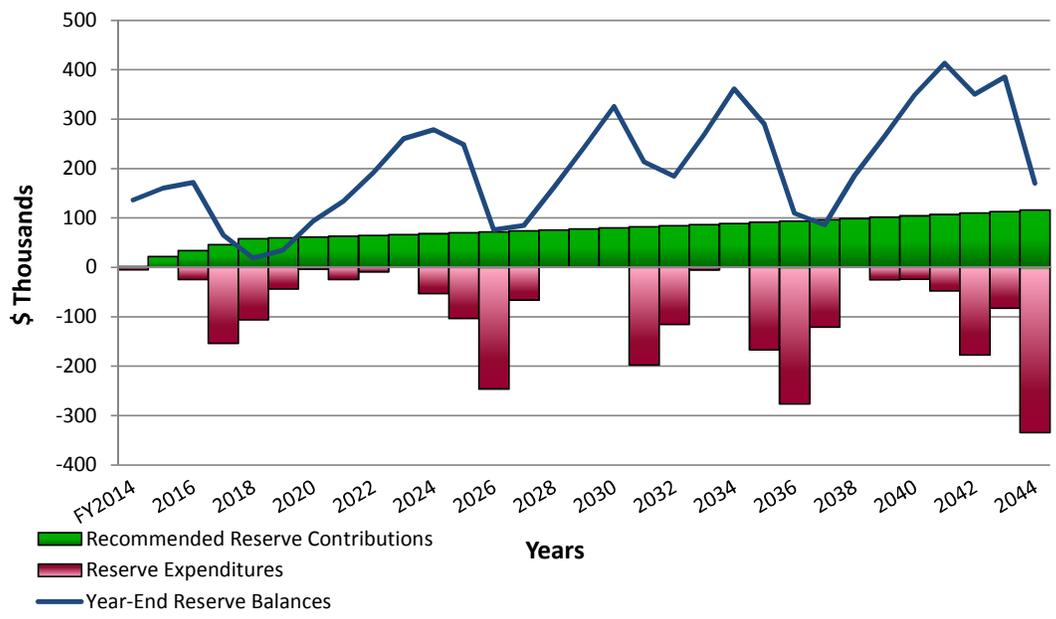
Certification: This Reserve Study exceeds the Community Associations Institute (CAI) and Association of Professional Reserve Analysts (APRA) standards fulfilling the requirements of a “Level I Full Reserve Study.”

ForeSite gives registered users 24/7 secure online access to their original reserve study.

*Users can make a copy of the original study and then **create** alternate models to explore different funding plans and replacement scenarios.*

Recommended Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2015	22,200	160,326	2025	70,100	248,208	2035	91,400	289,582
2016	34,200	171,832	2026	72,000	76,032	2036	93,900	109,284
2017	46,200	65,717	2027	73,900	84,975	2037	96,400	85,751
2018	58,200	18,416	2028	75,900	162,227	2038	99,000	186,239
2019	59,800	35,036	2029	77,900	242,340	2039	101,700	265,513
2020	61,400	93,620	2030	80,000	325,446	2040	104,400	349,287
2021	63,100	133,500	2031	82,200	213,204	2041	107,200	413,232
2022	64,800	191,290	2032	84,400	184,637	2042	110,100	350,395
2023	66,500	260,260	2033	86,700	268,840	2043	113,100	385,124
2024	68,300	278,447	2034	89,000	361,287	2044	116,200	170,222



Respectfully submitted by
 RESERVE ADVISORS, INC.³
 Theodore J. Salgado, RS¹, PRA²



¹ RS (Reserve Specialist) is the reserve provider professional designation of the Community Associations Institute (CAI) representing America's more than 350,000 condominium, cooperative and homeowners associations.
² PRA (Professional Reserve Analyst) is the professional designation of the Association of Professional Reserve Analysts.
³ In North Carolina, Reserve Advisors, Inc. conducts its reserve studies through Reserve Advisors Engineering, PLLC (P-1327).

RESERVE STUDY REPORT

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a Reserve Study of

Scenic Ridge Association Strongsville, Ohio

and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection.

We present our findings and recommendations in the following report sections and spreadsheets:

- **Identification of Property** - Segregates all property into several areas of responsibility for repair or replacement
- **Reserve Expenditures** - Identifies reserve components and related quantities, useful lives, remaining useful lives and future reserve expenditures during the next 30 years
- **Reserve Funding Plan** - Presents recommended Reserve Contributions and year-end Reserve Balances for the next 30 years
- **Condition Assessment** - Describes the reserve components, documents conditions with photographs, describes our recommendations for repairs or replacement, and includes enhanced solutions and procedures for capital projects for the benefit of current and future board members
- **Photographs** - Identify and document early signs of problems so you can address them before they escalate, helping to define contractor's scope of work.
- **Methodology** - Lists the national standards, methods and procedures used and financial information relied upon for the Financial Analysis of the reserve study
- **Definitions** - Contains definitions of terms used in the Reserve Study, consistent with national standards
- **Conditions of our Service** - Describes Assumptions and Professional Service Conditions
- **Credentials**
- **Resources**

*Our reports reflect **our everyday commitment** to clients. We take the time to include valuable, detailed information you can use to evaluate bids for replacement projects and negotiate more favorable contracts.*

*We are the only provider who delivers a comprehensive **40-60 page report** that provides a condition assessment of each common element and gives expert recommendations on repairs, replacements and maintenance.*

Our reserve studies include a concise description of the property. Our engineers also take the time to segregate classes of property and identify responsibility for maintaining and replacing all elements.



Scenic Ridge Association is an apartment style development of 74 units in 37 buildings. The exteriors of the buildings comprise asphalt shingle and flat roofs, and EIFS and masonry veneer walls. The buildings were built from 1989 to 1991. The development contains asphalt pavement, brick pavers, masonry retaining walls, and a parking garage. We identify 33 major reserve components that are likely to require capital repair or replacement during the next 30 years.

Our analysis begins by segregating the property elements into several areas of responsibility for repair and replacement. We derive these segregated classes of property from our review of the information provided by the Association and through conversations with Management and the Board. These classes of property include:

- **Reserve Components**
- **Long-Lived Property Elements**
- **Operating Budget Funded Repairs and Replacements**
- **Property Maintained by Homeowners**

RESERVE STUDY REPORT

Reserve Components

We advise that the Board conduct an annual review of these classes of property to confirm its policy concerning the manner of funding, i.e., from reserves or the operating budget.

The reserve study identifies Reserve Components as set forth in your Declaration or which were identified as part of your request for proposed services. Reserve Components are defined by CAI as common elements with:

- Scenic Ridge responsibility
- Limited useful life expectancies
- Predictable remaining useful life expectancies
- Replacement cost above a minimum threshold, i.e., \$2,000

Long-Lived Property Elements *(varies by association)*

Long-Lived Property Elements do not have predictable remaining useful lives. The operating budget should fund infrequent repairs. Funding untimely or unexpected replacements from reserves will necessitate increases to Reserve Contributions. Updates of this Reserve Study will help determine the merits of adjusting the Reserve Funding Plan. We identify the following Long-Lived Property Elements as excluded from reserve funding at this time:

- Foundations
- Structural Frames

Operating Budget Funded Repairs and Replacements *(varies by association)*

The operating budget provides money for the repair and replacement of certain reserve components. Operating Budget Funded Repairs and Replacements relate to:

- General Maintenance to the Common Elements
- Expenditures less than \$2,000 (These relatively minor expenditures have a limited effect on reserves.)
- Landscape
- Other repairs normally funded through the Operating Budget

Property Maintained by Homeowners *(varies by association)*

This relates to unit:

- Concrete Driveways, Sidewalks and Stoops
- Electrical Systems
- Heating, Ventilating and Air Conditioning (HVAC) in the homes
- Interiors
- Patios and Decks
- Pipes, Interior Building, Water and Sewer
- Windows and Doors (Includes Sealants)

RESERVE EXPENDITURES AND FUNDING PLAN

The tables following this introduction present:

Reserve Expenditures

- Line item numbers
- Total quantities replaced during the next 30 years
- Quantities replaced per phase (in a single year)
- Reserve component inventory
- Estimated first year of replacement
- Life analysis showing
 - useful life
 - remaining useful life
- Unit cost of replacement
- Local cost of replacement
- Total future costs of replacement anticipated during the next 30 years
- Schedule of estimated future costs for each reserve component including inflation

Reserve Funding Plan

- Reserves at the beginning of each year
- Total recommended reserve contributions
- Estimated interest earned from invested reserves
- Anticipated expenditures by year
- Anticipated reserves at year end

Our reserve studies are individually researched and prepared. We include recommendations, specific to your property, so you have the knowledge to negotiate lower contractor prices through a better understanding of best practices of construction and alternatives for replacement.

RESERVE EXPENDITURES

The following is a sample of our Reserve Expenditures Table. Items and costs in your study will vary.

Scenic Ridge Association
Strongsville, Ohio

Line Item	Quantities:		Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Unit Cost, \$	2014 Cost per Phase, \$	Total Future Costs, \$
	30-Year Total	Per Phase				Useful	Remaining			
Exterior Building Elements										
1.040	1,870	1,870	Square Feet	Balconies, Composite	2032	20 to 25	18	19.00	35,530	57,394
1.180	1	1	Allowance	Door, Lobby (Includes Storefront System)	2037	to 30	23	5,500.00	5,500	10,150
1.183	4	4	Each	Doors, Service, Common	2037	to 30	23	1,600.00	6,400	11,811
1.260	50	50	Each	Light Fixtures	2032	to 25	18	125.00	6,250	10,096
1.280	90	45	Squares	Roofs, Asphalt Shingles (Includes Gutters and Downspouts)	2026	15 to 20	12	450.00	20,250	72,913
1.293	1	1	Allowance	Roofs, Copper, Repairs (2014 is budgeted)	2014	N/A	0	4,700.00	4,700	4,700
1.400	260	130	Squares	Roof, Flat (Includes Roof Decks)	2026	15 to 20	12	1,000.00	130,000	468,079
1.540	5,850	1,950	Linear Feet	Sealants, Windows and Doors, Phased	2017	to 20	3	4.50	8,775	38,106
1.673	720	720	Square Feet	Terraces	2032	to 25	18	35.00	25,200	40,707
1.740	57,000	19,000	Square Feet	Walls, Stucco, Paint Finishes and Capital Repairs	2017	8 to 10	3	1.25	23,750	103,137
1.820	32,400	10,800	Square Feet	Walls, Masonry, Inspections and Repointing	2017	8 to 12	3	1.30	14,040	60,970
1.951	17,400	2,900	Square Feet	Walls, Trim, Soffit and Fascia	2016	to 50	2	7.00	20,300	183,906
Interior Building Elements										
2.060	2,405	2,405	Square Feet	Ceilings, Acoustical Tiles and Grid, Hallways	2031	to 25	17	4.70	11,304	17,779
2.100	1	1	Each	Elevator Cab Finishes	2031	to 25	17	6,100.00	6,100	9,595
2.200	1,185	395	Square Yards	Floor Coverings, Carpet (Includes Rubber Stair Tread)	2019	8 to 12	5	50.00	19,750	96,396
2.540	1	1	Each	Intercom Panel	2031	to 25	17	4,000.00	4,000	6,292
2.560	41	41	Each	Light Fixtures, Hallways	2031	to 25	17	140.00	5,740	9,028
2.700	37	37	Each	Mailboxes	2039	to 35	25	70.00	2,590	5,042
2.800	3	1	Allowance	Paint Finishes, Hallways	2019	6 to 10	5	18,300.00	18,300	89,319
Building Services Elements										
3.320	1	1	Each	Elevator, Hydraulic, Pump and Controls	2042	to 35	28	84,000.00	84,000	177,114
3.560	1	1	Allowance	Life Safety System (Control Panel and Emergency Devices)	2031	to 25	17	40,000.00	40,000	62,915
3.700	2	1	Each	Pump, Domestic Water, 7.5-HP (Includes Controls)	2025	15 to 20	11	12,000.00	12,000	40,075
3.780	1	1	Each	Rooftop Heating and Cooling, 4-Tons	2026	to 20	12	8,100.00	8,100	11,151
3.820	2	1	Allowance	Security System	2022	12 to 15	8	7,100.00	7,100	21,890
Property Site Elements										
4.040	25,400	6,350	Square Yards	Asphalt Pavement, Mill and Overlay, Phased	2017	15 to 20	3	15.00	95,250	546,966
4.620	2,400	1,200	Square Feet	Pavers, Brick, Resetting and Partial Replacements	2024	15 to 20	10	8.50	10,200	33,169
4.745	2,600	2,600	Square Feet	Retaining Walls, Masonry	2025	to 35	11	25.00	65,000	87,134
Garage Elements										
7.300	13,000	6,500	Square Feet	Concrete, Elevated Floor, Inspections, Traffic Membrane	2024	10 to 15	10	3.70	24,050	74,610
7.360	1,280	640	Square Feet	Concrete, On-grade, Partial	2024	to 90	10	10.00	6,400	19,855
7.400	2	1	Each	Door and Operator	2020	8 to 15	6	3,000.00	3,000	8,497
7.460	1	1	Allowance	Exhaust Fan, Intake Damper and CO Detection System	2032	to 25	18	4,300.00	4,300	6,946
7.600	14	14	Each	Light Fixtures	2041	to 35	27	200.00	2,800	5,749
7.900	2	2	Each	Unit Heaters	2036	to 30	22	3,900.00	7,800	14,017
	1	1	Allowance	Reserve Study Update with Site Visit	2016	2	2	3,100.00	3,100	3,100
Anticipated Expenditures, By Year										\$2,408,608

Our exclusive one-page spreadsheet presents all of your expenditures at a glance.

Explanatory Notes:

- 1) **2.7%** is the estimated future Inflation Rate for estimating Future Replacement Costs.
- 2) FY2014 is Fiscal Year beginning January 1, 2014 and ending December 31, 2014.

(note actual study is 30 years)

RUL = 0 FY2014	1 2015	2 2016	3 2017	4 2018	5 2019	6 2020	7 2021	8 2022	9 2023	10 2024	11 2025	12 2026	13 2027	14 2028	15 2029	16 2030	17 2031	18 2032	19 2033	20 2034	
																				57,394	
																				10,096	
4,700												27,879									
											178,973										
			9,505										12,407								
																				40,707	
			25,726										33,580								
			15,208										19,851								
	21,411						24,462						27,947							31,930	
																				17,779	
																				9,595	
				22,564																31,065	
																				6,292	
																				9,028	
																				28,784	
																				20,908	
																				62,915	
												16,086									
													11,151								
								8,787													
			103,175	105,961																	
																				13,314	
																				87,134	
																				31,392	
																				8,354	
																				3,520	
																				4,977	
																				6,946	
																				3,100	
4,700	0	24,511	153,614	105,961	43,472	3,520	24,462	8,787	0	53,060	103,220	245,950	65,838	0	0	0	0	197,388	115,143	4,977	0

We create a detailed table that itemizes all future costs and timing of capital projects so you can easily see what's ahead.

*With ForeSite, you can **collaborate** and review all reserve expenditures. **Make an online copy.** Change quantities, replacement timing and costs. Then, **share** the results. ForeSite... brings everything together.*

FUNDING PLAN

The following is a sample of our Reserve Funding Plan.

RESERVE FUNDING PLAN

CASH FLOW ANALYSIS

Scenic Ridge Association

Strongsville, Ohio

Individual Reserve Budgets & Cash Flows for the Next 30 Years

	FY2014	2015	2016	2017	2018	2019
Reserves at Beginning of Year (Note 1)	139,257	136,502	160,326	171,832	65,717	18,416
Total Recommended Reserve Contributions (Note 2)	1,692	22,200	34,200	46,200	58,200	59,800
Plus Estimated Interest Earned, During Year (Note 3)	253	1,624	1,817	1,299	460	292
Less Anticipated Expenditures, By Year	(4,700)	0	(24,511)	(153,614)	(105,961)	(43,472)
Anticipated Reserves at Year End	<u>\$136,502</u>	<u>\$160,326</u>	<u>\$171,832</u>	<u>\$65,717</u>	<u>\$18,416</u>	<u>\$35,036</u>

(NOTE 5)

Our reports help justify increases (if needed) by projecting when you may face a funding shortfall at current reserve contribution levels.

(continued)

Individual Reserve Budgets & Cash Flows for the Next 30 Years.

Continued

	2030	2031	2032	2033	2034
Reserves at Beginning of Year	242,340	325,446	213,204	184,637	268,840
Total Recommended Reserve Contributions	80,000	82,200	84,400	86,700	89,000
Plus Estimated Interest Earned, During Year	3,106	2,946	2,176	2,480	3,447
Less Anticipated Expenditures, By Year	0	(197,388)	(115,143)	(4,977)	0
Anticipated Reserves at Year End	<u>\$325,446</u>	<u>\$213,204</u>	<u>\$184,637</u>	<u>\$268,840</u>	<u>\$361,287</u>

Explanatory Notes:

- 1) Year 2014 starting reserves are as of October 31, 2014; FY2014 starts January 1, 2014 and ends December 31, 2014.
- 2) Reserve Contributions for 2014 are the remaining budgeted 2 months; 2015 is the first year of recommended contributions.
- 3) 1.1% is the estimated annual rate of return on invested reserves; 2014 is a partial year of interest earned.
- 4) Accumulated year 2044 ending reserves consider the age, size, overall condition and complexity of the property.
- 5) Threshold Funding Year (reserve balance at critical point).

Our custom, comprehensive studies evaluate your current reserve status and create a realistic future funding plan. We recommend appropriate but not excessive reserves.

2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
35,036	93,620	133,500	191,290	260,260	278,447	248,208	76,032	84,975	162,227
61,400	63,100	64,800	66,500	68,300	70,100	72,000	73,900	75,900	77,900
704	1,242	1,777	2,470	2,947	2,881	1,774	881	1,352	2,213
(3,520)	(24,462)	(8,787)	0	(53,060)	(103,220)	(245,950)	(65,838)	0	0
<u>\$93,620</u>	<u>\$133,500</u>	<u>\$191,290</u>	<u>\$260,260</u>	<u>\$278,447</u>	<u>\$248,208</u>	<u>\$76,032</u>	<u>\$84,975</u>	<u>\$162,227</u>	<u>\$242,340</u>

2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
361,287	289,582	109,284	85,751	186,239	265,513	349,287	413,232	350,395	385,124
91,400	93,900	96,400	99,000	101,700	104,400	107,200	110,100	113,100	116,200
3,560	2,182	1,067	1,488	2,471	3,363	4,171	4,177	4,023	3,038
(166,665)	(276,380)	(121,000)	0	(24,897)	(23,989)	(47,426)	(177,114)	(82,394)	(334,140)
<u>\$289,582</u>	<u>\$109,284</u>	<u>\$85,751</u>	<u>\$186,239</u>	<u>\$265,513</u>	<u>\$349,287</u>	<u>\$413,232</u>	<u>\$350,395</u>	<u>\$385,124</u>	<u>\$170,222</u>

(NOTE 4)

*With ForeSite, your original study remains intact but you can also **create** alternate "what if" models.*

- *Reduce the reserve contributions.*
- *Raise the interest rate.*
- *Or, decrease inflation.*

It's up to you.

CONDITION ASSESSMENT

The Condition Assessment* of this *Reserve Study* includes *Enhanced Solutions and Procedures (ESP)* for select significant components. These ESP narratives describe the Reserve Component, document specific problems and conditions, and may include detailed solutions and procedures for necessary capital repairs and replacements for the benefit of current and future board members. We advise the Board use this information to help define the scope and procedures for repair or replacement when soliciting bids or proposals from contractors. *However, the Report in whole or part is not and should not be used as a design specification or design engineering service.*

** Please note: The following is a sample of our Condition Assessment, but does not represent the report in its entirety. Items vary by association.*

Exterior Building Elements

Roofs, Asphalt Shingles - Approximately 45 squares (100 sq. ft. of surface area per square) of asphalt shingles comprise the roofs of Scenic Ridge over 37 townhome buildings. The roofs are in good overall condition. Our visual inspection from the ground noted only minor areas of cupped, curled and missing asphalt shingles. See Exhibit of Photographs for examples of these conditions. The useful life of asphalt shingle roofs in Strongsville, Ohio is from 15- to 20-years. We include the following solutions and procedures pertaining to the components of an asphalt shingle roof system, times of replacement, recommended method of replacement and coordination of other related work for the benefit of present and future board members.

Insulation and ventilation are two major components of a sloped roof system. Together, proper insulation and ventilation help to control attic moisture and maintain an energy efficient building. Both insulation and ventilation prevent moisture buildup which can cause wood rot, mold and mildew growth, warp sheathing, deteriorate shingles, and eventually damage building interiors. Sufficient insulation helps to minimize the quantity of moisture that enters the attic spaces and adequate ventilation helps to remove any moisture that enters the attic spaces. These two roof system components also help to reduce the amount of energy that is required to heat and cool a building. Proper attic insulation minimizes heat gain and heat loss between the residential living spaces and attic spaces. This reduces energy consumption year-round. Proper attic ventilation removes excessive heat from attic spaces that can radiate

Our reports include construction methodology and insights to help you better understand upcoming projects.

into residential living spaces and cause air conditioners to work harder. Properly installed attic insulation and ventilation work together to maximize the useful life of sloped roof systems.

In addition to moisture control and energy conservation, proper attic insulation and ventilation are essential components to prevent the formation of ice dams. Proper insulation minimizes the amount of heat that enters attic spaces in the winter and adequate ventilation helps to remove any heat that enters the attic spaces. These components prevent or minimize the prospect of ice dams.

Roof vents provide ventilation to the attic space through the combined use of soffit vents and ridge vents at the peaks or ridges of the roofs. This system appears to provide adequate ventilation. The Association should periodically ensure that the soffit vents are clear of debris such as paint and are not blocked from above by attic insulation.

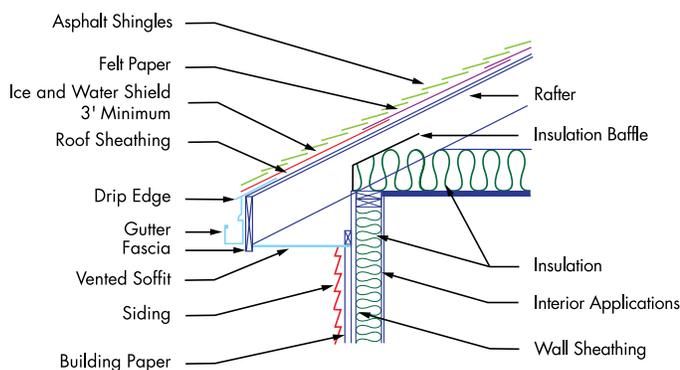
Certain characteristics of condition govern the times of replacement. Replacement of an asphalt shingle roof becomes necessary when there are multiple or recurring leaks and when the shingles begin to cup, curl and lift. These conditions are indications that the asphalt shingle roof is near the end of its useful life. Even if the shingles are largely watertight, the infiltration of water in one area can lead to permanent damage to the underlying roof sheathing. This type of deterioration requires replacement of saturated sections of sheathing and greatly increases the cost of roof replacement. Roof leaks may occur from interrelated roof system components, i.e., flashings. Therefore, the warranty period, if any, on the asphalt shingles, may exceed the useful life of the roof system. Our estimate of remaining useful life considers this possibility and the Association should anticipate the need for capital repairs to the shingles and other roof system components to achieve or maximize the remaining useful life of the roofs. The Association should fund ongoing roof repairs as normal maintenance from the operating budget.

Contractors use one of two methods of replacement for sloped roofs, either an overlayment or a tear-off.

Overlayment is the application of new shingles over an existing roof. This method, although initially more economical, may hide defects to the components of the roof system that are covered by the shingles. Therefore, we recommend only the tear-off method of replacement. Removal provides an opportunity to conduct a more thorough inspection of the sheathing and flashings. This also allows for correction of deficiencies which extends the useful life of the new roof.

The tear-off method of replacement includes removal of the existing shingles, flashings if required and underlayments. The contractor should then inspect the roof sheathing for areas of water damage and partially replace the sheathing as needed. Once the roof sheathing is repaired, the contractor can begin installation of the new underlayments, flashings and shingles. The cross-sectional schematic below illustrates an asphalt shingle roof system.

Roof Schematic



The contractor should install ice and water shield membranes (often a modified bitumen product) at the outer 36 inches of the gutter and rake edge roof eaves, and in the roof valleys. Standard 15-pound organic felt paper should provide sufficient protection over the remaining portions of the roof. Underlayments work in conjunction with flashings to form a watertight roof system. The function of flashing is to provide a watertight junction between the roofing material and the other parts of the structure and between roof sections. Flashing material is usually galvanized metal, although some roofs use copper or synthetic rubber. The Association should require the contractor to augment existing flashings or replace deteriorated flashings at the time of roof replacement:

- Wherever the slope of the roof changes

- At valleys
- Where the roof meets a wall, vertical structure, roof penetration, i.e., vent stacks
- At the rakes (sloped edges of the roof) and soffits (lower roof edges)

Another critical type of flashing is drip edge flashing. This important flashing sheds water off the edges of the roofs. The drip edge flashing allows storm water to run off the roof into the gutters without coming into contact with the underlayment and eave board. The special profile of a metal drip edge also prevents or minimizes the possibility of rain water blowing back under the shingles. The contractor should install this flashing at the gutter edge before the installation of underlayment and at the rake edge after the installation of underlayment.

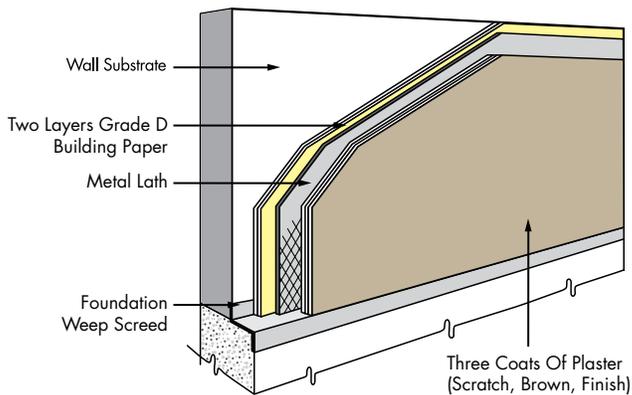
The contractor should install the shingles atop the underlayment and in conjunction with certain types of flashing, i.e., chimney flashing. The Association should use a standard strip, inorganic, Class A, minimum weight class of 210 pounds per square self-sealing shingle at the time of replacement. The self-sealing strip affixes to the lower exposed edges of the shingles. Heat from ambient weather and sunlight activates the shingle adhesive material and seals the two adjacent courses of shingles together.

Contractor proposals should specify the types of proposed materials and types of proposed fasteners. The Association should require the use of nail fasteners, not staples, at the time of replacement. Nail guns are acceptable. Staples are of lesser quality and may not penetrate into the wood sheathing.

The Association should plan to coordinate the replacement of gutters, downspouts and skylights with the adjacent roofs. This will result in the most economical unit price and minimize the possibility of damage to other roof components as compared to separate replacements.

Based on the age and condition of the roofs, we recommend that Scenic Ridge plan to replace the roofs beginning by 2026 and again by 2044. Line Item 1.280 of the preceding Reserve Expenditures Exhibit notes our estimate of future costs and anticipated times of replacements. The Association should fund any repairs prior to the complete replacement of the roofs through the operating budget.

Stucco Schematic



Walls, Stucco - Synthetic stucco (EIFS) comprises approximately 19,000 square feet of the building exteriors. The stucco is original and in very good condition while the stucco paint finish is in good condition at an age of four years. We noted minor cracks and blemishes in addition to the Board's concerns identified at Building 2 at the northwest corner. We elaborate on solutions and procedures necessary for the optimal maintenance of stucco in the following discussion.

Stucco is Portland cement plaster that is applied either directly to a solid base such as masonry or concrete, or is applied to galvanized metal lath attached with galvanized fasteners to frame construction. In frame construction, two layers of a Grade D water-vapor permeable building paper are necessary to separate the stucco from the wood product sheathing. The graphic above details the typical components of a stucco wall system on frame construction. The actual construction may vary and must follow the specifications of the supplier, manufacturer or local building codes.

The inherent composition of stucco, along with proper installation, results in stucco wall systems having indefinitely long useful lives with periodic finish applications and proper maintenance. The useful life of these finish applications is from 8- to 10-years. Periodic paint finish applications to stucco help prevent water infiltration and spalling from weather exposure, maintain a good appearance and maximize the useful life of the system. We include the following commentary as a summary of the minimum requirements for a successful paint finish application for present and future board members.

Correct and complete *preparation* of the surface before application of the paint finish maximizes the useful life

of the paint finish and surface. The contractor should remove all loose, peeled or blistered paint before application of the new paint finish. The contractor should then power wash the surface to remove all dirt and biological growth. Water-soluble cleaners that will not attack Portland cement are acceptable for removing stains.

The contractor should follow the manufacturer's directions for paint application. The most common methods of paint application are by brush, roller and spray. Brushing is the slowest method. Roller coating is much faster while spraying is usually the fastest and least costly. The contractor should specify the proposed method of application in their bids. We recommend brushing for smaller or irregular shaped surfaces. Roller coating is most effective on large flat surfaces. Spray applications require tight control of the equipment, personnel and preparation of the paint product which may prohibit a cost-effective spray application of paint. Regardless of the method of application, the contractor should protect surrounding elements.

Summarizing the minimum requirements of the proposed scope of work, all bids should include the following:

1. Method of application
2. Name of paint finish product
3. The contractor will apply paint during periods of favorable weather as required and specified by the manufacturer of the paint
4. The contractor will apply the paint to clean and dry surfaces at the manufacturer's recommended spreading rates
5. The contractor will apply successive coats of the paint finish, with sufficient time elapse between coats, as necessary to ensure uniform appearance
6. The contractor will replace deteriorated or damaged stucco prior to the application of the paint finish
7. The contractor will replace deteriorated sealants or caulk prior to the application of the paint finish

In consideration of the above recommended maintenance, useful life and age of the stucco paint finishes, we advise that the association budget for paint applications, partial stucco replacements and crack repairs by 2017 and every 10 years thereafter. Our estimate of cost anticipates repair or replacement

of 200 square feet, or up to one-half percent (0.5%), of the stucco walls in coordination with each paint finish application. The exact amount of area in need of repair will be discretionary based on the actual future conditions and the desired appearance. Each paint product has the limited ability to bridge (cover and seal) cracks but we recommend repair of all cracks which exceed the ability of the paint product to seal. We also recommend that association budget for replacement of up to 3,400 linear feet of sealants, or 50 percent (50%) of the total, in conjunction with each paint finish application. We depict this information on Line Item 1.740 of *Reserve Expenditures*.

Walls, Trim, Soffit and Fascia - Wood trim, soffits and fascia comprise approximately 29,000 square feet of exterior walls. The trim, soffits and fascia are in fair overall condition. We noted several areas of wood trim deterioration, isolated popped nail connections, trim damage due to pests and/or wildlife and window frame deterioration. The useful life of wood elements of these types varies depending on the type of wood siding, quality of wood, species and maintenance. We anticipate a useful life of up to 50 years for the trim. Management informs us that the Association funds paint applications to the wood through the operating budget and funds partial wood replacements through reserves. We recommend the Association anticipate partial replacement of up to ten percent (10%) of the wood trim, soffits and fascia by 2016 and every five years thereafter, in conjunction with paint applications to the wood elements. We include these anticipated expenditures on Line Item 1.951 of Reserve Expenditures.

In addition, Management informs us that the Association is considering cladding the wood trim with either vinyl or aluminum. Aluminum is the typical soffit and fascia material used. We include the following table which summarizes the cost savings associated with cladding the wood trim with aluminum. Our paint and repair allowance for the wood trim is based on the 2013 historic cost provided by Management. Our aluminum cladding expenditure includes replacement of up to ten percent (10%) of the wood trim to remove rot, and labor, installation, material and mobilization for the aluminum cladding installation. The cost savings over the course of this study represents approximately \$97,000 and minimizes the maintenance required for the trim.

Repair or Replacement Activity	Useful Life	Unit Cost	2014 Project Cost	Total Future Cost
Paint and wood trim capital repairs	4 to 6	\$35,900	\$215,400	\$325,234
Repair and clad existing wood trim	to 35	\$6.70 per square foot	\$194,300	\$227,979

It is important to correctly clad wood, regardless of the material used. Improper cladding of wood that has previously exhibited rot can trap moisture and cover necessary weep holes at window frames. The wood can continue to decay within the cladding. Improper cladding can also cover the original soffit vents with the appearance of proper vents, but may prevent sufficient airflow. If the Association chooses to clad the soffits, the Association should verify that the vents within the wood soffits are not covered or stifled by the new soffit material and that the new soffit vents allow for sufficient airflow.

A slight cost savings may be available for vinyl trim, and vinyl-clad aluminum is a more expensive option. The Association should receive bids for all options when considering trim cladding.

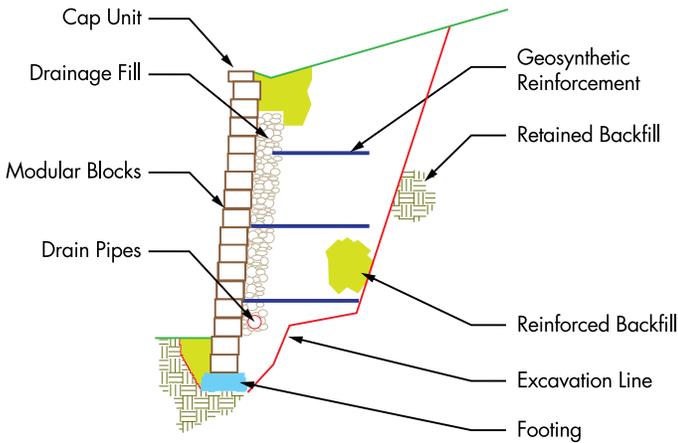
Retaining Walls, Masonry - The Association maintains seven retaining walls which comprise approximately 2,600 square feet of interlocking dry-set masonry. Our visual inspection notes the use of filter fabric behind the block walls and an ineffective drainage system. Filter fabric, when clogged, will result in excess hydrostatic pressure which acts to overturn the wall. The drainage pipes should be installed at the base of the wall to ensure excess water does not become trapped behind the wall. Another concern is an adequate amount of aggregate (gravel) behind the wall, and an adequate base of gravel beneath the first layer of block. The lack of excavation behind the wall may signify that there is not a minimum of 12” of aggregate behind the wall, nor was the backfill compacted. The Association should solicit bids detailing these construction methods at the time of wall replacement.

Properly constructed interlocking masonry retaining walls utilize geosynthetic reinforcement and a drainage system to stabilize the wall and prevent the buildup of hydrostatic pressure behind the wall.

CONDITION ASSESSMENT

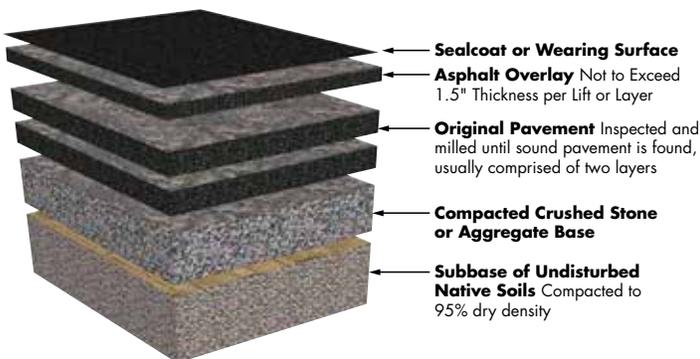
The Association should follow the manufacturer’s specifications when constructing any retaining walls. The following schematic drawing depicts this type of retaining wall:

Retaining Wall Schematic



Asphalt Pavement, Repaving - The 6,350 square yards of asphalt streets, parking areas and driveways throughout the community are original and in poor overall condition. Numerous locations of potholes exist along the main thoroughfare whereas parking areas have only isolated potholes. The useful life of pavement is from 15- to 20-years. The Photograph Exhibit shows typical deterioration, demonstrating the need for its near term replacement. We include the following solutions and procedures pertaining to **components** of the pavement, the **manner of repaving**, **time** of repaving and **coordination** of other possible replacements with the repaving for the benefit of the present and future board members.

Asphalt Diagram



Components of asphalt pavement include native soil, aggregate and asphalt. First the contractor creates a base course of aggregate or crushed stone and native soil. The base course is individually compacted to ninety-five percent (95%) dry density prior to the application of the asphalt. Compaction assures a stable base for the asphalt that reduces the possibility of settlement. The initial installation of asphalt uses at least two lifts, or two separate applications of asphalt, over the base course. The first lift is the binder course. The second lift is the wearing course. The wearing course comprises a finer aggregate for a smoother more watertight finish. The diagram above depicts these components.

The **manner of repaving** is either a *mill and overlay* or *total replacement*. A mill and overlay is a method of repaving where cracked, worn and failed pavement is mechanically removed or milled until sound pavement is found. A new layer of asphalt is overlaid atop the remaining base course of pavement. Total replacement includes the removal of all existing asphalt down to the base course of aggregate and native soil followed by the application of two or more new lifts of asphalt. We recommend mill and overlay on asphalt pavement that exhibits normal deterioration and wear. We recommend total replacement of asphalt pavement that exhibits severe deterioration, inadequate drainage, pavement that has been overlaid multiple times in the past or where the configuration makes overlayment not possible. Based on the apparent visual condition of the asphalt pavement, we recommend the *total replacement* method of repaving.

Total replacement requires the removal of all existing asphalt. For area patching, we recommend the contractor use a rectangular saw cut to remove the deteriorated pavement. For larger areas such as entire parking areas or driveways, we recommend the contractor grind, mill or pulverize the existing pavement to remove it. The contractor should then augment and compact the existing aggregate and native soil to create a stable base. Finally the contractor should install the new asphalt in at least two lifts.

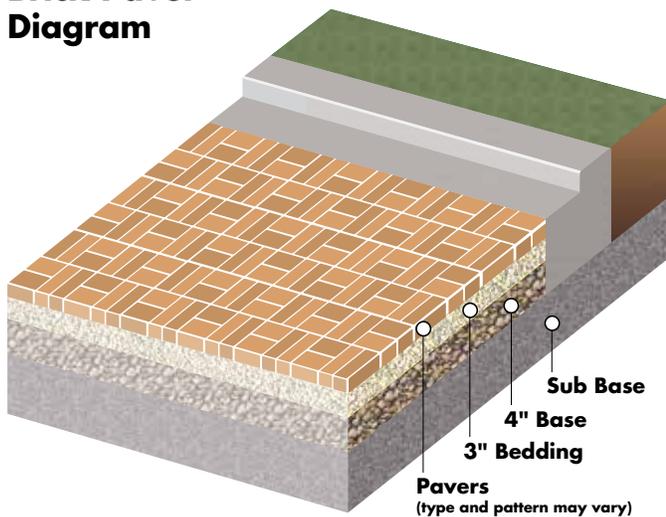
The **time** of replacement is dependent on the useful life, age and condition of the pavement. The useful life of 15- to 20-years is dependent in part on the maintenance applied to the pavement, the amounts and concentration of auto solvents that penetrate the pavement, the exposure to sunlight and detrimental effects of inclement weather. The association should repair any isolated areas

of deteriorated pavement concurrent with periodic seal coat applications. Based on the existing age of 24 years and the very poor overall condition of the pavement, we estimate a remaining useful life of two years. We recommend the Association plan for a phased total replacement of the asphalt pavement beginning by 2017 and concluding by 2018. A subsequent phased replacement is likely beginning by 2035 and concluding by 2036. We depict this information on Line Item 4.040 of **Reserve Expenditures**. The Association should **coordinate** asphalt repaving with related activities such as partial replacement of concrete curbs and gutters, and capital repairs to catch basins.

Pavers, Brick - The gate house entry plaza utilizes approximately 1,200 square feet of unit herringbone pattern brick pavers. The pavers were replaced in 2008 and are in good overall condition. Manufacturers construct brick pavers as a traffic surface for installation without mortar. Paving brick comprises special types of clays that are baked at higher temperatures and for a longer time than other brick types. Thus, brick pavers have greater strength and durability than common brick. The following diagram depicts the components of a brick paver system.

Brick pavers have a long functional useful life. However, over time, the negative effects of inclement weather, erosion, equipment and vehicle traffic will create isolated areas of deterioration. We advise the Association budget for complete resetting of the brick pavers every 15- to 20-years. We include expenditures

Brick Paver Diagram



We include detailed diagrams to help you understand the construction of your property components, such as roofs, asphalt pavement and brick paving.

for brick paver resetting, including partial replacement of up to twenty percent (20%) by 2024 and again by 2039. We depict this information on Line Item 4.620 of **Reserve Expenditures**. We suggest the Association conduct interim resetting and replacement of minor areas of pavers as normal maintenance, funded from the operating budget.

Reserve Study Update - An ongoing review by the Board and an Update of this Reserve Study in two- to three- years are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. Many variables change after the study is conducted that may result in significant homeowner overfunding or underfunding the reserve account. Variables that may affect the Reserve Funding Plan include, but are not limited to:

- Deferred or accelerated capital projects based on Board discretion
- Changes in the interest rates on reserve investments
- Changes in the local construction inflation rate
- Additions and deletions to the Reserve Component Inventory
- The presence or absence of maintenance programs
- Unusually mild or extreme weather conditions
- Technological advancements

Periodic updates incorporate these variable changes since the last Reserve Study or Update.

The Association can expense the fee for an Update with site visit from the reserve account. This fee is included in the Reserve Funding Plan. We base this budgetary amount on updating the same property components and quantities of this Reserve Study report. Budgeting for an Update demonstrates the Board’s objective to continue fulfilling its fiduciary responsibility to maintain the commonly owned property and to fund reserves appropriately.

PHOTOGRAPHS



Overview image of a sample property

Our reports identify and document early signs of problems so you can address them before they escalate.



Ice dam accumulation
Evidence of insufficient water and ice shield



Pool and Bath House



Wood rot
Sections of wood rot should be replaced in conjunction with paint applications



Pond shoreline erosion

Representative photographs from several client properties.



Parapet and facade deterioration



Concrete balcony deterioration



Asphalt pavement alligator cracks and pothole



Landscape erosion



Brick and mortar cracks due to building settlement

*With ForeSite, you can add your own photos to line items and include your notes for future reference. Plus, you can **store** contractor bids, photos, board comments and more! ForeSite houses all your reserve-related items and makes it easy to **share** information with new board members.*

Representative photographs from several client properties.

CITY OF PARKVILLE Policy Report

Date: Wednesday, February 16, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve the purchase of a new server to facilitate an upgrade to Microsoft Exchange 2013.

BACKGROUND:

Microsoft Exchange is a calendar and email service developed by Microsoft that runs exclusively on the Microsoft Windows Server product line. Currently, the City operates on Exchange 2007. Microsoft will cease support of Exchange 2007 in April 2017. This means that security flaws and other bugs will no longer be fixed by Microsoft. Implementation of Exchange 2013 offers the city a great deal more stability and functionality over what is available with the current version of Exchange that is currently in place.

Prior to 2013, a project was initiated to implement Exchange 2013 across the city's internal IT network. The appropriate Exchange 2013 software and licenses were purchased by the city at that time. In an attempt to accommodate the switch, staff purchased used/refurbished server hardware equipment. After the purchase was made, staff found out that the refurbished server was not capable of handling the increased requirements of Exchange 2013. In addition, due to the aging computer equipment and various email programs that were in place at that time, Staff was limited to installing the already aged Exchange 2007.

Staff recommends purchasing a new server to facilitate completion of the implementation of the Exchange 2013 software already owned by the City. The cost of the new server equipment with a 5 year hardware warranty is \$4,925.95. It is anticipated that the new server will be able to accommodate future software upgrades, including the upcoming Exchange 2016 release.

Once the Exchange 2013 software has been installed on the new server hardware, it is planned that the existing server hardware will be repurposed to support the Police Department's recently purchased Digital Ally VuVault software suite. The VuVault software suite enables law enforcement agencies to quickly and easily manage digital video evidence.

This purchase is above \$2,500 and must receive Finance Committee approval. Due to a miscommunication between staff and the City's information technology service provider (eNet, LLC), the new server was already ordered prior to approval by the Finance Committee. As a result, staff is asking for retroactive approval to purchase the server which will allow eNet, Inc. to proceed with the Exchange 2013 upgrade. If the purchase is not approved, the purchase can be returned minus any shipping and restocking fees.

BUDGET IMPACT:

The 2016 Capital Improvement Program (CIP) includes \$5,000 for a new server to facilitate completion of the implementation of the Microsoft Exchange 2013 system (General Fund Capital Outlay - 10-560-55-50-00). The cost of the new server equipment with a 5-year hardware warranty is \$4,925.95.

ALTERNATIVES:

ITEM 3F

For 02-22-16

Board of Aldermen – Finance Committee Meeting

1. Approve the purchase a new server to facilitate an upgrade to Microsoft Exchange 2013 in the amount of \$4,925.95.
2. Do not approve the purchase.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the Finance Committee approve the purchase of a new server to facilitate an upgrade to Microsoft Exchange 2013 in the amount of \$4,925.95.

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 the purchase of a new server to facilitate an upgrade to Microsoft Exchange 2013 in the amount of \$4,925.95.

ATTACHMENT:

1. Server Invoice and Quotes



Invoice

PO Box 24285
Stanley, KS 66283-0285
Ph: (913) 851-0143

DATE	INVOICE #
2/15/2016	4501

BILL TO
City of Parkville Attn. Tim Blakeslee 8880 Clark Ave Parkville MO 64152

SHIP TO
City of Parkville Attn. Tim Blakeslee 8880 Clark Ave Parkville MO 64152

P.O. NUMBER	HRDWRE/02/15
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DUE DATE	2/15/2016
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QTY	ITEM CODE	DESCRIPTION	PRICE	AMOUNT
1	DELL	Dell PowerEdge Rack Mount Server for Exchange Server Upgrade - per specifications from 2016 Budgeted Items.	4,924.95	4,924.95T
		Sales Tax	0.00%	0.00

Thank you! We appreciate your business!	Total	\$4,924.95
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Our goal is to bring you the professional service you deserve with the personal service you desire! If you are not happy with our service, we need to know!
Any unopened hardware and/or software may be returned in original condition within 7 days of invoice date for a refund less shipping charges.
All applicable warranty coverage will be provided solely by the manufacturer. We do not extend credit or net terms and appreciate your prompt payment.



Print Summary

PowerEdge R630 Rack Server

Starting Price \$8,618.00
Instant Savings \$2,704.04

Subtotal \$5,913.96
As low as \$178.00 /month^

[Dell Business Credit | Apply](#)

[Discount Details](#)

[Ships in 5 - 7 Business Days](#)

My Selections All Options

• PowerEdge R630 Rack Server

Catalog Number 4 Retail 04
Value Code PE_R630_1337

Catalog Number / Description	Product Code	Qty	SKU	Id
PowerEdge R630: PowerEdge R630 Server, No TPM	R630	1	[210-ACXS] [329-BCIY]	1
Chassis Configuration: Chassis with up to 8, 2.5" Hard Drives, up to 2 PCIe Slots (With Optional Riser)	820	1	[321-BBKJ]	1530
Shipping: PowerEdge R630 Shipping- 8 Drive Chassis	D8SH	1	[340-AKPS]	1500
Processor: Intel® Xeon® E5-2623 v3 3.0GHz, 10M Cache, 8.00GT/s QPI, Turbo, HT, 4C/8T (105W) Max Mem 1866MHz	10533	1	[338-BFMR]	1550
Additional Processor: Upgrade to Two Intel® Xeon® E5-2623 v3 3.0GHz, 10M Cache, 8.00GT/s QPI, Turbo, HT, 4C/8T (105W)	A10533	1	[374-BBHJ]	1551
Memory DIMM Type and Speed: 2133MT/s RDIMMs	R2133	1	[370-ABUF]	1561
Memory Configuration Type: Performance Optimized	PEOPT	1	[370-AAIP]	1562
Memory Capacity: 4GB RDIMM, 2133MT/s, Single Rank, x8 Data Width	4G1R	12	[370-ABUI]	1560
RAID Configuration: RAID 5 for H330/H730/H730P (3-24 HDDs or SSDs)	R5H	1	[780-BBJL]	1540
RAID Controller:				

PERC H330 RAID Controller	H330	1	[405-AAEF]	1541
Hard Drives: 300GB 10K RPM SAS 12Gbps 2.5in Hot-plug Hard Drive	30GB10	6	[400-AJPK]	1570
Network Daughter Card: Broadcom 5720 QP 1Gb Network Daughter Card	5720QP	1	[540-BBBW]	1518
Internal SD Module: Internal SD Module with 1x 8GB SD Card	8GSD	1	[330-BBCL][385- BBIF]	1640
Internal Optical Drive: No Internal Optical Drive for 8 HDD Chassis	NODVD	1	[429-AAQN]	1600
Bezel: No Bezel	NOBEZL	1	[350-BBBW]	1532
Rack Rails: ReadyRails™ Sliding Rails Without Cable Management Arm	RDYRL	1	[770-BBBC]	1610
Power Management BIOS Settings: Power Saving Dell Active Power Controller	DAPC	1	[750-AABF]	1533
Power Supply: Dual, Hot-plug, Redundant Power Supply (1+1), 750W	750R	1	[450-ADWS]	1620
Power Cords: NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America	125V10	2	[450-AALV]	1621
System Documentation: Electronic System Documentation and OpenManage DVD Kit	DOC	1	[343-BBDK]	1590
Operating System: No Operating System	NOOS	1	[619-ABVR]	1650
OS Media Kits: No Media Required	NOMED	1	[421-5736]	1652
Processor Thermal Configuration: 2 CPU up to 120W	HS1202	1	[370-ABWE] [412-AAEE][412- AAEE]	1697
Embedded Systems Management: iDRAC8, Enterprise with vFlash 8GB SD	VI8EN	1	[385-BBCB] [385-BBHO]	1520
Shipping Information: US No Canada Ship Charge	USNONE	1	[332-1286]	111
Hardware Support Services: 3 Year Basic Hardware Warranty Repair, 5X10 HW-Only, 5x10 NBD On-site	U3OS	1	[976-7671][976- 7728][996-8029]	29
Deployment Services: No Installation	NOINSTL	1	[900-9997]	714
Remote Consulting Services: Declined Remote Consulting Service	NORCS	1	[973-2426]	735

One Config Simple (OCS)

New Configuration

Open Configuration

View as 1 Document

Configuration Settings

SAVE

Export

Untitled

Customer Name City of Parkville

Bill Of Materials (BOM)

The complete list of parts required for your solution, broken out by components, is listed below.

MAY WE RECOMMEND...

MESSAGES

ADD PRODUCTS

ADD CONFIGURATION

Untitled Configuration 1

Untitled Configuration 1

Multiply This Configuration Qty 1

Show Hierarchy BOM

Estimated Configuration Total USD11,258.01

Quote Total

Configurations Product Class

Untitled Configuration 1 **USD11,258.01**

Gross Price **USD11,258.01**

Grand Total USD11,258.01

Pricing Details

Country **US**
 Currency **USD**

+/-	QTY	PART NUMBER	DESCRIPTION
	1	755258-B21	HP ProLiant DL360 Gen9 8SFF Configure-to-order Server
	1	755258-B21 ABA	HP ProLiant DL360 Gen9 8SFF US-English Localization Configure-to-order Server
	1	755376-L21	HP DL360 Gen9 Intel Xeon E5-2623v3 (3GHz/4-core/10MB/105W) FIO Processor Kit
	1	755376-B21	HP DL360 Gen9 Intel Xeon E5-2623v3 (3GHz/4-core/10MB/105W) Processor Kit
	12	726717-B21	HP 4GB (1x4GB) Single Rank x8 DDR4-2133 CAS-15-15-15 Registered Memory Kit
	6	785067-B21	HP 300GB 12G SAS 10K rpm SFF (2.5-inch) SC Enterprise 3yr Warranty Hard Drive
	1	818213-B21	HP DL360 Gen9 SFF DVD/USB Universal Media Bay Kit
	1	726740-B21	HP DL360 Gen9 Smart Array P440ar Controller for 2 GPU Configurations
	1	339780-B21	HP Raid 5 w/SP Drive 1 FIO Setting
	2	720478-B21	HP 500W Flex Slot Platinum Hot Plug Power Supply Kit
	2	AF556A	HP C13 - Nema 5-15P US/CA 110V 10Amp 1.83m Power Cord
	1	H1K92A3	HPE 3Y Proactive Care 24x7 Service
	1	HA113A1	HPE Installation Service

Review summary & buy

[Switch to guided view](#)

1. System Components 2. Warranty & Software 3. Accessories 4. Review

Qty	Description	
1	ThinkServer RD350	
1	Processor:	2 x Intel Xeon E5-2623 v3 Processor (10MB Cache, 3.00GHz)
1	Operating System:	None
1	Operating System Language:	No Operating System
1	Form Factor:	ThinkServer RD350 with up to 8 x 2.5" Drives
1	Motherboard:	RD350/450 Motherboard
1	Memory RAS Features:	Memory Independent for EN
12	First Memory Selection:	4GB 1Rx8 PC4-17000R RDIMM
1	RAID Configuration Option:	Internal RAID configured by Lenovo
1	Riser Card:	Riser for RD350 with 2 Riser Cards
1	RAID Adapters and Upgrades:	ThinkServer RAID 500 Adapter w/Upgrade Key (RAID 0,1,5,10,50)
1	Primary RAID Configuration:	Primary RAID 5
6	Primary RAID HDD Selection:	300GB Hard Drive,10000RPM,2.5",SAS,6Gb/s,Hot Swap
1	Optical Device:	Slim DVD ROM SATA 1U
1	SD Module:	Flash Memory Module with 8G SDHC Card
1	Host Bus Adapter:	ThinkServer LSI9300-8e PCIe 12Gb SAS RAID HBA by LSI
1	Trusted Platform Module:	TPM Module
1	Power Supply:	ThinkServer 750W Platinum Power Supply 1+1 Module
1	Power Cord:	ThinkServer C13-C14 Power Cord
1	Rail Kit:	Slide Rail Kit 1U
1	Remote Management Module:	ThinkServer Management Module w/Premium Upgrade (iKVM & Remote Media)
1	Language Pack:	Windows Server Ship Group - ML
1	Warranty:	EBG 3 Year On-site

[Add To Cart](#)

[Add to wishlist](#) [Print](#) [Email](#)

YOUR SYSTEM SUMMARY

Web Price:	\$7,485.30
Total	\$7,485.30
Ships in 5-7 business days	

[Edit](#)

SELECTED COUNTRY/REGION

United States

**City of Parkville
Major Projects Updates**

Updated as of February 16, 2016

2013 PROJECTS - STILL PENDING

Division	Type	New or Replacement?	Name	Project Update	Funding Source	Total Cost	Remaining City Funds to Be Spent
Com Dev	Project	New	45 Highway Corridor Plan	The project was deferred to 2014, but the local match was paid in 2013. The draft report is complete. Staff is working with the County to coordinate a final meeting with the steering committee to review the draft before a public open house to present the findings. The plan is to present a final report to the County Commissioners and Board of Aldermen for adoption by July 1.	50% County, 50% Project Fund	\$ 40,000	\$ -
Parks	Project	New	Main Street Electrical Panel Upgrades	A downtown CID grant funded 3 of 4 panels in 2013. A 4th panel was to be repaired at City expense. Public Works will work with Main Street Parkville Association (MSPA) to determine if this work is still desired and, if so, to seek quotes to get it completed this year.	100% General Fund	\$ 1,800	\$ 1,800

2014 PROJECTS - STILL PENDING

Division	Type	New or Replacement?	Name	Project Update	Funding Source	Total Cost	Remaining City Funds to Be Spent
Parks	Multi-year Project	Year 3 of 3	Parks Building Façade Improvements	Project is substantially complete. The contractor failed to complete the punch list and was terminated from the job. Staff is re-evaluating how to complete the mandatory remaining elements of the project which are focused on code compliance.	68% Parks Donations; 32% Sewer (Projects Fund)	\$ 87,604	\$ 4,750

2016 PROJECTS

Division	Type	New or Replacement?	Name	Project Update	Funding Source	Total Cost	Budget Impact
Admin/IT	Equipment	Replacement	Microsoft Exchange Server	Server purchase is recommended for approval by Finance Committee on 02-22-16. Installation will be scheduled over a weekend when the system can be down.	100% General Fund	\$ 5,000	\$ 5,000
Com Dev	Multi-year Project	Year 3 of 3	Upgrade Zoning and Subdivision Regulations	Staff completed the internal review and the consultant (Gould Evans) completed an initial assessment. The consultant presented initial findings to the P&Z Commission on February 9. A new schedule was created to complete the project by the end of the year.	100% General Fund	\$ 85,000	\$ 81,400
Com Dev	Equipment	Replacement	Line Locator Kit	Staff is consulting with several possible vendors and intends to borrow and test several options later in the spring before recommending a purchase.	100% General Fund	\$ 5,000	\$ 5,000

**City of Parkville
Major Projects Updates**

Updated as of February 16, 2016

2016 PROJECTS

Division	Type	New or Replacement?	Name	Project Update	Funding Source	Total Cost	Budget Impact
Com Dev	Equipment	Replacement	Inspections Vehicle	Funding is to replace the 2004 Ford Taurus with a similar sedan due to increasing age and maintenance. The vehicle will be bid in August in order to take delivery in time to auction the Taurus at the same time as the surplus Public Works truck.	100% General Fund	\$ 22,000	\$ 22,000
Public Works	Multi-year Project	Year 4 of 4	Downtown Entryway Improvement Design	The contractor started work in the winter, prior to the March 14 Notice to Process. The inactive KCP&L pole was removed. The entryway sign base was constructed and the contractor has started installing the blocks. The entryway column bases were installed and the block will be installed in mid-February. The brackets and banners will be installed in late March/early April.	17% General Fund, 7% Fewson Fund, 27% Donation, 56% Grant	\$ 242,511	\$ 38,948
Public Works	Project	New	Demolish Home on City Property (6201 Hwy 9)	Staff is currently working on the bid documents, which will be released in late February, with bids due in mid-March. It is anticipated that the work will be completed in the second quarter, based on timing of the bids and agreement approvals.	100% General Fund	\$ 15,000	\$ 15,000
Parks	Project	Year 2 of 2	Maintenance and Equipment Storage Facility	The bid documents for the Parks Storage Building are ready but the release is being temporarily delayed pending decisions regarding the English Landing Park restroom. It is anticipated that the construction of the storage building will coincide with the ELP restroom project.	100% General Fund	\$ 75,000	\$ 75,000
Parks	Multi-year Project	Year 2 of 6	Replace or Improve/Expand Permanent Restroom Facility in English Landing Park	Bids were received for the ELP restroom project in early February. The bids were about \$100,000 over budget. Pending approval by the Finance Committee and BOA, staff will work with the architect and the low bidder to value engineer the project to bring it into budget. It is anticipated that the contract will be approved in mid-March with a Notice to Proceed in late-March. The construction will take place during the second quarter.	7.0% Park Donations; 19% Platte County Outreach Grant; 74% Fewson Fund loan	\$ 210,000	\$ 160,000
Parks	Project	New	English Landing Parks Low Water Crossing Improvements	This project would raise the low water crossing in English Landing Park to reduce the amount of time the park is closed due to backwater flooding from the Missouri River. Staff spoke with FEMA in Nov 2015 to reaffirm the City's commitment to this project. It is anticipated that FEMA will make a decision on the grant in March. Assuming the project moves forward, it is anticipated that the design will take place this summer and construction in the first quarter of 2017.	75% FEMA Grant, 25% General Fund	\$ 200,000	\$ 50,000

**City of Parkville
Major Projects Updates**

Updated as of February 16, 2016

2016 PROJECTS

Division	Type	New or Replacement?	Name	Project Update	Funding Source	Total Cost	Budget Impact
Parks	Project	New	5K/10K Markers and Parks Signage	Staff included the 5K/10K Markers and Parks Signage as part of one of the Platte County Outreach Grant Applications. Grant awards will be announced by March 2016. Staff will discuss options with CLARB in April after information regarding grant funding has been resolved. In the meantime, staff plans to research and price various signage options.	100% General Fund	\$ 10,000	\$ 10,000
Parks	Equipment	Replacement	Zero Turn Mower	The bids will be received in mid-February. This item will be presented in March for approval and the purchase will be made in April.	100% General Fund	\$ 17,500	\$ 17,500
Parks	Project	Year 2 of 2	Parks Master Plan Update	An initial pre-meeting to confirm project goals and objectives between city/county staff and Vireo was held on January 8. On February 10 the consultant team meet with CLARB to discuss the project scope, review the project schedule, seek help identifying key participants, and engage in discussion on general park issues. Vireo plans to speak with key community leaders and four focus groups in February and March.	81% City; 19% Platte County Grant (Projects Fund)	\$ 52,000	\$ 42,000
Police	Equipment	Replacement	In-Car Video Systems	The project involves replacing the existing in-car video system with an updated system. Two systems will be replaced in 2016 and one in 2017 to get on a five-year maintenance cycle to match warranty pending wear and tear. Once the new Microsoft Exchange server is installed, the old server will be repurposed for the VuVault video software is installed on the previous city email server. Staff hopes to have the two cameras purchases in April, if not sooner.	100% General Fund	\$ 7,420	\$ 7,420
Police	Equipment	Replacement	Patrol Vehicle	The purchase is for a 2016 AWD Police Ford Taurus Sedan including emergency equipment, video, radio, etc. Staff plans to start the bidding process in early March with plans for final approval for purchase at the April 19 BOA meeting.	100% General Fund (includes trade-in value)	\$ 35,115	\$ 35,115
Sewer	Equipment	Replacement	Sludge Application Equipment	Staff will prepare the specifications and solicit bids for the sewer sludge wagon equipment. It is anticipated that this will be purchased in May.	100% Sewer Fund	\$ 7,000	\$ 7,000
Sewer	Project	Year 2 of 2	WWTP Site Improvements	The bid request for the WWTP storage building will be released in mid-February, with bids due in early March. It is anticipated that the construction of the building will take place during the second quarter.	100% Sewer Fund	\$ 90,000	\$ 90,000
Sewer	Project	Maintenance	Clarifier Floor	A work authorization for the engineering design will be presented in March for the clarifier floor design. Bidding for the clarifier floor will take place in late July. The construction will take place during the third quarter.	100% Sewer Fund	\$ 45,000	\$ 45,000

**City of Parkville
Major Projects Updates**

Updated as of February 16, 2016

2016 PROJECTS

Division	Type	New or Replacement?	Name	Project Update	Funding Source	Total Cost	Budget Impact
Sewer	Project	Maintenance	WWTP Mission Control	Staff is currently working on the specifications for the equipment and software needs. It is anticipated that the purchase of this system will be completed during the second quarter.	100% Sewer Fund	\$ 12,000	\$ 12,000
Sewer	Multi-year Project	Year 2 of 2	Pinecrest Pump Station Reconstruction	The construction of the wet well repairs is substantially complete. Staff is working with the contractor on final punchlist items. It is anticipated that the final work will be completed by the end of February. The City will hold the retainage until project completion.	100% Sewer Fund	\$ 16,000	\$ 8,652
Sewer	Project	Maintenance	Miscellaneous Pump Station Improvements	Includes installation of FF Hwy Pump Station valves and mission unit, Pinecrest Valve pit lid, and McAfee level transducer. Staff anticipates starting this work in the third quarter.	100% Sewer Fund	\$ 11,800	\$ 11,800
Sewer	Multi-year Project	Year 2 of 2	Sanitary Sewer Phase 2 Line Repairs	The contractor is still working on the Phase 2 improvements. It is anticipated that the work will be completed in mid-March.	100% Sewer Fund	\$ 284,618	\$ 211,242
Sewer	Multi-year Project	Year 1 of 2	Sanitary Sewer Phase 3 Manhole Repairs	It is anticipated that this work will have a delayed start, similar to the Phase 2 project, with construction starting in the third and fourth quarters.	100% Sewer Fund	\$ 230,000	\$ 230,000
Sewer	Project	New	Sewer Evaluation and Mapping	Review and evaluate existing information about sewers and create updated mapping to assist with line locates and emergency calls. Maps have not been created since 2007. The work associated with this item will start in mid-September and have a completion of mid-November.	100% Sewer Fund	\$ 6,500	\$ 6,500
Sewer	Project	Maintenance	CCTV and Cleaning	The engineering design is currently taking place. It is anticipated that this project will bid in March and the contract presented to the BOA in April. Televising will take place during the third quarter of the year.	100% Sewer Fund	\$ 55,000	\$ 55,000
Sewer	Multi-year Project	Year 1 of 2	45 Hwy Pump Station	Installation of new pumps and controls. Begin design in 2016 with installation in 2016. The design will begin in early October.	100% Sewer Fund	\$ 6,200	\$ 6,200
Sewer	Multi-Year Project	Year 1 of 2	WWTP Headworks Screen Rebuild	Rebuild the influent mechanical bar screen at the WWTP. Screen is used to filter out plastics, rags and debris. Includes replacing the screen links, media shafts, and drive chain links. Begin design/bidding in 2016, construct in 2017. The design will begin in early November.	100% Sewer Fund	\$ 3,000	\$ 3,000

**City of Parkville
Major Projects Updates**

Updated as of February 16, 2016

2016 PROJECTS

Division	Type	New or Replacement?	Name	Project Update	Funding Source	Total Cost	Budget Impact
Streets	Equipment	New	Ditch bank mower	New tractor with cab and extendable arm mower for cutting back trees and heavy brush along right of ways. Was budgeted as replacement in 2015 but, due to low trade-in value, staff recommends keeping existing mowers in fleet (as budgeted in 2016). It is anticipated that the equipment will be purchased during the second quarter.	100% Transportation Fund	\$ 65,000	\$ 65,000
Streets	Equipment	New	Mower Attachment	80 inch mower attachment for existing 3930 tractors that is used for mowing rights-of-way. Existing equipment is 20+ years old and repair parts are not available. Limited or no trade-in value anticipated. It is anticipated that the equipment will be purchased during the second quarter.	100% Transportation Fund	\$ 8,000	\$ 8,000
Streets	Maintenance	New	2" Asphalt Mill and Overlay	Contractor to roto-mill and asphalt overlay various streets in the City that have become deteriorated. Staff is working to develop the project scope based on anticipated personnel savings, as discussed in the 2016 budget process. Staff will review the project scope and estimate with the Finance Committee in early March before releasing the bid package. There will be two separate bids for asphalt maintenance: Mill & Overlay and Microsurfacing. It is anticipated that the work will be completed during the second quarter.	100% Transportation Fund	\$ 225,000	\$ 225,000
Streets	Maintenance	New	Curb & Sidewalk Repair	Repair defective sections of curb and sidewalk due to offsets in the sidewalks and general deterioration of the curbs. The bid request will be released in mid-February with a bid date in early March. It is anticipated that this work will be completed in April.	100% Transportation Fund	\$ 100,000	\$ 100,000
Streets	Maintenance	New	Crack Sealing	City crews use a rented machine from Weatherby lake for \$750 per week and plan on 4 weeks of use in addition to purchasing approx. 15 tons of sealing material to seal cracks up to 1" in width. Covers approx. 15 lane miles. It is anticipated that the majority of the work will be completed in the fall.	100% Transportation Fund	\$ 15,000	\$ 15,000
Streets	Maintenance	New	Street Striping	Needed to re-paint faded areas on the pavement such as centerlines and stop bars for traffic safety. It is anticipated that this work will begin early in the third quarter. Bid documents will be completed in March.	100% Transportation Fund	\$ 20,000	\$ 20,000
Streets	Equipment	Replacement	Street Department Truck/Plow/Spreader	The purchase was approved by the BOA on 02-16-16. The truck will take 2 to 3 months to build. A separate request will be made for the truck equipment in June. It is anticipated that the truck will be ready during the third quarter.	100% Transportation Fund	\$ 55,000	\$ 55,000