



Finance Committee Agenda

April 25, 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 April 11, 2016 meeting
 - B. Appoint Marc Sportsman as Finance Committee chairman effective May 9, 2016
 - C. Approve a professional services agreement with The Novak Consulting Group for facilitation services for a strategic planning process (Administration)
 - D. Approve a work authorization with Absolute Comfort Technologies, Inc. for radiator repair on the Parkville City Hall generator (Administration)
 - E. Approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the new Public Works truck (Public Works)
 - F. Approve Change Order No. 4 with Insituform Technologies for the cured-in-place pipe (CIPP) lining work for the Sanitary Sewer Phase 2 repairs (Public Works)
- 4. Non-Action Items**
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
 - A. 2016 Mill and Overlay Project – Tandem Paving – Industrial Park Work
- 7. Adjourn**



Finance Committee Meeting
April 11, 2016 – 8:00 a.m.
Executive Chambers – Board Room

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, Vice Chair Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Plumb, Rittman
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Bob Lock, Alan Schank, Tina Welch

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the March 7, 2016 meeting

Diane Driver moved to approve the March 7, 2016 minutes. Marc Sportsman seconded; motion passed 5-0.

B. Approve a financial commitment to the City of Riverside for representation of the Platte County water district in the pending Missouri-American Water Company rate case before the Missouri Public Service Commission

City Administrator Lauren Palmer explained that Missouri American Water requested a regional consolidated rate which would reduce the rate for Platte County customers by approximately 10 percent, but it was opposed by the Office of Public Counsel. The City of Riverside hired Joe Bednar as its representative and requested financial help from the City. Palmer said that staff did not make a recommendation for the amount but there was money in the legal fee budget to cover the expense. She added that Parkville residents represented almost 30 percent of customers. The Finance Committee requested that staff draft a resolution of support for Board of Aldermen approval.

Driver moved to approve a financial commitment to the City of Riverside in the amount of \$10,000 to help offset legal expenses to represent Parkville customers within the Platte County water district in the Missouri American Water Company rate case before the Missouri Public Service Commission. Sportsman seconded; motion passed 5-0.

C. Approve the purchase of a new Ford Taurus All Wheel Drive Police Interceptor Sedan vehicle from Dick Smith Ford to be used as a patrol vehicle

Police Chief Kevin Chrisman said that bid requests were sent to five dealerships and the City received three responses. The budget included \$35,000 for the purchase of the car and associated equipment. The lowest bidder was Dick Smith Ford who the City had previously purchased the Chief's car from in 2014.

Driver moved to recommend that the Board of Aldermen purchase the new Ford Taurus Police Sedan from Dick Smith Ford of Raytown, Missouri in the amount of \$27,125; and declare the 2011 Ford Crown Victoria as surplus and eligible for auction upon receipt of the new vehicle. Sportsman seconded; motion passed 5-0.

D. Approve a construction agreement with Genesis Environmental Solutions, Inc. for the construction of a storage building at the Wastewater Treatment Facility

Public Works Director Alysen Abel explained that equipment, cranes and spare pumps for the lift stations were stored outside at the treatment plant and were exposed to the elements. The bid request was released in February and three responses were received. Abel explained that the low bidder was not the recommended bidder because the bid forms, the five percent bid bond or cost to install the concrete floor were not included in the bid. The lowest qualified bidder was Genesis Environmental Solutions. Abel added that since the facility is in the floodway, a variance was required from the Board of Zoning Adjustment (BZA) which was supposed to be considered on March 22 but due to the lack of a quorum the application was moved to the April 26 meeting. Abel explained the bid was over budget but there could be additional money in the Capital Improvement Program (CIP) if the tire and rim replacement purchases were postponed until 2017. She added that the final execution would be completed after the BZA approved the variance.

Driver moved to recommend the Board of Aldermen approve the construction agreement with Genesis Environmental Solutions, LLC for the construction of the storage building at the Wastewater Treatment Facility in the amount of \$97,400, with final execution dependent on floodplain variance. Sportsman seconded; motion passed 5-0.

E. Actions related to the 2016 Street Maintenance Program

Public Works Director Alysen Abel explained that the 2016 Street Maintenance Program included curb and sidewalk, mill and overlay, crack sealing, pavement marking and microsurfacing. Staff rated the city streets based on a standard system and prioritized them based on the ratings. She added that the Finance Committee authorized staff to release the bid request on March 7. She added that salary savings from personnel vacancies could be applied to the street maintenance program to add more areas. Change orders would be presented to the Finance Committee once the savings were determined.

1. Approve a construction agreement with Julius Kaaz Construction Co., Inc. for the 2016 Curb and Sidewalk Program

Abel said that in 2016 the primary areas for the curb replacement were in the Riss Lake subdivision and the Kelly industrial park and the sidewalk would be replaced along the Fourth Street frontage in front of Meyers Funeral Home. Abel added that the bid opening was held on March 29 and six bids were received. The 2016 CIP included \$100,000 and budget savings in the General Fund would help cover the additional cost.

Further discussion focused on fixing sidewalks covered by the homeowners' association and City Administrator Lauren Palmer responded that the City's policy was to repair those areas but they would be prioritized like the other areas. The Committee also discussed other cities that required the property owner to maintain the sidewalk on their property and Palmer said staff could look into it, if directed, and discuss it during a work session. David Jones added that some cities share the cost with property owners.

Driver moved to recommend the Board of Aldermen approve the construction agreement with Julius Kaaz Construction Co., Inc. for the 2016 Curb and Sidewalk Program in the amount of \$103,924. Sportsman seconded; motion passed 5-0.

2. Approve a construction agreement with Tandem Paving Company, Inc. for the 2016 Mill and Overlay Program

Public Works Director Alysen Abel explained that staff identified areas in the Riss Lake subdivision, the Kelly industrial park, a section along Crooked Road, Main Street from 7th to 2nd street, Mill Street and Brink Myer Road. The bid opening was held on March 29 and nine bids were received. Abel added that the asphalt program included milling and microsurfacing and additional personnel savings could be used for additional areas. Vice Chair Sportsman

recommended that staff speak with the property owners in the Kelly industrial park about contacting the vendor to do additional work on private property while on-site.

Driver moved to recommend the Board of Aldermen approve a construction agreement with Tandem Paving Company, Inc. for the 2016 Mill and Overlay Program in the amount of \$206,165. Sportsman seconded; motion passed 5-0.

3. Approve a construction agreement with Vance Brothers, Inc. for the 2016 Microsurfacing Program

Public Works Director Alysén Abel stated that the program was new for 2016 and could be used in future years as well if it was successful. She explained that microsurfacing was a thin layer of asphalt that was beneficial for the roads with a good foundation and would prolong the life of the road. The areas for the program included Main Street areas downtown and Waters Edge, which had an escrow agreement that would be extended for the 2016 program. The bid opening was held on March 29 and two bids were received. Abel added that the remaining funds from the mill and overlay program and the escrow agreement would cover the contract amount.

Driver moved to recommend the Board of Aldermen approve a construction agreement with Vance Brothers, Inc. for the 2016 Microsurfacing Program in an amount of \$18,648. Sportsman seconded; motion passed 5-0.

F. Approve a small construction services agreement with Madget Demolition, Inc. for the demolition of the single-family house located at 6201 MO-9 Hwy

Public Works Director Alysén Abel stated that in 1995 the City accepted the property adjacent to the Pinecrest subdivision as parkland. Previous development applications included demolition of the house. Abel said that \$15,000 was included in the 2016 budget for the City to demolish the structure. The bid opening was held on March 31 and four responses were received. She added that the low bidder did not acknowledge Addendum No. 1 and several of the elements could have resulted in a higher bid. The bid documents required acknowledgement of all the addendums and staff therefore recommended the second lowest bidder.

Abel said that the developer of the adjacent property previously committed to demolishing the house but development had not occurred. The City would request reimbursement from the developer for the cost once the adjacent property was developed.

The Finance Committee discussed how the City addressed dead trees on private property. City Administrator Lauren Palmer said the Parkville Municipal Code addressed dead or diseased trees that constituted a hazard to life and property or trees that affected the surrounding trees.

Driver moved to approve the construction agreement with Madget Demolition, Inc. for the demolition of the single-family house located at 6201 MO-9 Hwy in the amount of \$9,800. Sportsman seconded; motion passed 5-0.

G. Approve a work authorization with GS Structural for the structural improvements related to the parks building façade project

Public Works Director Alysén Abel explained that in 2013 the City approved an agreement with Pyramid Construction for improvements to the parks building, including exterior improvements. Issues over the years included staff transitions, difficulty working with the contract and design flaws. The City's inspector identified electrical and structural issues. Staff worked with the contractor over the past year and some of the issues were fixed but some were still outstanding. Abel said that staff made numerous attempts to contact the contractor that were unsuccessful so a letter of termination was mailed to them on March 14. The remaining balance for the project would be used to cover the unfinished work.

Abel said the work authorization would address the building code issues with the structural beams. Also, the electrical service required modification to bring it to code. Staff contacted three companies for quotes for the structural work and received one response. For the electrical work, a

design engineer completed plans that were approved by the City Administrator. The electrical work was estimated around \$10,000 but was not included in the 2016 budget.

Abel provided an overview of the budget for the façade improvements, noting that the original budget was \$75,000 funded by the Projects Fund and the Sewer Fund. Because the original contract was over budget, the Board of Aldermen authorized additional funds from the Parks Donation Fund. Abel added that two change orders were approved for a revised contract amount of \$80,104. Staff recommended transferring money from the General Fund and using the savings from the Route 9 house demolition to cover the cost for the structural work. City Administrator Lauren Palmer said it was important to bring the building up to code.

The Finance Committee discussed the transfer of funds to cover the overage and the cost for the electrical work. Chair Werner recommended using the General Fund instead and leaving the Parks Donations Fund for visible park-related items. The consensus of the Finance Committee was to complete the electrical work sooner rather than later.

Driver moved to approve the work authorization for GS Structural for the structural improvements to the Parks Headquarters building in the amount of \$3,820; and authorize a transfer of \$1,541 from the General Fund to the Projects Fund for the purchase. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. Parkville Recycling Extravaganza

Public Works Director Alysén Abel said that the event would be held on May 21 in Platte Landing Park in conjunction with the Mid-America Regional Council Household Hazardous Waste event. She explained that in prior years the City participated in the Northland Recycling Extravaganza in partnership with Riverside and North Kansas City. Riverside did not want to be involved so the City planned to hold its own recycling event. Abel requested guidance from the Committee about limiting the event to Parkville residents. She added that staff would need to check residency and the City would be charged for tire recycling and paper shredding. The cost in 2015 was \$1,400.

David Jones left the meeting at 9:28 a.m.

The consensus of the Finance Committee was to discuss the item at the Board of Aldermen meeting on April 19.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Werner declared the meeting adjourned at 9:30 a.m.

Submitted by:

Melissa McChesney
City Clerk

Approval Date

CITY OF PARKVILLE

Policy Report

Date: Thursday, April 21, 2016

Prepared By:
Melissa McChesney
City Clerk

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:
Appoint Alderman Marc Sportsman as Finance Committee chairman, effective May 9, 2016.

BACKGROUND:
Parkville Municipal Code Section 143.010 states that the Chairman of the Finance Committee shall be chosen from the members of the Committee and shall be a signatory for the City. Alderman Jim Werner has served as the chairman since 2012 and recommends appointing Alderman Marc Sportsman as the new chair effective at the Finance Committee meeting on May 9, 2016. If the appointment for the Chairman is approved, the Vice Chair position will be vacant. The Finance Committee would need to appoint a new Vice Chair at the May 9, 2016 meeting.

BUDGET IMPACT:
There is no impact to the budget.

ALTERNATIVES:

1. Accept the appointment of Alderman Marc Sportsman as Finance Committee chairman, effective May 9, 2016.
2. Reject the appointment and request an alternative nomination.
3. Postpone action.

POLICY:
Parkville Municipal Code Section 143.010, states that the chairman of the Finance Committee shall be chosen from the members of the committee and shall be a signatory for the City.

SUGGESTED MOTION:
I move to appoint Alderman Marc Sportsman as Finance Committee chairman, effective May 9, 2016.

CITY OF PARKVILLE Policy Report

Date: Friday, April 15, 2016

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Melissa McChesney
City Clerk

ISSUE:

Approve a professional services agreement with The Novak Consulting Group for facilitation services for a strategic planning process.

BACKGROUND:

In 2014, the Board of Aldermen completed a strategic planning exercise in advance of the 2015 budget process. Records indicate this was the first dedicated planning exercise with the full board since 2006. The board repeated the exercise in July 2015 in advance of the 2016 budget process. On June 8, 2015, the Finance Committee approved a professional services agreement with the Novak Consulting Group to facilitate the process.

A post-event evaluation discussion indicated that the majority of participants found the session valuable and agreed it should be repeated in future years. It is highly recommended to engage a professional, independent facilitator in this process in order to ensure open dialogue and efficient use of time. Feedback indicated a consensus to continue to engage facilitator Patty Gentrup of the Novak Consulting Group. Patty Gentrup, an associate with the Novak Consulting Group, came highly recommended when selected for services last year. Ms. Gentrup has more than 20 years of experience in local government and is a former city administrator for the City of Liberty, MO. She specializes in strategic planning, community engagement, and facilitation. Her resume is included with the scope of services attached to the proposed agreement (attachment 1).

The proposed process will be very similar to last year, with some modifications based on feedback from the mayor and Board of Aldermen. Staff is currently checking availability for the mayor and all aldermen but intends to schedule a full day session in July. The final location, time and agenda will be announced at a later date. The primary objectives are to establish short- and long-term goals to help the staff prepare a proposed 2017 operating budget and 2017-2022 Capital Improvement Program (CIP) that reflects Board priorities. Ms. Gentrup plans to conduct one-on-one interviews with the mayor and all aldermen in advance of the session to understand expectations and help craft the agenda. A pre-retreat staff survey will also be administered to department heads. Following the session, Ms. Gentrup will prepare a summary report to document the event and conclusions. As a reference, last year's summary report is included as Attachment 2.

BUDGET IMPACT:

The agreement provides for lump sum compensation in the amount of \$4,500. This is slightly higher than the \$3,750 fee that was paid last year. The increase is based on a new fee schedule for planning retreats adopted by Novak Consulting Group. Adequate funds are budgeted in the professional services line of the General Fund – Administration Department (10-501.08-02-02) for this service.

ITEM 3C

For 04-25-16

Board of Aldermen – Finance Committee Meeting

ALTERNATIVES:

1. Approve an agreement, as proposed, with The Novak Consulting Group for facilitation services for a strategic planning process.
2. Direct staff to negotiate changes to the agreement to satisfy the desires of the Finance Committee.
3. Direct staff to conduct a formal RFQ/P process to solicit proposals from other facilitators.
4. Do not approve the agreement and provide alternative direction to staff.
5. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends approving an agreement with The Novak Consulting Group in the amount of \$4,500 for facilitation services for a strategic planning process.

POLICY:

In accordance with the purchasing policy (Resolution No. 10-02-14) the Finance Committee may approve all purchases in excess of \$2,500 and less than \$10,000. The policy states that, when the anticipated fee shall not exceed \$2,500, the City Administrator may procure professional services based upon the particular firm's or individual's expertise, previous performance, and readiness for the service requirement of the City. Generally a Request for Proposals (RFP) or Request for Qualifications (RFQ) process is used for professional service contracts that exceed \$2,500. An RFP/Q is not recommended in this case since the City has prior experience with Ms. Gentrup. Is it advantageous to use a consistent facilitator year-to-year to retain knowledge of city officials and identified priorities.

SUGGESTED MOTION:

I move to approve a professional services agreement with The Novak Consulting Group in the amount of \$4,500 for facilitation services for a strategic planning process.

ATTACHMENTS:

1. Professional services agreement
 2. 2015 summary report
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FACILITATION PROFESSIONAL SERVICES AGREEMENT

THIS SERVICE AGREEMENT, entered into on this 25th day of April, 2016 by and between the CITY OF PARKVILLE, MISSOURI (“City”) and The Novak Consulting Group (“Service Provider”).

WHEREAS, the City requires professional services for facilitating a strategic planning session (“Project”); and

WHEREAS, Service Provider has demonstrated the necessary expertise, experience, availability 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 facilitation and strategic planning 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, 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 five hundred dollars (\$4,500) upon completion of the scope of work outlined in Exhibit A including submittal by the Service Provider to the City of the final deliverable that summarizes the strategic planning event.
 - b. Service Provider is not eligible for reimbursement for miscellaneous expenses including printing, travel, transportation, postage, etc.
- B. Service Provider shall submit an itemized invoice to the City upon completion of the scope of work that details the Services that were provided. 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 by August 8, 2016, unless additional time is extended in writing by the City.
- 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: City Administrator
 - 8880 Clark Ave.
 - Parkville, MO 64152
 - lpalmer@parkvillemo.gov
- A. Notices sent by the City shall be sent to:
 - The Novak Consulting Group
 - Attn: Patty Gentrup
 - 1776 Mentor Avenue
 - Cincinnati, OH 45212
 - pgentrup@thenovakconsultinggroup.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.
- 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. 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 Professional, 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 are lawfully to 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

THE NOVAK CONSULTING GROUP

By:  _____

Julia Novak, President



EXHIBIT A

April 18, 2015

Lauren Palmer
City Administrator
City of Parkville
8880 Clark Avenue
Parkville, MO 64152

Dear Ms. Palmer:

Thank you for the opportunity to provide a proposal for facilitating a strategic planning session for the City of Parkville. The Novak Consulting Group has extensive experience with precisely this type of work and would be pleased to facilitate a session tailored to the needs of the City. The letter proposal provides brief information about The Novak Consulting Group and outlines our approach to such a session.

About The Novak Consulting Group

For nearly a decade, a highly respected management consulting firm named Public Management Partners helped a variety of organizations function more effectively. Through the years the firm's founding partners built a sizeable client base of predominantly local governments and nonprofit organizations in the Midwest.

In 2009, Julia D. Novak acquired Public Management Partners and founded The Novak Consulting Group, staffed by consultants with decades of collective experience. With The Novak Consulting Group, Julia built upon Public Management Partners' reputation for innovation and results while expanding the company's services nationwide. We provide our clients with the very best thinking and execution in organizational design, development, and improvement. Our services include:

- Strategic Planning
- Organizational Assessment and Optimization
- Executive Search

The Novak Consulting Group provides unparalleled service to our clients. Leaders in local government and nonprofit communities have come to rely on The Novak Consulting Group for high caliber advice, with the personal attention you expect.

- **Niche expertise.** Our expertise lies in strengthening two kinds of organizations: local governments and nonprofits. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a very specific group of clients.

- **Flexibility to serve you better.** We employ a small core staff of senior-level consultants, and draw from our pool of subject matter experts when their expertise can help us serve you better. The result? A highly nimble, more efficient approach to giving you the services you need, when you need them.
- **Decades of collective experience.** Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to director of management information systems.
- **Personal service from senior-level consultants.** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While a large firm may assign your business to junior-level people, we're small enough to offer very personal service from senior-level consultants.

Engagement Approach

The Novak Consulting Group believes in fully supporting the strategic planning process from beginning to end, from collaboratively planning the agenda to providing a final deliverable that summarizes the event.

Our facilitator will speak to the Mayor and each member of the Board of Aldermen in a phone conversation in anticipation of the retreat. A pre-retreat survey of the department directors will also be conducted. This will help us finalize the agenda, which will be reviewed with the City Administrator prior to the session.

We understand that the primary objective of the session is to establish short- and long-term goals for the City. We expect to accomplish this through a facilitated session that includes exercises and discussion to help the governing body identify key priorities on which to focus and allocate resources next year and beyond.

This will be a one-day session in July that includes the Mayor and Board of Aldermen, City Administrator, and department directors. Following the session, a summary report documenting the event will be prepared for the City.

During the session, the primary role of the facilitator is to ensure that the environment is respectful and conducive to open and constructive dialogue so that the established objectives are ultimately met. While the agenda provides the structure to accomplish the tasks, we also know how important it is to pay attention to the group and make sure conversations that need to happen actually do happen. Therefore, we are flexible and in-tune with the group during the process.

Facilitator

Associate Patty Gentrup will serve as facilitator for this engagement. Patty has more than 20 years of experience serving local governments in direct service and as a consultant. Patty spent most of her public career working for the City of Liberty, Missouri, serving her last six years there as City Administrator. Her specific areas of focus are strategic planning, community engagement, and facilitation, with a special emphasis on process redesign, performance management, and capital budgeting. Patty's detailed resume follows.

Patty Gentrup, Associate

Patty has 25 years of experience working for and advising local, regional, and state governments. Her work as a consultant includes extensive experience facilitating strategic planning workshops and processes for governing bodies, organizations, and communities.

Patty is an expert in community engagement. She knows how to involve stakeholders in assessing issues and developing solutions, using traditional as well as innovative tools and techniques and ensuring all voices are heard in community decision making. Patty also has conducted departmental analyses, process improvements, and performance measurement with a broad range of local governments.

Prior to consulting, Patty was City Administrator of Liberty, Missouri, a community of 30,000 in the Kansas City metropolitan area. With a staff of nearly 200 and a budget of more than \$50 million, Patty worked with the governing body to secure new revenue sources; implement an award winning comprehensive land use plan to foster new development and redevelop key areas of the community; guide capital improvements to support a growing community while reinvesting in aging infrastructure; and to create a high performing organization.

Patty currently serves on the board of the Kansas University City Managers and Trainees (KUCIMAT) organization. She has previously served the KUCIMATs as their president and has been on the Missouri Association of City Managers board.

Patty has a bachelor's degree in journalism and a master's degree in public administration, both from the University of Kansas.

Education

Master of Public Administration, University of Kansas

Bachelor of Art, University of Kansas

Industry Tenure

25 years

Consulting, 8 years

Local Government, 17 years

Fee for Service

The total not to exceed fee for completion of the scope of work as detailed in this proposal is \$4,500. This includes all professional fees and expenses.

Again, thank you for the opportunity to provide this proposal. Please feel free to contact Patty Gentrup at pgentrup@thenovakconsultinggroup.com or 816-217-9397 for addition information. We look forward to the opportunity to work with the City of Parkville as it plans for its future.

Sincerely,



Julia D. Novak
President

Accepted for the City of Parkville:

Name, Title _____

Signature _____

Date: _____

City of Parkville

Board of Aldermen

Strategic Planning Workshop Summary

July 20, 2015



Executive Summary

The Mayor and Board of Alderman of the City of Parkville gathered for a retreat on July 20, 2015 at Engaged Companies in Parkville. The goals for the retreat were to:

- Strengthen the working relationships among members of the governing body and staff
- Identify critical success factors for the City of Parkville
- Identify goals for 2016-2020 to move the City closer to its vision

A full summary of the discussion can be found beginning on Page 5 of this document. The full agenda is under Attachment A on Page 16.

Vision Statement

The Mayor and Board of Aldermen reviewed and affirmed the vision as follows:

Vision Statement

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

Critical Success Factors and Priorities

The Mayor and Board of Aldermen identified the critical success factors—the things that must go well—to achieve the City's vision. They also identified preliminary priorities and engaged in a priority setting exercise. The first two table on the following page list the priorities for 2016 and long-term. Subsequent tables separate the priorities according to the five critical success factors.

Priorities for 2016 and Beyond

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

Critical Success Factors and Priorities

The following five tables organize the aforementioned 2016 and long-term priorities according to the critical success factors identified by the Board of Aldermen.

Basic Services
In five years, Parkville will be a role model for delivery of City services and will meet citizens on their level with customer service that consistently exceeds expectations.
Long-Term Priorities
Streamline process for codes, permits, licenses
Automate City functions

Infrastructure
Maintain existing infrastructure and construct new facilities that support the safety, standards, and aesthetics, using cost efficient and best management practices while thinking strategically.
2016 Priorities
Identify areas to improve, such as the low-water crossing in English Landing Park and Crooked Road
Regularly conduct a comprehensive capital needs assessment
Long-Term Priorities
Develop maintenance standards

Economic Development
Parkville employs an economic development strategy that supports community and market needs, provides diverse quality development opportunities, makes strategic use of incentives and encompasses all areas of the community.
2016 Priorities
Implement viable strategy to develop the Highway 45/I-435 Corridor
Long-Term Priorities
Create an economic development strategy

Parks
Our parks are regionally recognized for diverse use and quality facilities that provide residents and visitors an outdoor destination. All neighborhoods will be connected by trail to each other, the City, and regional park systems.
2016 Priorities
Finish English Landing Restrooms
Raise low-water crossing in English Landing Park
Construct trail around perimeter of dog park
Long-Term Priorities
Create a stand-alone parks department
Increase staff resources to maintain all new park areas

Finances
Stable finances give us a road map for future priorities while guiding staff's allocation of time and resources. Although a finite resource, it emphasizes the need for quality economic development, serves as positioning tool for strategic partnerships, and allows us to make decisions based on long-term cost efficiencies versus short-term responses.
2016 Priorities
Review and ensure proper package of basic services, assessing value and cost
Long-Term Priorities
Evaluate and implement new revenue sources
Assess the fee-for-service structure

Complete Workshop Summary

Introductions

All members of the governing body attended the meeting. They are:

- Nan Johnston, Mayor
- Diane Driver, Ward 1 Alderman
- Kari Lamer, Ward 1 Alderman
- Dave Rittman, Ward 2 Alderman
- Jim Werner, Ward 2 Alderman
- David Jones, Ward 3 Alderman
- Douglas Wylie, Ward 3 Alderman
- Greg Plumb, Ward 4 Alderman
- Marc Sportsman, Ward 4 Alderman

The following staff were present:

- Alysen Abel, Public Works Director
- Sean Ackerson, Assistant City Administrator/Community Development Director
- Steve Berg, Treasurer
- Matthew Chapman, Finance/Human Resources Director
- Tim Blakeslee, Assistant to the City Administrator
- Kevin Chrisman, Police Chief
- Melissa McChesney, City Clerk
- Lauren Palmer, City Administrator

City Attorney Steve Chinn and Parkville Economic Development Director Mike Kellam also attended.

Patty Gentrup of The Novak Consulting Group facilitated the discussion.

Goals, Agenda, and Norms for the Workshop

The facilitator began by reviewing the goals, agenda, and norms for the workshop.

Goals

- Strengthen the working relationships among members of the governing body and staff
- Identify critical success factors for the City of Parkville
- Identify goals for 2016-2020 to move the City closer to its vision

Agenda

The full agenda can be found on Page 16 of this summary.

Norms

The governing body agreed to abide by the following norms for the retreat.

- Listen with respect
 - Let others finish before you start talking
 - Be attentive to the speaker
 - Disagree agreeably
- Be:
 - positive and realistic
 - candid and honest
 - patient and respectful
 - engaged and fully present
- Look for opportunities to agree
- Strive for consensus
- Practice “yes, and” rather than “yes/no, but”
- Have fun!

Community Building

The governing body was asked to participate in a community building project. The participants were separated into three groups, were given identical materials to build a structure, 20 minutes to plan how they would use the materials; and 20 minutes to actually build it. Their structures were to be judged on height and creativity.

Each group built what can best be described as a tower. They were asked to explain how they worked together in the planning process, if the plans changed, and to explain what their structure symbolized.

Understanding the Current Environment

Ms. Palmer reviewed a quarterly report regarding the Board of Aldermen’s goals for 2015. Highlights of that report follow.

- The City will about double its code enforcement efforts.
- While the focus for development is on the area of Route 45 and Interstate 435, development is occurring throughout the community.
- The Highway 9 study will be completed by the end of the year.
- The special events policy was revised.
- A donation program for the parks has begun.
- While some funding for a park master plan was identified, there have not been enough staff resources to devote to it. The City is also hoping that the County will financially support the plan.
- The City entered into a partnership with Park University for a sign to recognize the university’s volleyball teams.

Ms. Palmer indicated that while progress had been made, there is still much to accomplish.

In general, the governing body indicated that it was pleased with the progress that had been made in the first six months of the year. They also recognized that while it is important to establish goals, opportunities might occur at any given time that require the City to address issues it might not have originally identified as a goal.

Ms. Gentrup then reviewed the results of the pre-workshop survey administered to the City staff. The survey was designed to gauge the perceptions of staff regarding strengths, weaknesses, opportunities, challenges, and priority issues facing the City. The questions and a summary of the responses follow.

Question 1: Provide your level of agreement with the following statements about the City’s vision, mission, goals, and performance, with "1" being strongly disagree and "4" being strongly agree.

In general terms, as is illustrated in the chart below, staff indicates that departments work well together; communication is good within the organization; and that issues are anticipated and not just reacted to. However, there are some staff members who are unsure of the City’s vision mission and goals, how their work contributes to achieving those, and using data to measure workload.



Question 2: List two or three distinctive strengths for which you think the City of Parkville government is currently known.

Respondents indicate that Parkville is known for its quality leadership, professional staff, and responsive city services.

Question 3: Name two or three areas of weakness in which the City of Parkville government has room to improve.

While there are numerous responses to this, the common themes are focused around communication, community engagement, and setting priorities. One respondent says, “Although we are accessible and ready to serve, we have not valued regularly engaging the community in priority setting beyond specific projects.” Another says, “The City has taken great strides toward establishing and implementing priorities through goal setting, budgeting, capital improvement plan, the master plan and other similar efforts, but the public is not generally aware of these priorities or where their personal interests fall.”

Question 4: List two or three distinctive strengths or attributes for which you'd like the City of Parkville to be known 5-10 years in the future.

Staff has big ideas for Parkville's future, from a thriving downtown, to a beautiful riverfront, and quality services. One item that received several comments was developing and maintaining relationships with a variety of partners: Park University, MARC, other cities, and among community leaders.

Question 5: List three to five specific projects or programs that you would you like to see the City pursue.

While the Mayor and Board of Aldermen indicated in phone conversations and staff survey results show a sense that staff is stretched thin, staff also has a significant list of priority projects they would like to pursue. Those most mentioned included development along 435/45, redevelopment in the downtown area, improvements to Platte Landing parks, and even software improvements.

Question 6: What is the "next big thing" in Parkville?

Of the seven responses to this question, six focused on development of some kind. The seventh mentioned expansion of the City's park system.

Question 7: Provide any other comments regarding the good things on which Parkville should build; areas for improvement; or possibilities for the future.

Of the seven responses to this question, three respondents referenced the limited staff resources and need for more.

Critical Success Factors and Governing Body Priorities

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

Last year, the Mayor and Board of Aldermen confirmed the vision statement.

Vision Statement

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

The governing body was asked to consider the vision statement and then identify the critical success factors—the things that must go well—to achieve the vision. The initial list of critical success factors was:

- Basic services
- Providing necessary tools to the "experts"
- Infrastructure
- Quality future development
- Parks
- Customer service/communication
- Finances
- Inclusiveness
- Partnerships
- Economic development
- Maintaining what we have: City assets, neighborhoods, amenities
- Staff development
- Resources
- Operational efficiencies

Upon considerable discussion that included whether 'basic services' was too broad to identify as a critical success factor because that is what the City is in the business of providing; the value of a variety of partnerships; the need for internal and external communication; and developing performance measures for City services, the Board determined that there were five factors critical to achieve its vision for the community. They are:

1. Basic services
2. Infrastructure
3. Economic Development
4. Parks
5. Finances

The governing body then identified what success would look like for each of the critical success factors developing, in effect, vision statements for each of them; brainstormed goals to achieve that success; and prioritized the preliminary priorities. Each participant was given one red dot to identify the single most important initiative for 2016; one green dot to identify the most important long-term priority; six blue dots to indicate other goals for 2016; and six yellow dots to indicate other long-term goals. The results of those activities are reflected in the following tables.

Basic Services				
In five years, Parkville will be a role model for delivery of City services and will meet citizens on their level with customer service that consistently exceeds expectations.				
Preliminary Priorities	Red	Green	Blue	Yellow
Customer service training for all staff and government officials				1
Streamline processes for codes, permits, licenses, etc.		1	3	2
Update ordinances			2	
Purchase and maintain proper equipment for needed services				
Automate functions when possible; re-evaluate business processes to maximize technology; don't fall behind with technology, one time set up for sewer auto pay; automate customer service requests on website				7
Develop communication strategy that highlights available services				1
Review fee structure with development fees				
Possible outsourcing of services				
Configuration of City Hall for efficiency				1
Review and ensure proper package of basic services – should we add or subtract?			2	

Infrastructure				
Maintain existing infrastructure and construct new facilities that support the safety, standards, and aesthetics, using cost efficient and best management practices while thinking strategically.				
Preliminary Priorities	Red	Green	Blue	Yellow
Horse-trading for streets/snow plowing with neighboring governments				
Adopt a stormwater utility tax				
Identify areas to improve such as low water crossings in Park/Crooked Road			3	
Research options for creative cost effective street maintenance that exceeds the lifecycle of pavement			1	
Provide a combined public works/public safety facility in remove area				
Develop transportation tax for impacts to development				
Conduct a comprehensive assessment to identify needs on a regular schedule		1	3	1
Develop criteria and prioritize needs			1	
Adopt a capital improvements sales tax				
Determine what improvements are not ours to maintain; develop an exit strategy for sidewalk maintenance; convey ROW to property owners			1	
Extensive community engagement in review of priorities and maintenance policies and schedules of maintenance				
Develop maintenance standards			1	3
New amenities are constructed with long-term maintenance in mind				
Apply the right treatment-interim and long-term strategies based on resources				

Economic Development				
Parkville employs an economic development strategy that supports community and market needs, provides diverse quality development opportunities, makes strategic use of incentives and encompasses all areas of the community.				
Preliminary Priorities	Red	Green	Blue	Yellow
Resolve issues with NID special assessment	1		1	
Create an economic development incentive strategy				3
Complete development code update				
Resolve downtown CID issues				
Develop viable strategy to develop the Hwy 45/I-435 corridor	5		2	
Develop consistent building strategies for quality development that is regionally consistent				
Implement a redevelopment/revitalization plan for the downtown area		1	2	
Complete and implement the Highway 9 corridor strategy				1
Improve partnership with Parkville/Platte County EDC and other economic partners				
Identify potential opportunities and successfully compete for local/regional grant opportunities				
Foster development of downtown community association that oversees enhancements to the downtown (outside of MSPA/CID)				
Support business retention/expansion activities with PEDC and PCEDC				
Develop consistent approval process and timelines for economic development incentives/agreements				
Review ordinances that detract from river-related commercialization			1	
Review possibility of "dog friendly" zone in downtown				

Parks				
Our parks are regionally recognized for diverse use and quality facilities that provide residents and visitors an outdoor destination. All neighborhoods will be connected by trail to each other, the City, and regional park systems.				
Preliminary Priorities	Red	Green	Blue	Yellow
Finish English Landing restrooms			3	
Close ranks with Phases 2 and 3				1
Ensure ongoing maintenance funding			2	
Certify 10K course and market to running/event community				
Continuing to streamline event guidelines				
Market parks for events March through October, consider dedicated staff				1
Active "recreation" department				1
Market parks donation program			2	
Spin off a parks department		2		3
Evaluate privatization/partnerships for program delivery				
Develop cross-marketing strategy with MSPA and/or downtown merchants to ensure parks programming drives customers downtown				
Ice skating rink				
Raise low-water crossing in ELP			4	1
Construct trail around perimeter of dog park			3	1
Increase staff resources to maintain all new park areas				3
Outsource City Hall maintenance and other areas outside of park area				
Market and support nature sanctuary				1
Farmers' Market structure reconstruction			2	1
More parking areas in the park				2

Finances				
Stable finances give us a road map for future priorities while guiding staff's allocation of time and resources. Although a finite resource, it emphasizes the need for quality economic development, serves as positioning tool for strategic partnerships, and allows us to make decisions based on long-term cost efficiencies versus short-term responses.				
Preliminary Priorities	Red	Green	Blue	Yellow
Provide an approved list of licensed vendors for City inspections, testing, engineering, contractors, paid for by the developer, not the City				1
Discourage non-revenue/revenue neutral developments			1	1
Evaluate new revenue sources, including city v county parks tax; preservation of use tax; e.g., CIP or stormwater sales tax; stormwater utility; road district funding			1	4
Expand donation programs, naming rights, estate planning				
Exclusive vendor rights for Parkville businesses during events				
Provide longer-term cost efficiencies v. short-term responses		1		1
Maintain/grow tax base through quality development and sales tax generating businesses				
Assess/modify services for value v. cost	1	1	3	
Fee structure assessment				3
More grant requests				1
Become more involved in organizing revenue producing city/park events				
Evaluate third-party providers for City services		1	1	1
Evaluate in-house v. contract City attorney and engineer			1	
Arbitration text for contracts and employee hiring	1			

Next Steps

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

Parting Thoughts/Adjourn

As the retreat comes to a close, participants were given the opportunity to share parting thoughts about the day's work.

Ms. Palmer said that she was surprised that code enforcement was not listed as a priority but understood that would be an ongoing initiative. In addition, she said that she was surprised there was support to develop a stand-alone parks department. One thing she said she is struggling with is the desire to both maintain the City's current assets but also develop the park system.

Mr. Werner suggested that the City consider what it would do with the excess reserve should the NID issue be resolved. He said a contingent list should be developed.

Mr. Sportsman said the City should continue to develop the budget in austere manner. Once development occurs, priorities can be evaluated.

Mr. Rittman said the day workshop was well done and productive.

Ms. Johnston indicated that time was well spent and thanked everyone for their participation.

Attachment A: Agenda

City of Parkville Strategic Planning Retreat

**8 a.m. – 4 p.m.
July 20, 2015**

**Engaged Companies
10812 NW Highway 45
Parkville, Missouri**

Norms for the Retreat

- Listen with respect
 - Let others finish before you start talking
 - Be attentive to the speaker
 - Disagree agreeably
- Be:
 - positive and realistic
 - candid and honest
 - patient and respectful
 - engaged and fully present
- Look for opportunities to agree
- Strive for consensus
- Practice “yes, and” rather than “yes/no, but”
- Have fun!

Retreat Goals

- Strengthen the working relationships among members of the governing body and staff
- Identify critical success factors for the City of Parkville
- Identify goals for 2016-2020 to move the City closer to its vision

Introductions

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

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

Community Building

Agenda Item Outcome: Develop a shared understanding of what it means to plan for Parkville’s future

Understanding the Current Environment

- Provide a progress report regarding the goals established for 2015
- Share results of pre-retreat survey of City staff and City Administrator

Agenda Item Outcome: Understand the current environment in which the City of Parkville is operating in and hear the perceptions of staff regarding Strengths, Weaknesses, Opportunities and Challenges and priority issues facing the City.

Vision and Critical Success Factors

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

Last year, the Mayor and Board of Aldermen confirmed the vision statement.

Vision Statement

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

Agenda Item Outcome: Agree on critical success factors--those things that must go right to secure a positive future for the City of Parkville.

The Mayor and Board of Aldermen's Priorities

- Given the Critical Success Factors that have been identified, what priority policy issues ensure the City moves in the right direction?
- Generate and agree on what this governing body would like to accomplish - including a clear understanding of "what success looks like" and what resources will be necessary to accomplish the priority objectives.

Agenda Item Outcome: Identify the Mayor and Council's priority work plan (goals) for 2016-2020.

Next Steps

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

Agenda Item Outcome: Clarity regarding the path forward

Parting Thoughts/Adjourn

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

**CITY OF PARKVILLE
Policy Report**

Date: April 19, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:
Approve the work authorization with Absolute Comfort Technologies, Inc. for radiator repair on the Parkville City Hall generator.

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 administration. 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. The City Hall generator serves as emergency backup power in the event of a power outage.

On April 1, 2016, the Parkville City Hall generator emitted a low coolant alarm. The City’s generator maintenance provider Absolute Comfort Technologies was contacted about the alarm, and the generator was evaluated at the time of the incident. Absolute Comfort Technologies, found the radiator to be low on coolant and preformed a series of diagnostic tests. The initial investigation found a lower radiator hose leak, which was fixed. However, the unit was still found to be leaking coolant internally, which was being emitted from a seam in the upper part of the radiator. Absolute Comfort Technologies could not give an exact reason why the damage was caused. In its current state the generator will work for an unknown and limited amount of time if there is a power outage at City Hall. Staff believes it is vital to have the City Hall generator in working condition in the event of an emergency.

Per purchasing policy, staff reached out to three generator companies for quotes on repair:

<u>Company</u>	<u>Total Project Cost</u>
Absolute Comfort Technologies, Inc. Option 1	\$6,698.77
Absolute Comfort Technologies, Inc. Option 2	\$6,879.97
Clifford Power	\$9,136.20
Generator Service	Declined to quote

Absolute Comfort Technologies provided two options for repair. Option 1 is the installation of a new factory supplied radiator for the generator. The company advised city staff that the replacement parts come with a 90-day warranty. Option 2 is a rebuild of the current radiator. The additional labor hours and the requirement to rent a backup generator associated with Option 2 present no cost savings over Option 1. Additionally, Option 2 is an estimate based on the best case scenario. If a new radiator core is needed, the result would be a longer and more extensive repair. There is no warranty period associated with Option 2. Staff has prepared a work authorization based on Option 1 for the Finance Committee approval (Attachment 1).

ITEM 3D

For 04-25-16

Board of Aldermen - Finance Committee Meeting

As a reminder, staff is currently in the process of coordinating a maintenance reserve study at City Hall and three other city buildings. The study is intended to help staff better prepare for and budget for this type of expense in the future. The onsite visit for the reserve study will take place on April 28 and April 29, 2016.

BUDGET IMPACT:

The 2016 General Fund does not include funding for Administration Capital Outlay (10-560-50-10-00) expenses. Staff expects that there will be adequate capacity in the general fund reserve to absorb the maximum repair cost of \$6,698.77.

ALTERNATIVES:

1. Approve the work authorization with Absolute Comfort Technologies, Inc. for radiator repair on the Parkville City Hall generator.
2. Do not approve the work authorization and provide alternative direction to staff.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of the work authorization with Absolute Comfort Technologies, Inc. in the amount of \$6,698.77 for radiator repair on the Parkville City Hall generator.

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 authorize staff to execute a work authorization with Absolute Comfort Technologies, Inc. in the amount of \$6,698.77 for radiator repair on the Parkville City Hall generator.

ATTACHMENT:

1. Work Authorization



Work Authorization

Date: 4/25/16

Issued to: **Absolute Comfort Technologies, Inc.**
8248 NW 101st Terr., Suite 16
Kansas City, MO 64153

Project/Work Description

Title: **Radiator repair on Parkville City Hall Generator**

Scope of Work/Purpose:

1. Replace radiator with new O.E.M. part
2. Replace both radiator caps
3. Fill with new coolant and test run unit
(Detailed Estimate Attached)

Schedule and Price

Project Start Date: To be scheduled by the Assistant to the City Administrator

Estimated Completion Date: To be scheduled by the Assistant to the City Administrator

Latest Acceptable Date: To be scheduled by the Assistant to the City Administrator

Estimated Cost: \$6,698.77

Expenditure Limit: \$6,698.77

Budget Account Code: 10-501-06-01-00

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

Name/Title: _____ Signature: _____

Company: Absolute Comfort Technologies, Inc. Date: _____

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



Estimate

8248 NW 101st Terr., Ste. 16
 Kansas City, MO 64153
 816-442-8154
 www.absolutecomforttech.com

April 04, 2016

Summary: REPAIR
 Reference #: 2961-134
 SP: TOM
 Due Date: 5/4/2016

Alliance Water C/O City of Parkville, MO
 Attn: Richard Wilson
 12303 NW FF Highway
 Parkville, MO 64152

Job Name:

Parkville - City Hall
 P.O.C. Richard Wilson
 8880 Clark Ave.
 Parkville, MO 64152

816-891-0003

816-891-0003

We Hereby Submit Specifications And Estimates For:

> 4/1/2016 FRI 9:19 AM> lacy: Low coolant alarm at Police Station gen. Call Richard when you're on your way.
 816-215-5690
 > 4/1/2016 Fri 9:39 AM> CHRIS: notified Richard I was on my way. Found unit to be low on coolant. Added and hooked up pressure tester. Found lower radiator hose leak, fixed. Unit still leaking coolant. Inspected all hoses and connections. Found unit to be leaking at seam in upper part of radiator. Explained to customer options for repair. Customer would like to be quoted repair and replacement. Please email to Timothy Blakeslee @ tblakeslee@parkvillemo.gov and cc Captain Jon Jordan @ jjordan@parkvillemo.gov
 Topped unit off with coolant to try and hold over in quote process explained I cannot guarantee how long it will last.
 > 4/13/2016 WED 8:17 AM> Tom: Factory has confirmed superseded part for radiator - generated quote
 Recommended Repair:
 -Replace radiator with new O.E.M. part
 -Replace both radiator caps
 -Fill with new coolant and test run unit

310-030055	Antifreeze, Fleet Charge 50/50 Ethylene Glycol with SCA and Inhibitors	90.00	3.71 QT	333.90
	GENERATOR			
	Model # 7499040200		Serial # 2091374	
GEN LABOR NON	Generator Labor Non-Contract Rate	12.00	125.00 HR	1500.00
GEN MILEAGE NO	Generator Travel Mileage Non-Contract Rate	28.00	1.85 MI	51.80
0G1933B	RADIATOR R/H-IN L/H-OUT	1.00	5325.00 EA	5325.00
0E4162	CAP RADIATOR 20 PSI	1.00	29.978 EA	29.98
G046627	CAP RADIATOR 14PSI	1.00	29.978 EA	29.98
%10-DISC	10% Discount on Repair Materials for our Generator Maintenance Agreement Customer	1.00	-10.00 %	-571.89
%10-DISC	10% Discount on Labor for generator maintenance customer - SPECIAL	1.00	-10.00 %	-150.00
SHIPPING & HAND	Charges, Shipping and Handling	1.00	150.00	150.00



Estimate

8248 NW 101st Terr., Ste. 16
Kansas City, MO 64153
816-442-8154
www.absolutecomforttech.com

April 04, 2016

Summary: REPAIR
Reference #: 2961-134
SP: TOM
Due Date: 5/4/2016

Alliance Water C/O City of Parkville, MO
Attn: Richard Wilson
12303 NW FF Highway
Parkville, MO 64152

Job Name:
Parkville - City Hall
P.O.C. Richard Wilson
8880 Clark Ave.
Parkville, MO 64152

816-891-0003

816-891-0003

We Hereby Submit Specifications And Estimates For:

Subtotal	MO Tax	Total
6698.77	175.97	\$6,874.74

Payment to be made as follows:

DUE UPON COMPLETION.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted by the above due date .

Authorized Signature _____ Acceptance Signature _____ Date _____

CITY OF PARKVILLE Policy Report

Date: April 19, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the new Public Works truck.

BACKGROUND:

On February 16, 2016, the Board of Aldermen approved the purchase of a Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for the Public Works Department. The truck is currently being built with an anticipated delivery date in early May.

The truck will need to be equipped with salt spreader, plow blade, and associated equipment necessary for maintenance and emergency snow operations. The City released a bid request for the equipment in March and received one response from Kranz of Kansas City. Kranz has provided the equipment for several of the trucks in the Public Works fleet and has provided good service over the years.

There are other equipment providers in the area that can provide similar truck equipment. In 2015, the City reached out to Knapaheide to alert them of the bid opportunity, but the company chose not to provide a bid. In 2016, the City posted the bid documents on the City's website as well as with KC Blueprint.

BUDGET IMPACT:

The 2016 Capital Improvement Program includes \$55,000 for the purchase of a 1-ton dump truck with snowplow and spreader in the Transportation Fund. The price of the truck was \$28,640.96, which was previously approved by the Board. The proposed bid from Kranz of Kansas City was \$26,473.00. The total of the truck purchase and the associated equipment is \$55,113.96.

Based on conversations with Thoroughbred, the invoice for the truck purchase will be approximately \$300 less than the bid price. It is anticipated that the truck and associated equipment will be within the \$55,000 budget.

ALTERNATIVES:

1. Approve the purchase of truck equipment from Kranz of Kansas City for the new Public Works truck.
2. Do not approve the purchase and provide alternative direction to staff.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends approval of the purchase of truck equipment from Kranz of Kansas City for the new Public Works truck. The equipment is the same as the equipment on the other trucks in the Public Works fleet. Staff is familiar with the equipment and parts can be easily interchanged.

ITEM 3E

For 04-25-16

Board of Aldermen - Finance Committee Meeting

POLICY:

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

SUGGESTED MOTION:

I move to recommend the Board of Aldermen approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the new Public Works truck in the amount of \$26,473.

ATTACHMENTS:

1. Bid Tabulation
2. Bid Form
3. Purchase Order

BID TABULATION

Public Works Truck Equipment

April 12, 2016

10:00 a.m. Public Works Conference Room

Bidder	TOTAL
Kranz of Kansas City	26,473.00*

(*) Recommended Award of Purchase

BID FORM

Item	Cost	Comply	Alternate
Equipment for 2016 Ford F-350 Cab & Chassis Truck	\$ 26,473.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Freight	Included	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assembly	Included	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total	\$	<input type="checkbox"/>	<input type="checkbox"/>

Estimated time from order to delivery for truck equipment (days): 90-120 Days

Please indicate above if the equipment included in the bid complies with the specifications or if you are providing an alternate bid. For any item in which an alternate is proposed, please describe the variation from the specifications. A separate sheet may be attached.

Comply

Bidder Information

Company: Kranz

Representative: Chip Pointer

Phone: 816-231-9995 Fax: 816-920-6226

Email: CPointer@KranzKC.com Website: www.kranzbody.com

Address: 3738 Gardner Ave K.C. mo 64120
Street City State Zip Code

PURCHASE ORDER
(non-construction)

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

Date: May 3, 2016

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

VENDOR Kranz of Kansas City
3730 Gardner Ave
Kansas City, MO 64120

Phone: 816-231-9995

Fax: 816-920-6226

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

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

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

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 7 pages including attachments. Purchaser agrees to pay the total sum of Twenty Six Thousand Four Hundred Seventy Three Dollars Dollars(\$ 26,473.00) for such materials, subject to any additions or deductions agreed upon in writing. **Freight charges are included in purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Purchaser will provide Vendor with a Tax Exemption Certificate upon request.** Payment is to be made within thirty (30) days after delivery of goods and receipt of invoice. This purchase order is only valid through 120 days from date of purchase order.

ITEMS:

Truck Equipment for 2016 Ford F-350 Cab & Chassis Truck as outlined in Attachment 1

See Attachment "A" – Terms and Conditions
See Attachment "B" – Insurance Requirements
See Attachment 1 – Detailed Specifications

SCHEDULE OF DELIVERY:

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

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

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

CITY OF PARKVILLE, MISSOURI. ("Purchaser")

KRANZ OF KANSAS CITY ("Vendor")

By: _____

By: Chip Reuter

Title: _____

Title: Sales Account Manager

Date: _____

Date: 4-20-16

Attachment 1 - DETAILED SPECIFICATIONS
EQUIPMENT FOR 2016 FORD F-350 CAB & CHASSIS TRUCK

1. **Galion 100 series dump body 2-3 yard capacity (GAL-100UDSP):**
 - 9' length 84" inside width 13" sides
 - Floor 10 ga. high tensile – side 12 ga. high tensile
 - Fold down sides
 - Dirt shedding top and bottom rail
 - Full depth rear corner post
 - Tailgate (3) panel 19" height
 - Cab shield 12" over cab with expanded metal window
 - Manual tailgate release
 - Hoist Capacity 7 ton
 - Power up and down
 - Installed with ICC lights flaps in front and behind rear axle and painted red color

2. **Henderson Stainless steel salt and sand spreader**
 - Capacity 2.0 yards
 - Hydraulic drive single motor
 - Inverted vee over conveyor
 - Extended spinner chute
 - Heavy duty top grate screen
 - Spreader hold down kit (ratchet straps)
 - Stainless Steel
 - Installed

3. **Hydraulic system to operate above dump and spreader per the following**
 - Belt drive hydraulic pump 8 GPM
 - Reservoir 20 gallon frame mounted with suction line ball valve and return line filter
 - (2) section control valve for double acting hoist and motor spool for spreader
 - Morse control cables installed in cab on tower for Hoist and spreader on/off
 - Flow control valve for spreader frame mounted driver side
 - Hydraulic hoses and quick couplers
 - Installed

4. **Meyers Snowplow**
 - Blade length 9' – poly blade
 - Electro touch power unit with cab controls w/ E72 power unit
 - E-Z mounting system
 - Power angling
 - (4) Trip springs

- Aux. Nite Saber II light system
- Installed

5. Receiver hitch

- ICC bumper install and wire to (6) pole trailer receptacle install combo hitch with 2 5/16 ball

6. Cab shield mounted strobe

- Superior Signal SY9340a - Cab shield mounted dual strobe installed on cab shield center front wired to upfitter dash switch
- Ford upfitted switch – switches to be rewired hot all the time

7. Four corner strobes

- 4 corner amber strobe lights
- 22 flash patterns
- Potted circuit board
- Wired to upfitter switch
- Installed

8. Under Coating of Truck and Bed

- After Frame, Dump Bed and snowplow Bracket have been installed have the underside of truck undercoated.

9. Additional Equipment

- DeeZEE DZ370391 nerf bar steps install both sides

CITY OF PARKVILLE Policy Report

Date: April 19, 2016

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve Change Order No. 4 with Insituform Technologies for the cured-in-place pipe (CIPP) lining work for the Sanitary Sewer Phase 2 repairs.

BACKGROUND:

Since 2007, the City has accumulated data from the closed-circuit television (CCTV) evaluation of sanitary sewer lines. This data was reviewed by the city's contract engineer, Jay Norco with North Hills Engineering (NHE). The deteriorated areas were prioritized based on the severity of the issues in the existing system determined by data review, field investigation, mapping, and smoke testing performed by NHE and Alliance Water Resources (AWR). Based on this evaluation, NHE prepared a bid request for the Sanitary Sewer Phase 2 repairs in June 2015. The City received responses from only two contractors for this specialized construction method.

On July 7, 2015, the Board of Aldermen approved a contract with Insituform for the cured-in-place pipe (CIPP) lining to repair badly collapsed pipe systems. There were three areas included in the Sanitary Sewer Phase 2 repairs. The 2015 bid request included unit prices based on the pipe sizes, as well as the total cost to complete the project. Previously Insituform performed the 2009 Sewer Repairs Phase 1 project.

There are few contractors that offer the cured-in-place pipe lining method, which is a specialized construction method. The prices that the City received in 2015 are comparable to the 2009 unit prices. Insituform agreed to honor the 2015 pricing for the Phase 2 repairs for the work on the 2016 Sanitary Sewer Phase 3 repairs. On March 15, 2016, the Board of Aldermen approved a change order to the 2015 Insituform contract for the Sanitary Sewer Phase 3 repairs.

The Sanitary Sewer Phase 3 program includes two types of repairs: (1) cured-in-place pipe method; and (2) manhole repairs. The portion that includes the manhole repairs will be competitively bid separately since there are more contractors with the ability to do that type of work. The design work is currently underway.

For the Sanitary Sewer Phase 2 repairs, the contract engineer reviewed the CCTV footage filmed at the completion of the pipe lining to assess the quality of the finished product. He found that the pipe sizes were slightly different than anticipated. In most cases the sizes were slightly larger, for example they were 24-inch versus 21-inch. In other cases, the pipe sizes were smaller. Attachment 2 includes the pre-video versus post-video comparison of the pipe sizes. The bid document for the pipe repairs was based on CCTV that was completed 7 years ago; since that time technology in CCTV has improved. The older video made it difficult to estimate the size of pipe using CCTV. Assumptions were made about the sewer pipe profiles. Typically pipes increase in size as the pipe flows downstream. In some of these instances, the pipes varied throughout the system.

ITEM 3F

For 04-25-16

Board of Aldermen - Finance Committee Meeting

Based on the actual sizes of the pipe lining, the contract engineer prepared a revised project cost sheet, included as Attachment 3. Based on the revised pipe sizes, an as-built change order will be necessary to reimburse Insituform for the work completed.

BUDGET IMPACT:

The 2015 Capital Improvement Program (CIP) included \$261,000 for the repair to existing sewer lines. The original contract with Insituform was \$284,617.50. When the Sanitary Sewer Phase 2 contract was approved on July 7, 2015, staff presented other areas of cost savings in the sewer fund that could cover the \$23,617.50 overage.

The 2016 and 2017 Capital Improvement Program (CIP) includes \$230,000 and \$60,000 respectively for the Sanitary Sewer Phase 3 repairs.

- On January 19, 2016, the Board of Aldermen approved a work authorization for North Hills Engineering (NHE) for the design and project management associated with the Sanitary Sewer Phase 3 project in the amount of \$30,975.
- On March 15, 2016, the Board of Aldermen approved a change order for Insituform to complete the Sanitary Sewer Phase 3 cured-in-place pipe lining in the amount of \$117,166.
- On March 15, 2016, the Board of Aldermen approved a work authorization for H&H Septic Service to clean and televise sewer lines in downtown at a cost not to exceed \$6,000.
- The remaining balance of the Sanitary Sewer Phase 3 project fund is \$135,859, which is planned for manhole repairs.

Change Order No. 4 is in the amount of \$8,339. The reserves in the Sewer Fund could be used to pay for the overage and preserve the full scope of the manhole project. The current projected year-end balance in the Sewer Fund is \$383,660, which is above the 2016 budget and the working capital target established in the reserve policy (Resolution No. 12-01-13). Attachment 5 is an updated forecast sheet for the Sewer Fund assuming that Change Order No. 4 is paid from the fund balance rather than reducing other expenditures. Alternatively, staff can adjust the scope of the manhole repairs to allow the Sewer Fund to cover the amount of the current change order. Since the project is currently being designed, staff can easily reduce the scope.

ALTERNATIVES:

1. Approve the change order with Insituform Technologies for the CIPP work for the Sanitary Sewer Phase 2 repairs, and utilize Sewer Fund reserves for expense.
2. Approve the change order with Insituform Technologies for the CIPP work for the Sanitary Sewer Phase 2 repairs, and reduce the scope of work for the Phase 3 manhole project to creating savings for the expense.
3. Postpone the item.

STAFF RECOMMENDATION:

Approve the change order with Insituform Technologies for the CIPP work for the Sanitary Sewer Phase 2 repairs, using the reserves in the Sewer Fund to pay for the overage and preserve the full scope of the manhole project.

POLICY:

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

ITEM 3F

For 04-25-16

Board of Aldermen - Finance Committee Meeting

SUGGESTED MOTION:

I move to approve the Change Order No. 4 with Insituform Technologies for the Sanitary Sewer Phase 2 repairs in the amount of \$8,339, using the reserves in the Sewer Fund to pay for the overage and preserve the full scope of the manhole project.

ATTACHMENTS:

1. Insituform Original Contract from 2015
2. Pre/Post Video Footage Log
3. Status of Completed Quantities
4. Change Order No. 4
5. Sewer Fund Forecast – Updated April 20, 2016

CITY OF PARKVILLE, MO

**AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR
FOR**

PUBLIC IMPROVEMENT OF: Sanitary Sewer Repairs Phase 2

This agreement is made and entered into this 7th day of July, 2015, by and between the City of Parkville, Missouri, (hereinafter the "City") and Insituform Technologies USA, LLC (hereinafter the "Contractor").

WITNESSETH:

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this process has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums stated below.

WHEREAS, the City has caused to be prepared, in accordance with the law, Notice to Bidders, Instructions to Bidders, Bid, this Agreement, General and Special Conditions, Plans, Specifications and other documents as identified below and as further defined in the General Conditions (collectively referred to as "the Contract Documents"), for the work therein described, and has approved and adopted these said Contract Documents and has caused to be published, in the manner and for the time required by law, an advertisement inviting sealed Bids for furnishing construction materials, labor, tools, equipment and transportation necessary for, and in connection with, the construction of public improvements in accordance with the terms of this Agreement; and

WHEREAS, the Contractor, in response to the advertisement, has submitted to the City, in the manner and at the time specified, a sealed Bid in accordance with the terms of this Agreement; and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this evaluation has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums set forth below.

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, and of the mutual agreements herein contained, the parties hereto have agreed, and hereby agree, the City for itself and its successors and the Contractor for itself, its successors and assigns, as follows:

ARTICLE I. The Contractor will furnish at its own cost and expense all labor, tools, equipment, materials and transportation required to construct and complete the work designated, described and required by the Contract Documents, to wit:

In accordance with the Contract Documents, on file with the City Clerk of Parkville, Missouri, all of which are as fully a part hereof as if repeated verbatim herein; all work to be done in a good, substantial and workmanlike manner to the entire satisfaction of the City, and in accordance with the laws of the City, the State of Missouri and the United States of America. All terms used herein shall have the meanings ascribed to them in the General Conditions unless otherwise specified.

ARTICLE II. The City shall pay to the Contractor for the performance of the work embraced in this Contract, and the Contractor will accept in full compensation therefor, the sum of **Two Hundred Eighty-Four Thousand, Six Hundred Seventeen and 50/100 DOLLARS (\$284,617.50)** (subject to adjustment as provided by the Contract Documents) for all work covered by and included in the Contract award and designated in the foregoing Article I, payment thereof to be made in cash or its equivalent and in the manner provided in the Contract Documents.

ARTICLE III. The Contractor shall commence work upon the date stated in the Notice to Proceed and will be Substantially Complete with all work by March 1, 2016, and Finally Complete with all work by March 15, 2016. Time is of the essence. Accordingly, liquidated damages shall be assessed against Contractor, as stipulated liquidated damages and not as a penalty, in the amount of **\$200.00** for each and every calendar day the work remains incomplete past the date of Substantial Completion.

ARTICLE IV. This Agreement shall not become effective, nor shall Contractor commence any work hereunder, until the City has received, and approved, the Certificate of Insurance and Additional Insured- and Notice of Cancellation Endorsements, the fully executed Performance and Payment Bonds with Powers of Attorney, and the list of proposed Subcontractors/Suppliers from Contractor.

ARTICLE V. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Missouri.

ARTICLE VI: The following documents are made part of this agreement by reference:

Contractor's Bid Form and Schedule of Unit Prices	
Exhibit A	General Conditions of the Contract
Exhibit A-1	Special Conditions of the Contract
Exhibit B-1	Form of Performance Bond
Exhibit B-2	Form of Payment Bond
Exhibit C	Engineered Plans generally titled: Sanitary Sewer Repairs Phase 2, consisting of 11 sheets.
Exhibit D	Specifications
Exhibit F	Sales tax exemption documentation forms
Exhibit G	Contractor's Affidavit of Compliance with Non-Discrimination and Equal Employment Opportunity Laws
Exhibit H	Affidavit of Compliance with Safety Training Requirements (§292.675 R.S. Mo.)
Exhibit I	Affidavit of Compliance with R.S. Mo §285.530.6
Exhibit J-1	Applicable Missouri Prevailing Wage Rates (Wage Order 22)
Exhibit J-2	Prevailing Wage Rate Reporting Form
Exhibit J-3	Certification of Compliance with Prevailing Wage Requirements
Exhibit K	Insurance Requirements
Exhibit L	Form of Bill of Sale
Exhibit M	Form of Bailment Agreement
Exhibit N	Form of Conditional Partial Waiver of Lien and Release of Claims
Exhibit O	Form of Conditional Final Waiver of Lien and Release of Claims

WITNESS WHEREOF, the City of Parkville, Missouri, has caused this Agreement to be executed on its behalf, thereunto duly authorized, and the said Contractor has executed Four (4) counterparts of this contract in the prescribed form and manner, the day and year first above written.



CITY OF PARKVILLE, MISSOURI

By: Nanette K. Johnston
Nanette K. Johnston

Title: Mayor

ATTEST:

Melissa McChesney
Melissa McChesney, City Clerk

INSITUFORM TECHNOLOGIES USA, LLC

By: Whitney Schulte
Whitney Schulte
Title: Assistant Secretary

(SEAL)

(If the Contract is not executed by the President of the Corporation or general partner of the partnership, please provide documentation, which authorizes the signatory to bind the corporation or partnership. If a corporation, Contractor shall furnish the City a current certificate of good standing, dated within ten (10) days of the date of this Contract.)

SCHEDULE OF PRICES

Item	Description	Qty.	Unit	Unit Price	Extension
1	Mobilization (limited to 4% of total Bid Price)	1	LS	\$2,500. ⁰⁰	\$2,500. ⁰⁰
2	Cured-in-Place Pipe, 24-inch dia., 13.5 mm thickness	285	LF	130. ⁰⁰	37,050. ⁰⁰
3	Cured-in-Place Pipe, 21-inch dia., 12 mm thickness	892	LF	75. ⁰⁰	66,900. ⁰⁰
4	Cured-in-Place Pipe, 15-inch dia., 9 mm thickness	1123	LF	50. ⁰⁰	56,150. ⁰⁰
5	Cured-in-Place Pipe, 12-inch dia., 9 mm thickness	363	LF	50. ⁰⁰	18,150. ⁰⁰
6	Cured-in-Place Pipe, 10-inch dia., 7.5 mm thickness	1001	LF	25. ⁵⁰	25,525. ⁵⁰
7	Cured-in-Place Pipe, 8-inch dia., 6 mm thickness	2171	LF	22. ⁰⁰	47,762. ⁰⁰
8	Open-Cut Point Repair, 8-inch, at Manhole G51	1	LS	13,380. ⁰⁰	13,380. ⁰⁰
9	Open-Cut Point Repair, 8-inch, at Manhole G55	1	LS	17,200. ⁰⁰	17,200. ⁰⁰
					\$284,617. ⁵⁰

Institutum Technologies USA, LLC

TOTAL BASE BID PRICE (IN WORDS AND FIGURES)

two hundred eighty four thousand six hundred seventeen
~~450/1000~~ Dollars & no/cents *\$284,617.⁵⁰*
 (Words) (Figures)



Video Table of Contents

3/30/16
3/10/2016

Project Number 102117
PARKVILLE MO, 2015, PHASE 2

Pre/POST FOOTAGE CHECK
JNV

Video Package 1

Media Number 01

Manhole

BID
Length

Inspect Type	Up Stream	Down Stream	Diamete	Length	Pipe / Material Type	Media	Shot	Seg
10" PRE	D28	D27	10.00	✓ 394	VCP	01	1	1
10" POST	D28	D27	10.00	394	CIPP - Air Inversion Steam	01	1	1
10" PRE	D27	D26	10.00	✓ 273	VCP	01	1	2
10" POST	D27	D26	10.00	273	CIPP - Air Inversion Steam	01	1	2
10" PRE	D26	D25	10.00	✓ 328	VCP	01	1	3
10" POST	D26	D25	10.00	328	CIPP - Air Inversion Steam	01	1	3
8" PRE	D65	D64	8.00	✓ 313	VCP	01	3	4
8" POST	D65	D64	8.00	313	CIPP - Air Inversion Steam	01	3	4
8" PRE	D64	D25	8.00	217	VCP	01	3	5
8" POST	D64	D25	8.00	217	CIPP - Air Inversion Steam	01	3	5
8" PRE	G56	G55	8.00	✓ 147	VCP	01	4	6
8" POST	G56	G55	8.00	147	CIPP - Air Inversion Steam	01	4	6
8" PRE	G55	G54	8.00	✓ 171	VCP	01	4	7
8" POST	G55	G54	8.00	171	CIPP - Air Inversion Steam	01	4	7
8" PRE	G54	G53	8.00	74	VCP	01	4	8
8" POST	G54	G53	8.00	74	CIPP - Air Inversion Steam	01	4	8
8" PRE	G53	G52B	8.00	71	VCP	01	4	9
8" POST	G53	G52B	8.00	71	CIPP - Air Inversion Steam	01	4	9
8" PRE	G52B	G52	8.00	✓ 134	VCP	01	4	10
8" POST	G52B	G52	8.00	134	CIPP - Air Inversion Steam	01	4	10
8" PRE	G52	G51	8.00	224	VCP	01	4	11
8" POST	G52	G51	8.00	224	CIPP - Air Inversion Steam	01	4	11
8" PRE	G51	G50	8.00	119	VCP	01	4	12
8" POST	G51	G50	8.00	119	CIPP - Air Inversion Steam	01	4	12
8" PRE	E13A	E13	8.00	340	VCP	01	6	13
8" POST	E13A	E13	8.00	340	CIPP - Air Inversion Steam	01	6	13
8" PRE	E13	E12	8.00	✓ 179	VCP	01	6	14
8" POST	E13	E12	8.00	179	CIPP - Air Inversion Steam	01	6	14
8" PRE	D20B	D20	8.00	✓ 184	VCP	01	7	15
8" POST	D20B	D20	8.00	184	CIPP - Air Inversion Steam	01	7	15
10" PRE	D21	D20	10.00	200	VCP	01	8	16
10" POST	D21	D20	10.00	200	CIPP - Air Inversion Steam	01	8	16
12" PRE	D20	D19	12.00	201	VCP	01	9	17
12" POST	D20	D19	12.00	201	CIPP - Air Inversion Steam	01	9	17
15" PRE	D19	D18	15.00	✓ 361	VCP	01	10	18
15" POST	D19	D18	15.00	361	CIPP - Air Inversion Steam	01	10	18
15" PRE	D18	D17	15.00	✓ 223	VCP	01	11	19
15" POST	D18	D17	15.00	223	CIPP - Air Inversion Steam	01	11	19
15" PRE	D15	D14	15.00	✓ 329	VCP	01	12	20
15" POST	D15	D14	15.00	329	CIPP - Air Inversion Steam	01	12	20
12" PRE	B3	B2	12.00	✓ 160	VCP	01	13	21
12" POST	B3	B2	12.00	160	CIPP - Air Inversion Steam	01	13	21
21" PRE	DO8	DO7	21.00	316	VCP	01	14	22
21" POST	DO8	DO7	21.00	316	CIPP - Air Inversion Steam	01	14	22

Media Totals	Segments	Install Length	Description
	22	4,968	Media Number 01

Manhole

Pod L

Inspect Type	Up Stream	Down Stream	Diamete	Length		Pipe / Material Type	Media	Shot	Seg
21" PRE	DO6	DO5	21.00	✓ 329	331	VCP	02	15	23
21" POST	DO6	DO5	21.00	✓ 329		CIPP - Air Inversion Steam	02	15	23
24" PRE	DO5	DO4	24.00	✓ 247	245	VCP	02	17	24
24" POST	DO5	DO4	24.00	✓ 247		CIPP - Air Inversion Steam	02	17	24
24" PRE	DO4	DO3	24.00	✓ 129	127	VCP	02	17	25
24" POST	DO4	DO3	24.00	✓ 129		CIPP - Air Inversion Steam	02	17	25
24" PRE	BO2	BO1	24.00	✓ 159	158	VCP	02	18	26
24" POST	BO2	BO1	24.00	✓ 159		CIPP - Air Inversion Steam	02	18	26
WALNUT WAY 15" PRE	INLET	OUTLET	15.00	✓ 113	113	VCP	02	19	27
WALNUT WAY 15" POST	INLET	OUTLET	15.00	✓ 113		CIPP - Air Inversion Steam	02	19	27
			Segments	Install Length	Description				
Media Totals			5	977	Media Number 02				
Package Totals			27	5,945	Package 1				
Grand Totals			27	5,945					

PAYMENT

Totals: 8" = 2173 LF

10" = 1192 LF

12" = 362 LF

15" = 1026 LF (OF THIS, 113 LF IS WALNUT WAY)

18" = 0 LF

21" = 645 LF

24" = 535 LF

City of Parkville

Status of Completed Quantities and Progress to Date - Sanitary Sewer Repairs Phase 2

Item	Description	BID Qty.	Unit	INSITUFORM - AS BID		COMPLETED WORK		Quantity Adjustment	CO-3 Price Adjustment	COMMENT
				Unit Price	Extension	Quantity	Extension			
1	Mobilization (limited to 4% of total Bid Price)	1	LS	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00	0.0	\$ -	
2	Cured-in-Place Pipe, 24-inch dia., 13.5 mm thickness	285	LF	\$ 130.00	\$ 37,050.00	535	\$ 69,550.00	250.0	\$ 32,500.00	One segment estimated prior as 21" measured as 24".
3	Cured-in-Place Pipe, 21-inch dia., 12 mm thickness	892	LF	\$ 75.00	\$ 66,900.00	645	\$ 48,375.00	(247.0)	\$ (18,525.00)	One segment estimated prior as 21" measured as 24".
4	Cured-in-Place Pipe, 15-inch dia., 9 mm thickness	1123	LF	\$ 50.00	\$ 56,150.00	913	\$ 45,650.00	(210.0)	\$ (10,500.00)	One segment estimated prior as 15" measured as 12".
5	Cured-in-Place Pipe, 12-inch dia., 9 mm thickness	363	LF	\$ 50.00	\$ 18,150.00	362	\$ 18,100.00	(1.0)	\$ (50.00)	One segment estimated prior as 12" measured as 10".
6	Cured-in-Place Pipe, 10-inch dia., 7.5 mm thickness	1001	LF	\$ 25.50	\$ 25,525.50	1,192	\$ 30,396.00	191.0	\$ 4,870.50	One segment estimated prior as 12" measured as 10".
7	Cured-in-Place Pipe, 8-inch dia., 6 mm thickness	2171	LF	\$ 22.00	\$ 47,762.00	2,173	\$ 47,806.00	2.0	\$ 44.00	
8	Open Cut Point Repair, 8-inch, at Manhole G51	1	LS	\$ 13,380.00	\$ 13,380.00	1	\$ 13,380.00	0.0	\$ -	
9	Open Cut Point Repair, 8-inch, at Manhole G55	1	LS	\$ 17,200.00	\$ 17,200.00	1	\$ 17,200.00	0.0	\$ -	
CO-1	Change Order No. 1 - Camera Cleaning	1	LS	\$ 425.00	\$ 425.00	1	\$ 425.00	0.0	\$ -	Added to Contract to explore Walnut Way culvert.
CO-2	Change Order No. 2 - Walnut Way Culvert, 15-inch CIPP	113	LF	\$ 50.00	\$ 5,650.00	113	\$ 5,650.00	0.0	\$ -	
CO-3	Change Order No. 3 (Below)									
1a	Mobilization, for added work, C.O. #3.	1	LS	\$ 2,500.00	\$ 2,500.00	0	\$ -			
4	Cured-in-Place Pipe, 15-inch dia., 9 mm thickness	480	LF	\$ 50.00	\$ 24,000.00	0	\$ -			
5	Cured-in-Place Pipe, 12-inch dia., 9 mm thickness	961	LF	\$ 50.00	\$ 48,050.00	0	\$ -			
7	Cured-in-Place Pipe, 8-inch dia., 6 mm thickness	1278	LF	\$ 22.00	\$ 28,116.00	0	\$ -			
8b	Open Cut Point Repairs, 8-inch, Seg. F05-F04	1	LS	\$ 14,500.00	\$ 14,500.00	0	\$ -			
Totals:					\$ 407,858.50		\$ 299,032.00		\$ 8,339.50	

Disposition of Pricing:

Contract Price, AS-BID, with estimated quantities:	\$284,617.50
Change Order No. 1 - Camera Cleaning	\$425.00
Change Order No. 2 - Walnut Way CMP Lining, 15"	\$5,650.00
Change Order No. 3 - Lines Added Spring of 2016	\$117,166.00
Adjusted Bid Pricing, with estimated quantities:	\$407,858.50
Change Order No. 4, to adjust to actual size and quantities from initial scope:	\$8,339.50
Final Contract Pricing, using actual sizes and quantities:	T.B.D.

Change Order

PROJECT:
Sanitary Sewer Repairs Phase 2

CHANGE ORDER NUMBER: Four (4)
DATE: April 25, 2016

TO CONTRACTOR (*Name and Address*):
Insituform Technologies USA, LLC
17988 Edison Ave.
Chesterfield, MO 63005

PROJECT NO.: SANSWR2015
CONTRACT DATE: July 7, 2015

THE CONTRACTOR IS CHANGED AS FOLLOWS:

The original Contract Sum was	\$ <u>284,617.50</u>
The net change by previously authorized Change Orders	\$ <u>123,241.00</u>
The Contract Sum prior to this Change Order was	\$ <u>407,858.50</u>
The Contract Sum will be increased/ decreased by this Change Order in the amount of	\$ <u>8,339.50</u>
The new Contract Sum including this Change Order will be	\$ <u>416,198.00</u>

The Contract Time will be increased by 0 days.

The date of Substantial Completion as of the date of this Change Order therefore is: June 29, 2016

This Change Order represents a complete and final resolution of all matters concerning or arising out of the work described in the Change Order, including any impact, delay, disruption and/or acceleration of work unless specifically identified herein.

Description of Work Added: Adjustments to Contract to reflect actual quantities of work performed and actual sizes of CIPP lining performed. These adjustments apply to the original scope of work and Change Orders No.'s 1 and 2. See attached document: *Status of Completed Quantities and Progress to Date*

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.

INSITUFORM TECHNOLOGIES USA, LLC

CITY OF PARKVILLE, MISSOURI

CONTRACTOR (*Firm name*)

OWNER (*Firm Name*)

17988 Edison Ave., Chesterfield, MO 63005

8880 Clark Avenue, Parkville, MO 64162

ADDRESS

ADDRESS

BY (*Signature*)

BY (*Signature*) – Nanette K. Johnston, Mayor

Whitney Schulte, Assistant Secretary

(*Typed name*)

BY (*Signature*) – Alysen M. Abel, Public Works Director

DATE

DATE

Sewer Fund (30)

Last Updated 04/20/2016

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Unaudited	2016 Budget	2016 YTD	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<i>Beginning Fund Balance</i>	\$426,505	\$ 493,616	\$ 605,952	\$ 516,873	\$ 1,020,362	\$ 1,104,409	\$ 794,313	\$ 804,219	\$ 804,219	\$ 375,321	\$ 250,869	\$ 367,080	\$ 341,970	\$ 363,792
Revenues														
<i>Projected Rate Increase</i>				3.00%	3.00%	3.00%	2.50%		2.50%	3.00%	3.00%	3.00%	2.50%	0.00%
Sewer Charges	907,088	962,603	937,785	1,016,426	1,027,940	1,020,684	1,014,750	250,367	1,014,750	1,045,193	1,076,548	1,108,845	1,136,566	1,136,566
Sewer Tap Fees	19,500	33,000	30,000	43,500	30,000	39,000	36,000	10,500	36,000	36,540	37,088	37,644	38,209	38,782
Sewer Impact Fees	18,200	30,800	28,000	42,000	28,000	36,400	33,600	9,800	33,600	34,104	34,616	35,135	35,662	36,197
MOAW Bill Collection Payment	636	715	686	562	650	643	650	-	650	650	650	650	650	650
Grinder Pump Administrative Fee	4,620	4,620	3,850	4,620	-	4,620	4,620	1,155	4,620	4,620	4,620	4,620	4,620	4,620
Interest Income	9,061	6,611	5,872	4,361	4,400	4,956	4,800	1,213	4,800	4,872	4,921	4,970	5,020	5,070
Transfer from Sewer CIP (33)	-	-	-	294,984	-	-	-	-	-	-	-	-	-	-
Miscellaneous	35	-	16	1,000	200	74	200	-	200	203	206	209	212	215
Sewer Fund Revenues:	959,140	1,038,349	1,006,209	1,407,454	1,091,190	1,106,376	1,094,620	273,035	1,094,620	1,126,182	1,158,649	1,192,073	1,220,939	1,222,100
Total Sources:	1,385,645	1,531,965	1,612,161	1,924,326	2,111,552	2,210,785	1,888,933	1,077,254	1,898,839	1,501,503	1,409,517	1,559,153	1,562,909	1,585,892
Expenditures														
Operating Expenses	388,097	453,316	449,989	462,065	519,812	488,108	520,116	119,982	543,893	529,780	539,630	549,669	559,901	570,330
Capital Expenses	16,415	18,146	5,636	59,988	802,275	459,088	734,500	19,414	690,600	434,300	213,000	374,700	348,500	212,400
Debt Service	273,917	198,952	202,233	191,504	332,785	357,870	185,495	29,491	185,495	180,953	182,095	182,947	178,651	179,311
Transfer to General Fund - Admin Fee	70,000	75,000	100,000	100,000	101,500	101,500	103,530	25,883	103,530	105,601	107,713	109,867	112,064	114,305
Other Transfers	143,600	180,600	337,431						-					
Sewer Fund Expenditures:	892,029	926,014	1,095,288	813,557	1,756,372	1,406,566	1,543,641	194,769	1,523,518	1,250,634	1,042,438	1,217,183	1,199,116	1,076,347
Estimated Working Capital (deficit):	493,616	605,952	516,873	1,110,769	355,180	804,219	345,292	882,485	375,321	250,869	367,080	341,970	363,792	509,546
TARGET*	\$388,441	\$331,031	\$339,730	\$332,020	\$488,113	\$480,187	\$341,407		\$347,351	\$339,798	\$343,931	\$347,831	\$346,642	\$350,470

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