



*Notes: A work session will be held at 5:30 p.m. regarding the proposed 2015 Budget.*

**BOARD OF ALDERMEN**  
Special Meeting Agenda  
CITY OF PARKVILLE, MISSOURI  
Monday, October 20, 2014, 7:00 pm  
City Hall Boardroom

**Next numbers: Bill No. 2809 / Ord. No. 2779**

**1. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**2. CITIZEN INPUT**

**3. MAYOR'S REPORT**

**4. CONSENT AGENDA**

- A. Approve the minutes for the October 7, 2014 regular meeting
- B. Approve a three-year extension of the farming land use agreement with Brian Kringle for land at the wastewater treatment plant
- C. Approve a facilities use license agreement with Park University for joint use and maintenance of the athletic field's restrooms to serve the Nature Sanctuary
- D. Approve a user agreement with the Parkville Chamber of Commerce and the Cathy Kline Art Gallery for use of the train depot
- E. Approve Resolution No. 10-02-14 adopting the revised purchasing policy
- F. Approve a contract with Ace Pipe Cleaning for the 2014 sewer line closed circuit television and cleaning project
- G. Receive and file the financial report for the month ending September 30, 2014
- H. Receive and file the crime statistics for January through August 2014
- I. Approve accounts payable from October 1 to October 14, 2014

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

**5. NON-ACTION ITEMS**

- A. Review the proposed 2015 budget for the Parkville Commons Community Improvement District

**6. ACTION AGENDA**

- A. Approve an ordinance amending Chapter 405 of the Parkville zoning code to rezone 8701 River Park Drive from "I-1" Light Industrial District to "OTD" Old Town District – Case No. PZ14-31; City of Parkville, owner (Community Development)

- B. Approve an ordinance to amend the community unit plan for the National Golf Club to allow construction of a private swimming pool in a side-yard setback at 10315 Magnolia Lane – Case No. PZ14-29; Aqua Blue Designs, applicant for Megan McDonald, owner (Community Development)
- C. Approve an ordinance to amend Section 355.050 of the Municipal Code relating to emergency snow routes (Public Works)
- D. Approve an ordinance employing Tim MacNerland as a full-time laborer for the Streets Division of the Public Works Department (Public Works)
- E. Approve an ordinance to adjust the hourly pay for Curtis Whitby (Public Works)

**7. STAFF UPDATES ON ACTIVITIES**

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

**9. ADJOURN**

General Agenda Notes:

This agenda closed at noon on Thursday, October 16, 2014. With the exception of emergencies or other urgent matters, any item requested after the agenda was closed will be placed on the next board meeting agenda. Emergencies and urgent matters may be placed on an amended agenda only upon the vote of the Board of Aldermen.

**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, October 7, 2014, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

|                                |                            |
|--------------------------------|----------------------------|
| Ward 1 Alderman Kari Lamer     | - present                  |
| Ward 1 Alderman Diane Driver   | - present                  |
| Ward 2 Alderman Jim Werner     | - present                  |
| Ward 2 Alderman Dave Rittman   | - absent with prior notice |
| Ward 3 Alderman Kendall Welch  | - present                  |
| Ward 3 Alderman David Jones    | - present                  |
| Ward 4 Alderman Marc Sportsman | - present                  |
| Ward 4 Alderman Greg Plumb     | - present                  |

A quorum of the Board of Aldermen was present.

The following staff was also present: Lauren Palmer, City Administrator  
Sean Ackerson, Assistant City Administrator/Community Development Director  
Kevin Chrisman, Police Chief

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

**2. CITIZEN INPUT**

The Mayor recognized two members of Boy Scouts of America in the audience and called them to the podium. Michael Garrets of Troop 261 and Alex Hunter of Troop 233 stated they were working on their Citizenship in the Community merit badges.

**3. MAYOR'S REPORT**

**A. Recognize James Allen, Jr. for receiving the 2014 Veteran Entrepreneur-Champions of Change Award**

Mayor Johnston presented a certificate of recognition to Mr. James Allen, Jr. for receiving the Veteran Entrepreneur – Champions of Change award.

**B. Approve Resolution No. 10-01-14 appointing David J. Jones as an ex-officio member to the Parkville Economic Development Council through December 31, 2014**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE RESOLUTION NO. 10-01-14 TO APPOINT ALDERMAN DAVID J. JONES AS A NON-VOTING MEMBER OF THE PARKVILLE ECONOMIC DEVELOPMENT COUNCIL THROUGH DECEMBER 31, 2014. ALL AYES, MOTION PASSED 7-0.

**C. Approve the appointment of John Delich to the Planning & Zoning Commission through May 2015**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE APPOINTMENT OF JOHN DELICH TO THE PLANNING & ZONING COMMISSION THROUGH MAY 2015. ALL AYES, MOTION PASSED 7-0.

**4. CONSENT AGENDA**

A. Approve the minutes for the September 16, 2014 regular meeting

- B. Approve the minutes for the September 16, 2014 work session
- C. Approve a resort license with Sunday sales liquor license for Rusty Horse Tavern, 6325 Lewis Street, Suite 119, in Parkville Commons
- D. Approve the purchase of winter materials of salt and sand from Dale Brothers Inc. in an amount not to exceed \$12,638.47
- E. Receive and file the August sewer report
- F. Approve a contract extension for 2014 auditor services with Bruce Culley, C.P.A., P.C. in the amount of \$12,000
- G. Approve accounts payable from September 10 to October 1, 2014

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTION FOR EACH ITEM, AS PRESENTED. ALL AYES; MOTION PASSED 7-0.

## 5. ACTION AGENDA

- A. **Approve an ordinance repealing Ordinance No. 2765 and approving a revised final plat of The Village at the National Phase 1 – Case No. PZ14-17; applicant, J3-PANDI, LLC, owner**

Assistant City Administrator/Community Development Director Sean Ackerson stated the final plat came before the Board to adjust the lot lines but were revised to create the individual condominium lots. Staff reviewed the application and recommended approval.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2808, AN ORDINANCE APPROVING THE FINAL PLAT LOTS 5-1, 5-2, AND 5-A, OF THE FINAL PLAT OF LOT 4 COMMON AREA OF THE FINAL PLAT OF LOT 4-1 THROUGH 4-3, TOWNHOMES AT THE NATIONAL - 1ST PLAT, LOT 5, TOWNHOMES AT THE NATIONAL - 1ST PLAT, AND PART OF THE NORTHWEST 1/4 OF SECTION 26-51-34, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI; CASE NO. PZ14-30; APPLICANT, DOUBLE EAGLE BUILDERS, LLC, OWNERS, BE APPROVED ON FIRST READING. ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2808 BE APPROVED ON FIRST READING AND PASSED TO SECOND READING BY TITLE ONLY. ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2808 BE APPROVED ON SECOND READING TO BECOME ORDINANCE NO. 2778. ALL AYES BY ROLL CALL VOTE: PLUMB, WELCH, WERNER, DRIVER, LAMER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 7-0.

## 6. NON-ACTION ITEMS

- A. **Review final design for Route 9 downtown entryway project**

City Administrator Lauren Palmer presented highlights of the changes requested by the Board at its work session on September 16 and requested direction from the Board on a couple of remaining items, which included lighting and changes to the entryway design. Two options were presented regarding the lighting standard. Option 1 included ten lights along the core area. Because Kansas City Power & Light was able to help with the installation of the lights, Option 2 included 18 lights to extend to the Park University entrance. The anticipated cost per year was \$355 per light. If the Board desired Option 2, staff would approach Park University to find out if they would help with the maintenance cost for the lights.

Additional discussion included changes to the entryway sign, the Fewson Fund logo, and the downtown markers. Changes to the entryway signage included the stone and a revised design based on comments from the work session. The Board discussed the Fewson Fund logo which was not part of the design team's budget. Alderman Plumb contacted Park University to inquire if they would be interested in helping create a logo. Palmer explained the downtown markers were designated as a lower priority than the entryway sign, were complimentary, would be bid separately, and would depend on the final funding. The final element would be landscaping which was the lowest priority. Palmer noted the construction documents were due to the Missouri Department of Transportation no later than November 6.

Further discussion focused on which street lighting option to choose. The consensus of the Board was for staff to speak with Park University about partnering for maintenance of the additional lighting and if they were not interested, staff could move forward with Option 1.

## **7. STAFF UPDATES ON ACTIVITIES**

### **A. Public Works**

#### **1. Public Works Director Selection Process**

City Administrator Lauren Palmer provided an update on the recruitment process for the new Public Works director, noting 40 applications were received. A semi-finalist group of ten would be narrowed down to three to five finalists to be interviewed on October 30. The interview would include the traditional interview, a tour with staff, and an assessment process to evaluate the applicant's technical expertise. A hiring recommendation would be presented for the second regular meeting in November.

#### **2. Pinecrest Pump Station Improvements**

City Administrator Lauren Palmer explained the project was substantially completed and replaced the electrical panel on the sewer wetwell, corroded due to gas exposure, was relocated to a safer area and was more compliant with applicable codes.

#### **3. Snow Routes Ordinance**

City Administrator Lauren Palmer said a revised snow route ordinance would be presented to the Board on October 21, with the major change being in the time parking is prohibited. In the past the ordinance was not consistently enforced as required by the code and the Street crew requested a revised ordinance due to plowing challenges during the winter. Staff was looking into temporary signage at various locations on the snow route that could be removed during non-winter months. Staff would show the sign locations to the Board at a future meeting.

Palmer noted she would provide an update to the Main Street Parkville Association on October 8. Staff would communicate through social media, the website, phone or letter with residents and businesses on the snow route when the ordinance will be enforced.

#### **4. Prescribed Burn – Platte Landing Park**

City Administrator Lauren Palmer explained that staff was planning a burn in the wetland prairie grass area of Platte Landing Park as a maintenance strategy, in lieu of brush hogging the area, to remove invasive Johnson grass. The burn would save approximately \$3,000 in machine rental and manpower costs. Staff was working with Platte County, the Missouri Department of Conservation, the Southern Platte Fire Protection District, and Lori Brown, a consultant with Vireo. Volunteers would be needed to control the burn site and the fire

marshal would lead the effort. The burn was planned for November the date but would dependent on weather. The Community Land and Recreation Board would discuss the item at its October 8 meeting.

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

Alderman Jones reported that he and Sean Ackerson represented Parkville on the Highway 45 Steering Committee. It had its second meeting the week prior and the members agreed it was important to have a standard look along all of Highway 45.

Alderman Driver thanked everyone for their help at Parktoberfest and appreciated the community support for Friends of the Parkville Parks. She also reported the Nature Sanctuary would hold Ghost Stories on October 25, pumpkin carving would be October 23-24 and the jack-o-lanterns would line the trails for Ghost Stories.

**9. EXECUTIVE SESSION**

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO ENTER INTO EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT MATTERS PER RSMO 610.021(1). ALL AYES; MOTION PASSED 7-0.**

The Board entered into the Executive Session at 8:00 p.m. with the following members in attendance:

|                              |                             |                                |           |
|------------------------------|-----------------------------|--------------------------------|-----------|
| Ward 1 Alderman Kari Lamer   | - present                   | Ward 3 Alderman Kendall Welch  | - present |
| Ward 1 Alderman Diane Driver | - present                   | Ward 3 Alderman David J. Jones | - present |
| Ward 2 Alderman Jim Werner   | - present                   | Ward 4 Alderman Marc Sportsman | - present |
| Ward 2 Alderman Dave Rittman | - absent w/<br>prior notice | Ward 4 Alderman Greg Plumb     | - present |

Also in attendance:  
Tom Smallwood, Attorney (via phone)  
Lauren Palmer, City Administrator

Discussion was limited to matters of litigation and attorney-client privilege.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO CLOSE THE EXECUTIVE SESSION at 8:40 p.m. ALL AYES, MOTION CARRIED 7-0.**

The Board, at 8:41 p.m., reconvened in open session and Mayor Johnston announced no action was taken as a result of the executive session.

**10. ADJOURN**

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO ADJOURN THE OCTOBER 7, 2014 REGULAR BOARD MEETING AT 8:42 P.M. ALL AYES; MOTION PASSED 7-0.**

The minutes for Tuesday, October 7, 2014, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the twentieth day of October 2014.

Submitted by:

*Melissa McChesney*  
City Clerk Melissa McChesney



## **CITY OF PARKVILLE**

### **Policy Report**

Date: September 26, 2014

Prepared By:  
Richard Wilson  
Waste Water Operator Consultant

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Approve a three-year renewal of the Farming Land Use Agreement with Brian Kringle for property near the Parkville Wastewater Treatment Plant.

BACKGROUND:

The City owns approximately 56 acres of land adjacent to the wastewater treatment plant. The property is used as needed for the application of a wastewater treatment by-product known as bio solids. Bio solids application is regulated by the Missouri Department of Natural Resources (MDNR), and soil levels on this land must remain within MDNR guidelines. Since June 15, 2010, the City of Parkville has had a land lease agreement with local farmer Brian Kringle which allows him to plant and harvest milo, corn or beans on the land to help accelerate the natural process of nutrient removal. This process is necessary in order for the waste water treatment plant to continue applying bio solids in the future.

The current lease with Mr. Kringle expires on December 31, 2014. Staff has negotiated a three-year renewal with substantially similar terms to the previous agreement. The partnership with Mr. Kringle has worked well. He has an effective working relationship with staff and Alliance Water Resources (contract plant operator), and understands the City's regulatory obligations. Mr. Kringle stepped in to take over farming operations in 2010 when a previous farmer abandoned the lease. Due to the successful partnership and other pressing duties in the Public Works Department, a competitive process is not recommended at this time. Mr. Kringle did agree to an inflationary adjustment to the annual farming fee in exchange for a multi-year agreement.

BUDGET IMPACT:

Brian Kringle shall pay the City an annual fee of One Hundred Five Dollars (\$105.00) per acre per year of land used for farming operations. This is 5% increase over the previous agreement (\$280 annually).

ALTERNATIVES:

1. Approve the three-year Farming Land Use Agreement.
2. Do not approve the three-year Farming Land Use Agreement.
3. Postpone the item.

STAFF RECOMMENDATION:

City staff recommends the authorization of a three-year renewal of the Farming Land Use Agreement to the Board of Aldermen.

POLICY:

The Board of Aldermen typically approves all agreements regarding sale, use, or lease of city land and buildings.

**ITEM 4B**

*For 10-20-14*

*Special Board of Aldermen Meeting*

SUGGESTED MOTION:

I move to approve the renewal of the Farming Land Use Agreement with Brian Kringle, effective January 1, 2015, through December 31, 2018.

ATTACHMENT:

1. Farming Use Agreement

## FARMING USE AGREEMENT

This Use Agreement is made and entered into this 20<sup>th</sup> day of October, 2014 by and between the City of Parkville, Missouri, a municipality of the fourth class, hereinafter called “the City,” and Brian Kringle, 11700 NW River Road, Parkville, Missouri, 64152 hereinafter called “the Farmer.”

**WHEREAS**, The City owns approximately fifty-six (56) acres of land generally located at the southwest corner of River Road and Hwy FF in Parkville, Platte County, Missouri, 64152, as further described in Exhibit A, attached hereto and incorporated by reference, hereinafter the “Premises”; and,

**WHEREAS**, the City owns and operates a wastewater treatment plant adjacent to the Premises which produces a product known as biosolids; and,

**WHEREAS**, the City applies biosolids on portions of the Premises not used for the treatment facility and must maintain soil levels within guidelines as expressed by the Missouri Department of Natural Resources; and,

**WHEREAS**, the City will allow planting of milo, corn or beans on the Premises to help remove nutrients necessary to continue applying biosolids in the future; and,

**WHEREAS**, on June 15, 2010, by C/A Ordinance 327, the Board of Aldermen approved a land lease agreement with the Farmer to allow planting and harvesting of a milo, corn, or bean crop on the Premises; and

**WHEREAS**, the land lease agreement approved on June 15, 2010, will expire on December 31, 2014.

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

1. **Term.** The term of this Agreement shall be for a period beginning on January 1, 2015, and running thru December 31, 2018.
2. **Grant of Use.** The Farmer is granted use of the Premises to plant and harvest only milo, corn, or bean crop. The Farmer is responsible to provide, maintain, and insure all equipment used to deliver, plant, and harvest such crops. The Farmer will deep till the property upon completion of harvest. The Farmer is limited to using the access pathway that is specified by the City when farming activities are being performed on the Premises. The City shall provide and maintain the access designated by City for use by the Farmer without additional charge to the Farmer beyond the user fee specified in Section 3.
3. **User Fee.** The Farmer shall pay to the City an annual user fee of one hundred five dollars (\$105) per acre per year of land used for farming operations.
4. **Insurance.** The Farmer shall secure and maintain, at its expense, through the duration of this Agreement Commercial General Liability Insurance on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. The City will only accept coverage from an insurance carrier that offers proof that it:
  - a. Is licensed to do business in the State of Missouri;
  - b. Carries a Best’s policy holder rating of A or better; and
  - c. Carries at least a Class X financial rating.

The Farmer shall furnish the City with a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers. The Farmer shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with at least 30 days advance notice of cancellation. The Farmer shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93,

plus CG 20 37, edition date 04/13 or other carrier form) and a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the City prior to commencement of any services on City property.

5. **Indemnification.** The Farmer will indemnify the City and save the City harmless from and against any and all claims, actions, damages, liabilities and expenses in connection with the loss of life, personal injury, theft, vandalism or damages to property arising out of or from the use of the Premises by the Farmer, provided, however, the Farmer will not be liable to the City on any claim, to the extent it is caused by the negligence of the City, or its agents or employees. Failure of the Farmer to maintain adequate coverage shall not relieve it of any contractual responsibility or obligation, including but not limited to, the indemnification obligation.
6. **Compliance with Law.** The Farmer must comply with all applicable local, state, and federal laws with regard to farming operations. Failure to comply with applicable laws is considered a breach of this agreement.
7. **Successors and Assigns.** This agreement shall extend to and be binding upon the successors and assigns of the parties hereto, subject to written City approval of any assignment by the Farmer.
8. **Termination for Cause.** If either party fails to fulfill the terms of this Agreement, the other party may provide sixty (60) days written notice to the offending party that outlines the specific issues of default. If the default is not cured within sixty (60) days, the Agreement will terminate.
9. **Termination for Convenience.** The City may at any time and for any reason terminate the agreement upon thirty (30) days written notice to the Farmer.
10. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.
11. **Notice.** Written notice regarding this agreement shall be effective upon receipt via hand-delivery; three working days after deposit in the U.S. Mail or by confirmed delivery by national overnight delivery service to the following addresses:

To City:

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

To Farmer:

Brian Kringle  
11700 NW River Road  
Parkville, MO 64152

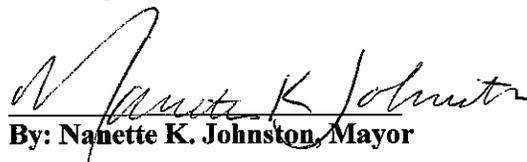
12. **Entire Agreement.** This document constitutes the entire agreement between the Farmer and the City. This Agreement cannot be modified except in writing and must be signed by all parties. Neither the Farmer nor City has made any promises or representations, other than those set forth in this Agreement and those implied by law.

In witness whereof of the parties have set their hands this 20<sup>th</sup> day of October, 2014.

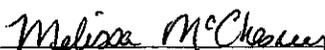
Farmer

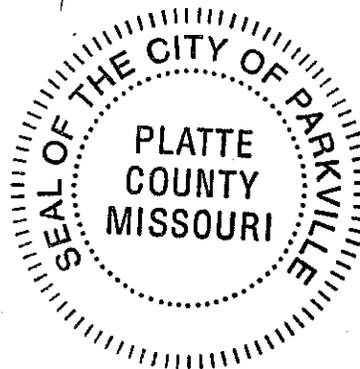
The City of Parkville, Missouri

  
By: Brian Kringle

  
By: Nanette K. Johnston, Mayor

ATTEST:

  
By: Melissa McChesney, City Clerk



**EXHIBIT A**  
**Premises**

Parcel number 20-8.0-33-000-000-002.002 and the portion of parcel number 20.8.0-33-000-000-003.001, generally located: on the southernmost portion of said parcel; south of the intersection of River Road, Union Chapel Road and FF Highway; west of Rush Creek; south of the Burlington Northern Santa Fe railroad right-of-way; and bounded by the existing tree lines; excluding the Parkville Wastewater Treatment Plant. The property is generally depicted as the area in bounded in red below.





Policy Number:

Date Entered: 10/14/2014

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

10/14/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|          |   |                               |                            |
|----------|---|-------------------------------|----------------------------|
| PRODUCER | <b>ABBA Insurance, LLC</b><br>2427 Burlington<br>Suite 201<br>North Kansas City, MO 64116 | CONTACT NAME:                 |                            |
|          |   | PHONE (A/C, No., Ext):        | (816) 454-8833             |
|          |   | FAX (A/C, No.):               | (816) 421-8843             |
|          |   | E-MAIL ADDRESS:               | sdunegan@abbainsurance.com |
|          |   | INSURER(S) AFFORDING COVERAGE |                            |
|          |   | INSURER A:                    | Barton Mutual Group        |
|          |   | INSURER B:                    |                            |
|          |   | INSURER C:                    |                            |
|          |   | INSURER D:                    |                            |
|          |   | INSURER E:                    |                            |
|          |   | INSURER F:                    |                            |

INSURED **Kringle Enterprises**  
**Brian and Wanda Kringle**  
 12018 NW Highway FF  
 Parkville, MO 64152

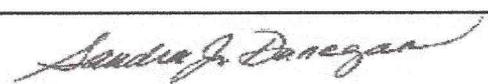
**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|--------------------|---------------|-------------------------|-------------------------|--|
| A        | COMMERCIAL GENERAL LIABILITY  | X                  | 181042        | 12/7/2014               | 12/7/2015               | EACH OCCURRENCE \$1,000,000  |
|          | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> <b>Farm Liability</b>  |                    |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$   |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input checked="" type="checkbox"/> OTHER: <b>Umbrella</b> |                    | 185647        | 10/1/2014               | 10/1/2015               | PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$1,000,000<br>PRODUCTS - COMP/OP AGG \$<br><b>Umbrella</b> \$1,000,000  |
|          | AUTOMOBILE LIABILITY  |                    |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$            |
|          | <input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS |                    |               |                         |                         |  |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$                                     |                    |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                 | Y/N                | N/A           |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Parkville has been added as Additional Insured.  
 All Cancellation notifications will be sent to the City of Parkville providing at least a 30 day notice.  
 Soybean Farming.

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b>   | <b>CANCELLATION</b>   |
| City of Parkville<br>8880 Clark Avenue<br>Parkville, MO 64152<br>Phone: 816-741-7676<br>Fax: 816-741-0013 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><br>Sandra J. Dunegan |

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ACORD 25 (2014/01)

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## **ADDITIONAL INSURED**

The definition of insured includes the person or organization named on the declaration page as the interest appears with respect to:

Coverage L - Personal Liability  
Coverage M - Medical Payments to Others

CONDITIONS THAT APPLY TO COVERAGE L AND M: Coverage applies only with respect to the premises shown in this endorsement.

This coverage does not apply to bodily injury to any employee arising out of or in the course of his or her employment by the person or organization named in this endorsement.

ML-315BCM (10-79)

## **CITY OF PARKVILLE Policy Report**

Date: October 14, 2014

Prepared By:  
Lauren Palmer  
City Administrator

Reviewed By:  
Melissa McChesney  
City Clerk

ISSUE:

Approve a non-exclusive Facilities Use License Agreement with Park University for restrooms near the Parkville Nature Sanctuary.

BACKGROUND:

Park University owns and operates a restroom facility at its athletic fields near the entrance to the Parkville Nature Sanctuary. Although staff can find no record of a formal agreement, for many years Park University has allowed the general public to use the restrooms while visiting the Nature Sanctuary. This summer there was a significant vandalism event that required extraordinary maintenance by Park University staff. The incident prompted the University to lock the restrooms except during Park University sporting events.

Since this is the only restroom serving the Nature Sanctuary, the City asked Park University to reconsider its position and maintain public access to the facility. The City and Park University agreed to a compromise that involves each party sharing in maintenance of the facility. A Facilities Use License Agreement was negotiated with the following general terms:

- From September 1 to November 30, and from March 1 – April 30, the City of Parkville will provide basic cleaning and maintenance for the facility. This will include routine cleaning, trash removal, minor plumbing issue, etc. Park University will continue to provide supplies such as toilet paper, paper towels, etc.
- Park University will continue to provide any major maintenance such as facility repairs, major plumbing, etc.
- Park University will close and winterize the facility from December 1 to February 28.
- Park University will provide basic cleaning and maintenance from May 1 to August 31.
- During the operational season (March 1 to November 30), Park University will, at its discretion, close and lock the facility from dusk to dawn overnight.
- The Parkville Police Department will provide more frequent patrol in this area as a deterrent measure.
- If there is another major incident of vandalism that requires contracting for outside help to assist with cleaning and repairs, the City and Park University will share 50/50 in the cost.

With this agreement, Park will not be responsible for cleaning during most of the school year when maintenance staff is focused on campus buildings. In contrast, the City will not be responsible for maintenance during the peak season when the parks crew is busy with summer parks maintenance and events. This sharing of duties is advantageous for both parties. Pending approval of this agreement, the restroom will be opened in time for the Nature Sanctuary Ghost Stories event this weekend.

**BUDGET IMPACT:**

There is no direct budget impact associated with approval of this agreement since Park University will continue to provide supplies. The additional maintenance responsibilities will be absorbed by existing staff.

**ALTERNATIVES:**

1. Approve the Facilities Use License Agreement with Park University for restrooms near the Parkville Nature Sanctuary.
2. Direct staff to negotiate changes to the agreement.
3. Do not approve the agreement.
4. Postpone this item.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Aldermen approve the Facilities Use License Agreement.

**POLICY:**

The Board of Aldermen typically approves multi-year agreements of this nature that require obligations of city resources.

**SUGGESTED MOTION:**

I move to approve the Facilities Use License Agreement with Park University for restrooms near the Parkville Nature Sanctuary.

**ATTACHMENT:**

1. Facilities Use License Agreement

**NON-EXCLUSIVE FACILITIES USE LICENSE AGREEMENT  
(PARKVILLE CAMPUS)**

This Non-Exclusive License Agreement (“License Agreement”) is entered into by Park University, a Missouri nonprofit corporation (“the University”), and the City of Parkville, a fourth class city and political subdivision of the State of Missouri, (“City”), and is effective the date it was executed on behalf of the last party on whose behalf it is signed (“Effective Date”).

**Recitals**

- A. The University owns its Campus located on Highway 9 in Parkville, Platte County, Missouri, and the City desires to use certain University facilities, roads and parking lot(s) on the Campus to carry out the use contemplated in this License Agreement.
- B. The University is willing to permit the City, and certain of its employees, volunteers, agents, representatives and invitees to use the Licensed University Facilities upon the terms, and subject to conditions stated in this License Agreement.

**Non-Exclusive License Agreement**

The parties agree that:

- 1.0 **Grant of License.** Subject to the conditions, obligations and terms of this License Agreement, *including the Standard Terms and Conditions referred to below in Section 18.0*, the University grants to the City and the City’s Permitted Users a non-exclusive license (“License Agreement”) to use the Licensed University Facilities, *but solely for the Permitted Use set forth below*.
- 2.0 **Designated Licensed University Facilities.** The Licensed University Facilities are described and depicted on attached Exhibit A, which is a part of this License Agreement, and the License is for the use of the of the restrooms near the University softball field in the neighborhood of the Nature Sanctuary (“Permitted Use”) by the City’s employees, volunteers and the public (“Permitted Users”) from March 1<sup>st</sup> – November 30<sup>th</sup> of each year (“Permitted Use Dates”). The University will, at its discretion, close and lock the restrooms from dusk to dawn overnight.
- 3.0 **Term.** The term (“Term”) of this License Agreement will start on October 1, 2014 (“Commencement Date”) and end on November 30, 2015 (“Expiration Date”), unless earlier terminated as provided elsewhere in this License Agreement.
- 4.0 **Representatives.**
  - 4.1 **City Representative.** The City designates the person (“City’s Representative”) named below as the City’s authorized representative with whom the University will work to facilitate the City’s Permitted Use of the Licensed University Facilities. The University will have the absolute right to rely upon representations and warranties made, and obligations undertaken on behalf of the City that are communicated, to the University by the City’s Representative with regard to the Permitted Use of the Licensed University Facilities; City by authorizing execution of this License Agreement has specifically granted the authority to bind the City in this regard. The City’s Representative may be changed only by the City giving prior written notice to the University.

Name: Lauren Palmer    Title: City Administrator  
Address: 8880 Clark Avenue, Parkville, MO 64152    Office Phone: (816) 741-7676

4.2 **Primary University Representative.** The University designates the person (“Primary University Representative”) designated below as the University’s Primary Representative with whom City will work to facilitate City’s Permitted Use of the Licensed Facilities pursuant to this License Agreement. The University may change its Licensed Representative at any time by written notice to City, and may designate other University employees to communicate with City’s Representative about matters other than scheduling, set-up, and matters related to the physical use and conditions of the Licensed University Facilities.

Laurie McCormack  
Vice President for University Advancement  
Park University  
8700 NW River Park Drive, PMB 65  
Parkville, MO 64152  
Office Phone: (816) 584-6210 Email: [laurie.mccormack@park.edu](mailto:laurie.mccormack@park.edu)

However, the University is also represented by its Campus Safety Officers and other University employees described elsewhere in this License Agreement, including the Standard Terms and Conditions described in Section 18.0.

5.0 **Use Payment.** City will be required to pay no money to the University for the Permitted Use of the Licensed University Facilities during the Term.

6.0 **Other City Obligations.**

6.1 From September 1 to November 30 of each year, and from March 1 to April 30 of each year, City will provide routine cleaning, trash removal and maintenance for the Licensed University Facilities.

6.2 The City’s Police Department will provide frequent patrol in the Licensed University Facilities as a deterrent measure.

6.3 If there is a major incident of vandalism by any person other than an employee or contractor of the City (See Section 14.0 below) that requires contracting for outside help to assist with cleaning and repairs, the City and the University will equally share in the cost to clean and repair the Licensed University Facilities.

7.0 **Other University Obligations.**

7.1 From September 1 to November 30 of each year, and from March 1 to April 30 of each year, the University will provide supplies, including toilet paper, paper towels and soap.

7.2 The University will continue to provide any major maintenance such as facility repairs and major plumbing repairs.

7.3 The University will close and winterize the Licensed University Facilities from December 1 to February 28 of each year.

7.4 The University will provide routine cleaning and maintenance from May 1 to August 31 of each year.

8.0 **Termination.**

8.1 **Rights to Terminate.** Either party in its own discretion may, upon written notice to the other party, terminate this License Agreement.

8.2 **Automatic Termination/No Right to Renew.** The License granted in this License Agreement will automatically expire on the Expiration Date without any action by the University. Thereafter, the University will be under no obligation to enter into any new license agreement with the City. The City has no right, express or implied, to a renewal or extension of the License under this License Agreement or otherwise. The University is, however, willing to meet and confer about a new license agreement should the City desire to do so.

9.0 **Prohibited Uses.** The City will only engage in the Permitted Uses; all other uses are prohibited. The City will engage in the Permitted Uses in a manner that will protect and not damage the Licensed University Facilities or the Campus, and will immediately notify the University in writing of any prohibited uses by the City or its Permitted Users.

10.0 **Binding Effect.** This License Agreement will not be a “covenant-running-with-the- land,” nor shall this License Agreement be recorded. This License Agreement is solely for the benefit of, and enforceable by, the parties to this License Agreement; no other third parties shall be entitled to enforce this License Agreement.

11.0 **Cooperation.** The City will cooperate and will cause the City’s Representative and City’s Permitted Users to cooperate with the University, its Campus Safety Officers and its administrative and maintenance personnel at all times, including but not limited to investigations into damages to the Licensed University Facilities, or into criminal or civil actions resulting from the Permitted Use, any prohibited uses, and any other activities related to this License Agreement.

12.0 **Alterations Prohibited.** Neither the City nor the City’s Permitted Users will make any alterations, improvements or changes of any kind to any of the Licensed University Facilities or other University real property, and if they do, the City will immediately notify the University in writing of any such prohibited alternations.

13.0 **Required Insurance.**

13.1 **Required Coverages.** The City will maintain or cause to be maintained, in full force and effect, at the City’s expense, one or more polic(y)(ies) of general comprehensive public liability insurance (the “City’s Liability Policy”), with coverage(s) of not less than \$1,000,000 in the aggregate for bodily injuries and property damage, and intended to provide coverage(s) in those amounts for any claims against or liability of the City arising out of access to and use of the Licensed University Facilities and the use of any other Campus buildings, structures, land, trees or other plantings, by the City and the City’s Permitted Users. The City will also provide medical payments insurance (the “City’s Medical Payments Policy”) with at least \$10,000 coverage per person, per occasion to cover all of the City’s Permitted Users. The City’s Liability Policy and the City’s Medical Payments Policy must be provided by insurance companies that are licensed to do business in Missouri and that are acceptable to the University.

13.2 **Certificates.** The City will provide the University with certificate(s) of insurance (“City’s Certificate(s) of Insurance”) that evidence that the City has the insurance required by this Section 12.0, no later than ten (10) days after the Effective Date. The City’s Certificate(s) of Insurance must provide that neither the City’s Liability Policy, nor the City’s Medical Payments Policy may be altered, terminated or lapse without at least three (3) days’ prior written notice to the University. The City’s Liability Policy will not limit the City’s liability to the University or to third parties. If insurance coverage(s) required in this Section 12.0 are not obtained and/or the City’s Certificate(s) of Insurance are not timely delivered to the University, the University may, in its sole and absolute discretion, terminate this License Agreement and/or prohibit the City’s use of the Licensed University Facilities, which termination will be effective when notice is given to the City. Certificates of Insurance will be attached to, and become part of, License Agreement under which they are required after approval by the University. The City must deliver the City’s Certificate(s) of Insurance to:

Park University  
Attn: Associate Vice President for Finance and Administration  
8700 N. W. River Park Drive  
Mackay Hall, Lower Level One  
Parkville, MO 64152  
Telephone: (816) 584-6248  
Fax: (816) 746-6423  
Email: [Rebecca.peck@park.edu](mailto:Rebecca.peck@park.edu)

14.0 **Indemnity.** Except as otherwise provided in this License Agreement, the City will indemnify and defend the University, to the extent allowed by Missouri law, and its officers, trustees, directors, students, employees and agents against and from: (i) all claims arising out of the License Agreement, the use of the Licensed University Facilities, and the use of any other University Land by the City (ii) all vandalism and property damage caused to the Licensed University Facilities, or other University Land or personal property by the employees or contractors of the City, and (iii) all costs, attorneys’ fees, expenses and liabilities incurred in connection with any claim or any action or proceeding brought by the University on any such claim.

15.0 **Event of Default and University’s Remedies.**

15.1 **Event of Default.** The following event shall be deemed to be “Event of Default” by the City under this License Agreement:

15.1.1 The City fails to promptly comply with any term, provision or covenant of this License Agreement.

16.0 **Missouri Child Abuse Laws.** City represents, warrants and agrees that City is aware of the Missouri Child Abuse Laws that protect any person under eighteen (18) years of age (“Child”), and the City and the City’s Permitted Users who enter the Licensed University Facilities pursuant to this License Agreement must comply with the Missouri Child Abuse Laws, including but not limited to the required reporting of suspected Child abuse or neglect. The City will expressly require all of City’s Permitted Users who have or participate in the care, custody, or control of any Child within the Licensed University Facilities, or elsewhere on University land, who have reasonable cause to suspect that a Child is being, or has been, subjected to abuse or neglect to report the abuse or suspected abuse to: (i) the Missouri Child Abuse and Neglect Hotline described below. The toll-free number is 1-800-392-3738. Persons calling from outside Missouri should dial 573-751-3448, and (ii) to the University Campus Safety Office at (816) 584-6444.

(See Section 5.0 of the Standard Terms and Conditions for more reporting information).

17.0 **Security Deposit.** No Security Deposit is required by the University.

18.0 **Standard Terms and Conditions.** *City acknowledges and affirms that City’s Representative has reviewed and understands the University’s Standard Terms and Conditions, attached to this Agreement as Exhibit A. Those Standard Terms and Conditions as from time-to-time amended, are expressly incorporated into this Agreement by reference in their entirety; are an integral part of this Agreement; and are legally binding upon, and agreed to by, City.*

Each party has caused this License Agreement to be executed by that party’s authorized representatives as of the Effective Date.

Park University

City of Parkville

By: \_\_\_\_\_  
Dorla D. Watkins, Vice President  
for Finance and Administration

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

Date: October \_\_\_\_, 2014

Date: October 20, 2014

“University”

“City”

## EXHIBIT A

### **NON-EXCLUSIVE FACILITIES LICENSE USE AGREEMENT PARK UNIVERSITY STANDARD TERMS AND CONDITIONS (PARKVILLE CAMPUS/PLATTE COUNTY LAND)**

The following Standard Terms and Conditions are an integral part of each Non-Exclusive Facilities License Agreement, or any other Park University agreement or lease related to the Campus and any other University Facilities in Platte County, Missouri into which they are incorporated by reference, except to the extent that this License Agreement or other agreements otherwise provide.

1.0 **Defined Terms.** Capitalized words or phrases used in these Standard Terms and Conditions, and this License Agreement into which they are incorporated, will have the meanings indicated below unless otherwise defined in the License Agreement.

**“Academic Underground”** means the mined space under the Campus, portion of which are utilized or to be utilized by the University for its educational purposes.

**“Campus”** means that real property in Parkville, Missouri that is owned by the University on which the University carries out its educational mission and from which it administers its programs around the world.

**“Campus Safety”** means the Park University Department of Campus Safety.

**“Campus Safety Officer”** means a person, whether an employee of the University, or of a University selected independent contractor, who is supervised directly or indirectly by the Park University Director of Campus Safety, and who is identified by uniform, identification card or otherwise as a Campus Safety Officer.

**“Contraband Items”** means weapons, firearms, alcoholic beverages, tobacco, controlled substances, explosives, poisons, illegal drugs, and other items prohibited by this License Agreement.

**“Designated Parking Lots”** means the location of the parking places that the Permitted Users are entitled to use under this License Agreement.

**“Designated Roads”** means the roads, and driveways that the Permitted Users are entitled to use under this License Agreement.

**“Effective Date”** means the date this License Agreement is signed on behalf of the University.

**“License Agreement”** means this License Agreement (which is not a lease), between the University and other organizations or individuals pursuant to which the Licensee is authorized to use Licensed University Facilities of the University, sometimes referred to as a “Non-Exclusive Facilities Use License Agreement.”

**“License Commencement Date”** means the date and time the Licensee’s Permitted Use begins as shown in this License Agreement.

**“License Expiration Date”** means the date and time this License Agreement ends as shown in the License Agreement, subject to possible earlier termination as provided in this License Agreement.

**“License Term”** means the period of time between the License Commencement Date and the License Expiration Date.

**“Licensed University Facilities”** means the University Facilities a Licensee is entitled to use under this License Agreement, and does not include any right to use any other University Facilities on the Campus, within the Academic Underground, in the Parkville Commercial Underground, or otherwise.

**“Licensee”** means the organization or individual(s), whether one or more, who has entered into this License Agreement with the University.

**“Licensee’s Personal Property”** means any tangible personal property brought onto the Campus or into the Licensed University Facilities, that belongs to the Licensee or to any third party.

**“Licensee’s Representative”** means the person named in this License Agreement as the Licensee’s authorized representative, with whom the University is entitled to communicate regarding the use of Licensed University Facilities under this License Agreement, and upon whose agreements, commitments and statements (written or oral) the University is entitled to rely as legally binding upon the Licensee.

**“Parkville Commercial Underground”** means the mined space under the Campus, portions of which are leased, or to be leased, by the University to third parties.

**“Permitted Use”** means only the use of the Licensed University Facilities that is authorized under this License Agreement.

**“Permitted Users”** means the Licensee and any persons or other parties authorized under this License Agreement to engage in the Permitted Use.

**“Security Deposit”** means that amount, if any, required by this License Agreement to secure the performance by the Licensee of the Licensee’s obligations under this License Agreement.

**“Service Animal”** means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of this definition. The work or tasks performed by a Service Animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to Permitted Users who are persons with mobility disabilities, and helping such persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

**“Smoking”** means the inhaling of smoke from the burning of tobacco and other plants and substances, organic or inorganic, in pipes, cigars, cigarettes, hookahs and other mechanisms or devices, and the inhaling of vapors, gases produced by the use of electronic cigarettes, pipes, cigars or other electronic devices.

**“Standard Terms and Conditions”** means the Non-Exclusive Facilities License Use Agreement, the Park University Standard Terms and Conditions (Parkville Campus/Platte County Land) available at <http://new.park.edu/terms-and-regulations/documents/StandardTermsConditions.pdf>, which Standard Terms and Conditions the University reserves the right to modify and revise at any time, and which modified or revised Standard Terms and Conditions will be posted at <http://new.park.edu/terms-and-regulations/documents/StandardTermsConditions.pdf>.

**“University”** means Park University, a Missouri nonprofit corporation.

**“University Primary Representative”** means the person so designated in this License Agreement.

**“University Protected Parties”** means the University and its affiliates, and their respective trustees, directors, officers, employees, students, independent contractors and agents.

“**Use Payment**” means the amount of money that the Licensee is required by this License Agreement to pay to the University, excluding any Security Deposit.

“**University Property**” means real and personal property of the University including the Licensed University Facilities and other University Facilities.

“**Weapons**” means firearms, knives, swords, explosives and other weapons as that word is commonly defined.

## 2.0 **Personal Conduct/Prohibited Activities.**

2.1 **Notice to the University of Prohibited Actions and Other Violations of this License Agreement.** The Licensee will immediately notify the Primary University Representative and a Campus Safety Officer in writing of the occurrence of any actions or conduct prohibited by this License Agreement, including but not limited to Section 2.0 of these Standard Terms and Conditions and its subsections.

### 2.2 **Notification to other Permitted Users.**

2.2.1 **General Notification Obligation.** The Licensee will notify the other Permitted Users of the personal conduct permitted and prohibited by this License Agreement, and take reasonable actions to assure that the other Permitted Users conduct themselves in the manner required by this License Agreement.

2.2.2 **Limited Exception to General Notification Obligation.** If Permitted Users who will engage in the Permitted Use of Designated Roads, Designated Parking Lot(s) and sidewalks to utilize the Designated Parking Lots, or Permitted Users who will be in the University Licensed Facilities solely to attend a performance, game or other event, *or other Permitted Use*, the University recognizes that the identity of such Permitted Users will not be known to the Licensee in advance, and under such circumstances it would be impracticable to require the Licensee to notify each such Permitted Users individually of certain provisions in the Standard Terms and Conditions, such as, but not limited to, reporting obligations under Sections 2.1 and 5.0 of the Standard Terms and Conditions. In such cases this License Agreement, including portions of these Standard Terms and Conditions that require the Licensee to notify Permitted Users of certain provisions of this License Agreement in advance, the Licensee will not be required to so notify such Permitted Users. Nevertheless, any violations of this License Agreement by such Permitted Users will still constitute a breach under this License Agreement.

2.3 **Alterations and Damages.** Neither the Licensee nor the other Permitted Users will make or cause any alterations, improvements, physical damages, attachments to, or other changes of any kind, including vandalism to the Licensed University Facilities or other University Facilities.

### 2.4 **Animals.**

2.4.1 **General Prohibition.** Except as provided in Section 2.4.2, the Permitted Use does not include the right to bring animals (domesticated or otherwise), of any kind, including but not limited to dogs, cats and horses, onto the Campus, into the Licensed University Facilities or onto or into other University Facilities.

2.4.2 **Service Animals.** Permitted Users who are persons with disabilities may use Service Animals. The University may ask an individual Permitted User with a disability to remove a Service Animal from the Licensed University Facilities, the Campus or other University Facilities if: (1) the Service Animal is out of control and the Service Animal’s handler does not take effective action to control it; or (2) the Service Animal is not housebroken. If a Service Animal is excluded under this provision, the Permitted User with a disability will be

given the opportunity to participate in the Permitted Use without having the Service Animal in the Licensed University Facilities. A Service Animal may be excluded if the University makes an individualized assessment based on reasonable judgment and best available objective evidence that the Service Animal poses a direct threat to the health and safety of others that cannot be mitigated by reasonable modifications. All Service Animals must be immunized against diseases common to that type of animal. A Service Animal must be under the control of its handler (e.g., harness, leash, voice control, signals, or other effective means).

- 2.5 **Contraband Items.** The Licensee will expressly prohibit the other Permitted Users from possessing within the Licensed University Facilities and otherwise possessing on the Campus, all Contraband Items.
  - 2.6 **Disturbing the Peace.** The Licensee and all other Permitted Users in or on the Licensed University Facilities, the Campus and other University Facilities will behave in a manner that does not disturb the peace of other persons in, on or near the Licensed University Facilities, on the Campus, in/on any other University Facilities, and in the Parkville Commercial Underground.
  - 2.7 **Fire Codes/Permitted Occupancy.** Permitted Users must observe all fire codes, and the Licensee must assure that the number of other Permitted Users will not exceed the number of occupants permitted within any building or interior area that is subject to occupancy by a maximum number of persons.
  - 2.8 **Tobacco.** Tobacco is a Contraband Item and its use (whether it is smoked, chewed, snuffed or otherwise used), is prohibited in the Licensed University Facilities, other University Facilities, and certain portions of the Campus. Smoking is permitted outdoors but no closer to a building than 50 feet. In addition, a Parkville City Ordinance applies to, and prohibits tobacco Smoking in, all University Facilities, including the entirety of the Academic Underground and the Parkville Commercial Underground.
  - 2.9 **University Facilities Leased to Third Parties.** The Licensee will assure that all other Permitted Users on the Campus or in other Licensed University Facilities, do not trespass upon or otherwise enter the premises leased rented or otherwise being used with the permission of the University to third parties, or on other University land, including the Parkville Commercial Underground and any other University Facilities (including the operating limestone mine accessed via Coffey Road).
  - 2.10 **Vandalism.** Neither the Licensee nor the other Permitted Users will destroy or vandalize any University Property.
  - 2.11 **Vehicles.** Permitted Users driving motor vehicles must observe all posted speed limits, stop and yield signs, no parking signs and other traffic signs on the Campus, must operate vehicles, including bicycles, in a safe and reasonable manner, and must obey the instruction of all Campus Safety Officers and other University employees. No “tailgating” or other parties, picnics, etc. will be engaged in on Designated Roads, in Designated Parking Lots or any other Campus roads, parking lots, fields or other University Facilities.
  - 2.12 **Weapons.** All Weapons, except firearms carried by law enforcement officers who are on duty, who are required by law to carry firearms when off-duty, or who otherwise have the prior written permission of the University to possess firearms, are “Contraband Items” and prohibited in the Licensed University Facilities, on the Campus and in other University Facilities. This prohibition expressly applies to both concealed and unconcealed weapons.
- 3.0 **Licensed University Facilities Condition/Clean-Up/Set-Up.**
- 3.1 **Licensed University Facilities Condition.** Unless otherwise provided in the License Agreement, the Licensee accepts the Licensed University Facilities in the condition existing on the Effective Date, it

being expressly understood and agreed by the Licensee that the University has no obligation to improve or change the Licensed University Facilities during the License Term, unless otherwise specifically set forth in the License Agreement.

- 3.2 **Set-Up.** Unless otherwise provided in this License Agreement, the University will “set-up” the Licensed University Facilities one time for each day or partial day of use for the Permitted Use. If the Licensee desires any changes in the University’s set-up obligations, it will submit a detailed written request to the University’s Primary Representative. Whether to grant any such requests will be within the sole discretion of the University, but any request that the University grants that requires the use of any University employee, independent contractor or agent will be conditioned upon payment in advance of any costs that will be incurred by the University. This License Agreement will be amended to include any such agreed upon changes.
- 3.3 **Clean-Up.** Upon termination of this License Agreement, the Licensee will cease its use of the Licensed University Facilities, remove from all University Facilities, including but not limited to the Licensed University Facilities, all of Licensee’s Personal Property, and return the Licensed University Facilities to the University in substantially the same condition as the Licensed University Facilities existed when the Licensee commenced use of the Licensed University Facilities on the License Commencement Date. Any of the Licensee’s Personal Property that is not removed on or before the License Term Expiration Date will be deemed to have been abandoned, and the University may dispose of the Licensee’s Personal Property as the University sees fit, without any obligation to pay the Licensee, any other Permitted User, or any other third party, anything for the abandoned Licensee’s Personal Property or its disposition.

#### 4.0 **Violations of the Law.**

- 4.1 **General.** The Licensee and the other Permitted Users, as they use the Licensed University Facilities, will not violate any federal, state or local law, statute, ordinance, rule, regulation, order or notice requirement including, but not limited to those pertaining to the use of alcohol, drugs, explosives, fireworks and firearms, and those governing the collection, transportation, storage, treatment, discharge, release or disposal of hazardous or non-hazardous waste or substances, including, without limitation: (i) the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. §§9601 *et seq.*), as amended from time to time (“CERCLA”) (including, without limitation, as amended pursuant to the Superfund Amendments and Reauthorization Act of 1986), and such regulations promulgated under CERCLA, (ii) the Resources Conservation and Recovery Act of 1976 (42 U.S.C. §§6901 *et seq.*), as amended from time to time (“RCRA”), and such regulations promulgated under RCRA, and (iii) any applicable federal, state or local laws or regulations relating to the environment.

- 5.0 **Missouri Child Abuse Laws.** Licensee represents, warrants and agrees that Licensee is aware of the Missouri Child Abuse Laws that protect any person under eighteen (18) years of age (“Child”), and the Licensee and the other Permitted Users who enter the Licensed University Facilities and Campus pursuant to this License Agreement must comply with the Missouri Child Abuse Laws, including but not limited to the required reporting of suspected Child abuse or neglect. The Licensee will expressly require all of the other Permitted Users who have or participate in the care, custody, or control of any Child within the Licensed University Facilities, elsewhere on the Campus or in other University Facilities, who have reasonable cause to suspect that a Child is being, or has been, subjected to abuse or neglect to report the abuse or suspected abuse to: (i) the Missouri Child Abuse and Neglect Hotline described below, and (ii) to the University Campus Safety Office at (816) 584-6444.

#### **MISSOURI CHILD ABUSE AND NEGLECT HOTLINE INFORMATION**

The Missouri Department of Social Services, Children’s Division, operates the Children’s Division Child Abuse and Neglect Hotline Unit (CA/NHU) accepts confidential reports of suspected child abuse, neglect, or exploitation. Reports are received through a toll-free telephone line which is answered seven days a week, 24 hours a day. Members of certain occupational groups, such as teachers, social workers, and physicians, are mandated by law to make reports to the Hotline. Any person may report, and anonymous reports are accepted from individuals who are not mandated by

occupation to report. Effective August 28, 2004, Missouri law requires Mandated Reporters to identify themselves when making a report. The toll-free number is 1-800-392-3738. Persons calling from outside Missouri should dial 573-751-3448. Text telephone number: 1-800-669-8689.

- 6.0 **Monitoring of Permitted Use.** University personnel, including Campus Safety Officers will monitor the Permitted Use, as well as preparations for, and clean-up after, each Permitted Use. Other University management, supervisory or environmental services personnel may also inspect the Licensed University Facilities at any time to assure that Licensee's use of the Licensed University Facilities is in conformity with this License Agreement. The Licensee will direct the other Permitted Users to follow all instructions given by the Campus Safety Officers and University administrative and maintenance personnel. If at any time the use by the Licensee's Permitted User violates any local ordinance or regulation, or any State law, (including but not limited to the Missouri Child Abuse Laws), or if it otherwise violates this License Agreement, that Licensee's Permitted User shall either cease and desist from continuing such non-permitted use and forthwith upon demand of Campus Safety Officers or the University Vice President for Finance and Administration that Other Permitted Users may be escorted from the Campus and prohibited from returning to the Campus.
- 7.0 **University Personal Property.** Unless otherwise set forth in this License Agreement, the Licensee will provide all of equipment and other items of personal property that the Licensee deems necessary for Licensee to engage in the Permitted Use, and the University is under no obligation to provide any kind of personal property and equipment unless it, in its sole discretion, decides to do so, and if it so agrees, this License Agreement will include that obligation or will be amended to include that obligation.
- 8.0 **Security Deposit.** Any Security Deposit delivered by the Licensee to the University under this License Agreement will be held by the University (without liability for interest) as security for the performance of Licensee's obligations under this License Agreement. Such a Security Deposit will not be an advance payment of any amount to be paid by Licensee to the University, or a measure of Licensee's liability for damages. The University may, from time to time while an event of default remains uncured, without prejudice to any other remedy, use all or a portion of the Security Deposit to satisfy past due amounts, or repay the University for damages and charges for which Licensee is liable under this License Agreement or resulting from Licensee's breach of this License Agreement. If the University uses the Security Deposit as permitted by this License Agreement, Licensee will immediately upon demand by the University restore the Security Deposit to its original amount, and failure to do so will constitute a breach of this License Agreement. Such use by the University of the Security Deposit will not constitute a cure of the existing breach until such time as the entire amount owing to the University is paid in full and the Security Deposit is fully restored. Provided that Licensee has performed all of its obligations under this License Agreement, the University will, unless otherwise provided in the License Agreement, return any unapplied portion of the Security Deposit to Licensee within 30 days after the later to occur of: (i) the date Licensee surrenders possession of the Licensed University Facilities to the University in accordance with this License Agreement; or (ii) the License Expiration Date.
- 9.0 **University Damages, Indemnification and Covenant Not to be Sued and Other University Rights.**
- 9.1 **University Damages.** The Licensee will, upon demand, reimburse the University and University Protected Parties for *all* damages, costs and expenses, including attorneys fees and litigation costs, caused by the actions of the Licensee, and any other Permitted Users, and the actions of any other persons using the Licensed University Facilities, the Campus or other University Facilities as a result of or related to the Permitted Use.
- 9.2 **University Indemnification.** *To the extent permitted by Missouri law,* The Licensee will indemnify, hold harmless and defend the University and University Protected Parties against and from: (i) all claims arising out of the presence of the Licensee and the other Permitted Users, or other persons in/on the Licensed University Facilities, on the Campus or in or on and any other University Facilities, (ii) all claims arising out of any breach or default in the performance of any obligation on the part of the Licensee to be performed under this License Agreement, (iii) all vandalism and property damage caused to the Licensed University Facilities, the Campus or other University

Facilities by the Licensee and the other Permitted Users, (iv) violations of all federal, state and local laws and regulations, including but not limited to the Missouri Child Abuse Laws, (v) the University's removal of any Licensee's Personal Property that is not removed from the Licensed University Facilities or the Campus by the Licensee on or before the License Expiration Date, and (vi) all costs, attorneys' fees, expenses and liabilities incurred in connection with any claim or any action or proceeding brought by the University on any such claim.

- 9.3 **Covenant Not to Sue.** Neither the Licensee nor the other Permitted Users will have any right to, and will not, institute, maintain, or aid in any action in law or in equity, or any legal proceeding whatsoever against the University or University Protected Parties, which is based on, in whole or in part, or which arises out of, or is connected with, this License Agreement or otherwise arising out of the Permitted Use of the Licensed University Facilities, or otherwise arising out of other use of or presence on the Campus or in any other University Facilities.
- 9.4 **Limitation of University Liability.** If, contrary to the preceding Section 9.4, a court permits the initiation of a suit against the University, or other University Protected Parties, then under no circumstances, including the negligence of University Protected Parties, will the University be liable for any lost revenue or profits or any incidental, indirect, special, or consequential damages that result from the Permitted Use, or the inability of the Licensee to use the Licensed University Facilities, even if the University has been advised of the possibility of such damages; and in no event will the University's total liability to the Licensee for all damages, losses, claims, and causes of action, whether in contract, tort (including negligence) or otherwise, arising from the Licensee's use of or inability to use the Licensed University Facilities exceed the amount paid to the University by Licensee pursuant to this License Agreement.
- 9.5 **Payment of University Litigation Fees and Expenses.** The University will have the right to maintain an action in the court identified in Section 10.7, or in any other court of competent jurisdiction to enforce and/or to recover damages for Licensee's breach of the rights and/or obligations created by, or provided pursuant to, a License Agreement. If the University prevails in any court action, the University will be reimbursed by the Licensee for all fees and expenses (including reasonable attorneys' fees) actually and reasonably incurred in connection with the action (including, without limitation, the investigation, defense, settlement or appeal of the action).
- 9.6 **Cumulative Remedies.** No remedy or election available to the University under this License Agreement will be deemed exclusive but will be cumulative with all other remedies at law or in equity that are available to the University.
- 10.0 **Miscellaneous.**
- 10.1 **Amendments.** No amendment to this License Agreement will be effective unless in writing and signed by an authorized representative of the University and by the Licensee or the Licensee's authorized representative.
- 10.2 **Assignment; Sublicensing.** This License Agreement is personal to the University and to the Licensee. The Licensee may not assign, sublicense or in any way transfer any of its rights or obligations under this License Agreement, in whole or in part, or allow any person or legal entity, other than the other Permitted Users to have access to and use the Licensed University Facilities, without obtaining the University's prior written consent, which consent may be withheld by the University in the University's sole discretion.
- 10.3 **Counterparts and Facsimile Signatures.** This License Agreement may be executed in counterparts, and each counterpart will be deemed an original and both of which, when taken together, will constitute one and the same instrument. This License Agreement may be executed by facsimile signature which shall be deemed to be an original signature.

- 10.4 **Discrimination.** Licensee believes in fostering diversity in its educational programs, and Licensee will promote diversity by recruiting and including in its organization members regardless of race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, veteran status and Licensee will not discriminate against such groups or any other group or classes against which discrimination is prohibited by state or federal law, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964.
- 10.5 **Entire Agreement.** The License Agreement into which these Standard Terms and Conditions is incorporated will include these Standard Terms and Conditions and that License Agreement will constitute the entire agreement between the Licensee and the University about its subject matter, and no prior or contemporaneous representations, agreements, or understandings, written or oral, pertaining to any such matters is a part of this License Agreement. This License Agreement may not be amended except in a writing signed by the parties. This License Agreement is effective or binding on the University and the Licensee as of the Effective Date.
- 10.6 **Force Majeure.** The University will not be deemed in default under this License Agreement due to the inability of the University to perform its obligations by reason of any fire, earthquake, flood, snowstorm, epidemic, accident, explosion, casualty, strike, lockout, controversy, riot, civil disturbance, act of a public enemy, embargo, war, act of God, or any municipal, county, state or national ordinance or law, or any executive, administrative, or judicial order (which order is not the result of any act or omission which would constitute a default under this License Agreement), or any failure or delay of any transportation, electrical, natural gas, water, telephone, or communications system, or any other cause whatever that is beyond the University's reasonable control.
- 10.7 **Governing Law; Venue.** This License Agreement will be governed by the laws of the State of Missouri without regard to its conflicts of law provisions. Venue for all permitted action(s) or proceeding(s) related to this License Agreement, the Permitted Use, the Campus and other University Facilities, including actions by the University to enforce any provision of, or based on any right arising out of, this License Agreement or otherwise, must be brought in the Circuit Court of Platte County, Missouri, and each Licensee and other Permitted User consents to the exclusive jurisdiction of the Missouri courts (and of the appropriate Missouri appellate courts) in any such action or proceeding and waives any objection to venue laid therein. Process in any action or proceeding referred to in the preceding sentence may be served on a party anywhere in the world.
- 10.8 **Joint and Several Liability.** If two (2) or more persons or legal entities have signed or caused to be signed this License Agreement as Licensee, they are and will be jointly and severally liable under this License Agreement.
- 10.9 **No Partnership or Joint Venture.** Neither this License Agreement nor any act of the Licensee or other Permitted User pursuant to this License Agreement will be construed to create any partnership, joint venture, or agency relationship between the Licensee and the University, nor will a Licensee or other Permitted User hold itself out to be vested with any power or right to bind the University contractually or to act on behalf of the University. If during the License Term of a License Agreement the parties use the terms "partner," "partnership," "alliance," "affiliation," or other similar terms, those terms or references refer to a spirit of cooperation between the parties and do not describe expressly or by implication create a legal partnership, joint venture or agency relationship, any responsibility by one party of the actions of the other, or any fiduciary or other duty owed by one party to the other.
- 10.10 **No Third Party Beneficiary.** This License Agreement is intended solely for the mutual benefit of the Licensee and the University, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than the Licensee or the University.

10.11 **Notices.** Any notice or demand required or given in connection with this License Agreement must be in writing and sent by certified mail, return receipt requested, postage prepaid to the notice address for the party set out below:

If to Park University: Park University  
Attention: Vice President for Finance & Administration  
8700 N.W. River Park Drive, PMB 25  
Parkville, MO 64152

And to: Park University  
Attention: Vice President & General Counsel  
8700 N.W. River Park Drive, PMB 93  
Parkville, MO 64152

If to a Licensee: Addressed to the Licensee, care of the Licensee's Representative at the address shown in the License Agreement.

10.12 **Partial Invalidity.** Any provision of this License Agreement that proves to be invalid, void, or illegal will in no way alter, impair, or invalidate any other provisions, and such other provisions will remain in full force and effect.

10.13 **Representations and Warranties.**

10.13.1 **Licensee's Representations and Warranties.** The Licensee represents and warrants to the University that: (i) the Licensee has carefully inspected the Licensed University Facilities, and has determined that they are acceptable and are fit locations and facilities for the Permitted Use, and the Licensee has not relied on any warranty or representation of the University that the Licensed University Facilities are fit for the Permitted Use, (ii) the Licensee has full right, power and authority to execute and perform its obligations under this License Agreement, (iii) all internal corporate actions required by the Licensee's bylaws or other corporate documents have been duly performed, including authorizing the persons who sign this License Agreement on behalf of the Licensee to do so, thus authorizing said signatures to bind the Licensee, (iv) the execution and performance of this License Agreement do not and will not violate any law, rule, regulation, order, writ, injunction or decree of any court or government, domestic or foreign, or any commission, bureau or administrative agency, or any agreement or instrument by which the Licensee is bound, and (v) this License Agreement constitutes the binding obligation of the Licensee, enforceable against the Licensee in accordance with its terms, except as limited by bankruptcy, insolvency, reorganization or other laws relating to or affecting the enforcement of creditors' rights generally or by limitations on the availability of equitable remedies. If the Licensee is a legal entity the Licensee further represents and warrants that: (vi) the Licensee is the type of legal entity shown on the License Agreement, (vii) is organized, existing and in good standing under the laws of the State indicated in this License Agreement, (viii) to the extent required by law the Licensee is authorized to do business in Missouri, and (ix) the Licensee's representative possesses the authority required under Section 10.13.1 to legally bind the Licensee.

10.13.2 **University's Representations and Warranties.** The University represents and warrants that it is a nonprofit corporation organized, existing and in good standing under the laws of the State of Missouri, and that the University has the authority to enter into this License Agreement. Except as expressly provided in this License Agreement the University makes no representations or warranties with respect to the Licensed University Facilities, and specifically disclaims all implied warranties, including any implied warranty of fitness for a specific purpose, including the Permitted Use.

- 10.14 **Section Captions.** Section captions in this License Agreement and in these Standard Terms and Conditions are for convenience only and neither limit nor amplify the provisions of this License Agreement.
- 10.15 **Survival of Representations, Warranties, Covenants and Agreement.** All representations, warranties, covenants and agreements made by each party to this License Agreement will survive the expiration of the License Term.
- 10.16 **Waiver.** A waiver by the University of any term, covenant, or condition in this License Agreement will not be deemed to be a waiver of the same or any other term, covenant, or condition on any subsequent occasion.
- 10.17 **Interpretation.** The interpretation of the University, acting through Campus Safety Officers, the University's Primary Representative and other University employees regarding the meaning of this License Agreement, and how it regulates the Licensee's Permitted Use of the Licensed University Facilities, will prevail.

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

Date: October 13, 2014

Prepared By:  
Lauren Palmer  
City Administrator

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

ISSUE:

Approve a Use Agreement for the Parkville Train Depot with Cathy Kline Art Gallery and the Parkville Area Chamber of Commerce

BACKGROUND:

In May 2005, the City entered into an agreement with the Parkville Area Chamber of Commerce for use of the Parkville Train Depot. In exchange for office space, the Chamber maintains a visitor center and the Depot Railroad Museum and handles light cleaning of the facility. The City is responsible for repairs, improvements, monthly deep cleanings, and utility costs. In August 2012, the agreement was amended to reduce the monthly user fee from \$550 per month to \$450 per month through the end of 2013. The agreement was amended again on October 15, 2013, to reduce the user fee to \$400 per month. The agreement also allowed for the closure of the train museum, and many of artifacts have subsequently been relocated to a display at City Hall. The agreement with the Chamber ends on December 31, 2014.

The City spends approximately \$11,000 annually on maintenance expenses related to the Depot, including utilities. These costs are not covered through the existing arrangement with the Chamber, and the Board of Aldermen expressed interest in exploring alternative uses to reduce costs. The Depot is a historic and iconic building situated at a major entryway into Parkville. For this reason, and because of grant and regulatory limitations, the City issued a Request for Proposals (RFP) to solicit responses from interested parties for occupying the building beginning January 1, 2015. Although City staff received several informal inquiries from interested parties, only one formal response was submitted to the RFP.

Cathy Kline Art Gallery (CKAG), in partnership with the Parkville Area Chamber of Commerce, proposes to convert the Depot to an art gallery and teaching studio. The Chamber would stay in its current office space, and both users would share common space. A use agreement has been negotiated among all three parties. The use arrangement is summarized as follows:

- Initial two-year term with up to two, two-year renewals (six years total).
  - Public access to the building and parking lot will be maintained to meet the obligations of prior restoration grants received by the City.
  - There will be no user fee. CKAG will assume electric and water utility costs in an amount not to exceed \$10,200. The Chamber will pay CKAG \$400 per month to help offset utility costs.
  - CKAG will be responsible for basic maintenance, repair, and cleaning. The City as owner will continue to be responsible for major building repairs and improvements.
  - The agreement includes provisions for any party to terminate for cause or convenience with appropriate notice.
  - CKAG will make minor repairs to the building upon move-in, including painting, interior and exterior cleaning, and repairing the ceiling. Lighting improvements are anticipated for the art gallery, at CKAG expense, subject to City approval of design and adherence to all applicable building codes.
-

**BUDGET IMPACT:**

The City's General Fund will save approximately \$5,000 - \$6,000 per year on utilities and cleaning costs. As the owner, the City will still be responsible for major repairs to the building and should budget accordingly.

**ALTERNATIVES:**

1. Approve of the proposed use agreement with for the Train Depot with Cathy Kline Art Gallery and the Parkville Area Chamber of Commerce.
2. Do not approve the agreement and provide alternative direction to staff.
3. Postpone the item.

**STAFF RECOMMENDATION:**

Staff recommends approval of the use agreement with for the Train Depot with Cathy Kline Art Gallery and the Parkville Area Chamber of Commerce.

**FINANCE COMMITTEE RECOMMENDATION:**

On October 13, 2014, by a vote of 4-0, the Finance Committee recommended that the Board of Aldermen approve the use agreement for the Train Depot with Cathy Kline Art Gallery and the Parkville Area Chamber of Commerce.

**SUGGESTED MOTION:**

I move to approve the use agreement for the Train Depot with Cathy Kline Art Gallery and the Parkville Area Chamber of Commerce.

**POLICY:**

The Board of Aldermen typically approves agreements for the sale, use, or lease of city buildings and land.

**ATTACHMENT:**

1. Proposed Train Depot Use Agreement
-

## TRAIN DEPOT USE AGREEMENT

This Use Agreement is made and entered into this 20th day of October, 2014 by and between the City of Parkville, Missouri, a municipality of the fourth class, hereinafter called "the City," the Parkville Area Chamber of Commerce, a Missouri not-for-profit corporation, hereinafter called "the Chamber," and Cathy Kline Art Gallery, a corporation registered to do business in the State of Missouri, hereinafter called "CKAG."

**WHEREAS**, the City owns the property generally located at 8701 NW River Drive, Parkville, MO 64152, known as the Parkville Train Depot, hereinafter the "Premises"; and,

**WHEREAS**, on November 5, 2013, the City entered into an agreement with Chamber for the use of certain areas of the Premises; and,

**WHEREAS**, CKAG and the Chamber submitted a response to a Request for Proposals (RFP) issued by the City on July 8, 2014, regarding uses for the Premises, and the response is attached hereto as Exhibit A and incorporated by reference; and

**WHEREAS**, the City desires to allow the Chamber and CKAG to use the Premises for office space and a visual arts studio/gallery; and the Chamber and CKAG desire to use the same with permission from the City in accordance with the following terms; and,

**WHEREAS**, this Agreement totally replaces any pre-existing arrangements, verbal or written, between the City, the Chamber, and CKAG related to the use of the Premises.

**NOW THEREFORE**, The City agrees to allow the Chamber and CKAG to use the Premises, as follows:

1. **Term.** The term of this Agreement shall be for a period beginning on November 1, 2014, and running until December 31, 2016. The Agreement shall automatically renew on January 1, 2017, and on January 1, 2019, thereafter, for up to two (2) successive periods of two (2) years, unless any party terminates the Agreement by written notice to the other parties at least ninety days (90) before the renewal.
2. **Premises.** The Premises governed by this Agreement shall include the Train Depot building; parking lot; Spirit Fountain and associated grounds; and all furniture and fixtures including permanent user improvements, which shall remain the property of the City at the termination of this Agreement. The Chamber and CKAG shall retain title to all their respective personal property which they own and which is located on the premises. The City is not responsible for security or maintenance of the personal property of the Chamber or CKAG. At the sole discretion of the City, the Chamber and CKAG shall remove, at their own expense, all improvements, fixtures, and personal property from the Premises at the termination of the Agreement.
3. **Grant of Use.** The Chamber shall be granted exclusive use of the private office known as the Middle Room (originally the "Station Master's Room"). The Chamber may lock the door for security reasons; however, a copy of the key shall be held by the City in case of emergency. The kitchenette, unisex restroom, reception area (originally the "ladies waiting room"), common area (originally the "men's waiting room"), and the storage closet are common areas for joint use of the Chamber and CKAG. CKAG shall be granted exclusive use of all other spaces including the meeting room (originally the "baggage room") and the large open room on the east end of the building. The Chamber and CKAG shall generally use the Depot in accordance with the proposal outlined in Exhibit A. Substantial changes in use or purpose require prior written authorization from the City.
4. **Public Access.** The Chamber and CKAG will maintain public access to the Depot, parking lot, and Spirit Fountain, at no charge for public visitors. The Chamber and CKAG are not obligated to

maintain regular operating hours, but must accommodate drop-in visitors to the building to access the restroom and available promotional materials about Parkville.

5. **User Fee.** CKAG and the Chamber shall not be obligated to pay any user fee to the City. The consideration to the City for entering into this Agreement is the benefits derived by the citizens of the City of Parkville, Missouri, from CKAG and the Chamber maintaining the Premises and supporting public access to the building.
6. **Utilities.** On or before November 1, 2014, CKAG will assume the following customer accounts with Kansas City Power & Light (KCP&L) and Missouri American Water Company (MOAW) for electric and water utilities for the Depot building: KCP&L Account Number 9934605069, MOAW Account Numbers 1017-210014347833 and 1017-210015818321. The Chamber will pay to CKAG a monthly utility fee of four hundred dollars (\$400) on or before the first day of each month in consideration of the Chamber's portion of utility costs for the Premises. If the electric and water utility costs for the Premises exceed ten thousand two hundred dollars (\$10,200) per year (the "Utility Cap"), the City will reimburse CKAG for those costs that exceed the Utility Cap. Beginning in 2015, CKAG shall submit a report to the City on or before December 15 of each year that includes documentation of utility costs for the prior year ended October 31 and an invoice for reimbursable costs (the "Annual Report"). The City agrees to pay the balance of an approved invoice, or undisputed portions of a disputed invoice, within thirty (30) days of the date of receipt by the City. In the event of a dispute, and prior to the invoice's due date, the City shall pay the undisputed portion of the invoice and notify CKAG of the nature of the dispute regarding the balance. If CKAG's utility costs for the prior year are below the Utility Cap, the Annual Report shall demonstrate that CKAG expended funds during the year for maintenance or improvements to the building in an amount equal to or greater than the difference between actual utility costs and the Utility Cap. The utility cap shall automatically inflate by four percent (4%) upon each automatic renewal per Section 1. The City will make provision for sewer utilities to the Premises and weekly trash collection at the City's expense.
7. **Insurance.** The City shall procure and maintain property insurance covering the land, building, and city-owned contents only. The Chamber and CKAG shall maintain policies of insurance to cover personal property which they own and which is located on the Premises.
8. **Indemnification.** The Chamber and CKAG will indemnify the City and save the City harmless from and against any and all claims, actions, damages, liabilities and expenses in connection with the loss of life, personal injury, theft, vandalism or damages to property arising out of or from the use of the Premises by the Chamber and CKAG, provided, however, the Chamber and CKAG will not be liable to the City on any claim, to the extent it is caused by the negligence of the City, or its agents or employees. Failure of the Chamber and CKAG to maintain adequate liability insurance coverage shall not relieve it of any contractual responsibility or obligation, including but not limited to, the indemnification obligation.
9. **Maintenance and Repairs.** CKAG is responsible for basic maintenance and repair of the Premises, including routine interior painting, cleaning, and minor repairs to the interior of the building. CKAG is responsible for routine cleaning of the exterior of the building and exterior repairs, subject to prior written approval of repairs by the City. The City is responsible for maintenance of the Spirit Fountain and associated grounds, including mowing and landscaping. The City, in its sole discretion, is responsible for major building repairs and upgrades such as roof replacement, parking lot restriping and resurfacing, and major HVAC and plumbing repairs beyond routine maintenance. In the event of significant flood, fire, or other damage to the Premises, the City will perform repairs in its sole discretion. In the event CKAG desires repairs that would not otherwise be performed by the City, CKAG will assume the costs of any repairs that exceed applicable insurance proceeds, excluding the City's insurance deductible. Except in the event of an emergency, the City will make reasonable effort to consult CKAG and the Chamber prior to scheduling repairs that may disrupt use of the Premises.

10. **Entry Upon the Premises.** The Chamber and CKAG agree to permit the City, or its authorized agent, to enter the Premises at all times, on reasonable notice, for the purpose of inspecting to ensure compliance with the terms of this Agreement.
11. **Alterations.** No alterations or structural improvements, including lighting and external signage, shall be made by CKAG or the Chamber to the Premises during the term hereof without the prior written consent of the City, which consent shall not unreasonably be withheld for improvements that are consistent with Exhibit A. All approved alterations will be made at the sole expense of the party requesting the improvement and are subject to applicable regulations including, but not limited to, zoning, building codes, building permits, sign permits, building inspections, and floodplain regulations. The City agrees to waive applicable permit fees for approved alterations.
12. **Compliance with Law.** The Chamber and CKAG must comply with all applicable local, state, and federal laws with regard to their respective operations, including but not limited to, city ordinances related to non-profit special permitting and occupational licensing, zoning regulations, building codes, and nuisances; and State of Missouri and Internal Revenue Service regulations related to status as a non-profit organization or business organization. Failure to comply with applicable laws is considered a breach of this agreement.
13. **Parking.** Due to its proximity to downtown Parkville and English Landing Park, the parking area associated with the Premises is open to the public. The parking area shall not be restricted by CKAG or the Chamber without prior approval from the City.
14. **Successors and Assigns.** This agreement shall extend to and be binding upon the successors and assigns of the parties hereto.
15. **Termination for Cause.** If either party fails to fulfill the terms of this Agreement, the other party may provide thirty (30) days written notice to the offending party that outlines the specific issues of default. If the default is not cured within thirty (30) days, the Agreement will terminate.
16. **Termination for Convenience.** Either party may at any time and for any reason terminate the agreement upon ninety days (90) written notice to the other party.
17. **Notice.** Written notice regarding this agreement shall be effective upon receipt via hand-delivery; three working days after deposit in the U.S. Mail or by confirmed delivery by national overnight delivery service to the following addresses:

To City:

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

To Chamber:

Parkville Area Chamber of Commerce  
Attn: Executive Director  
8701 NW River Park Dr.  
Parkville, MO 64152

To CKAG:

Cathy Kline Art Gallery  
8701 NW River Park Dr.  
Parkville, MO 64152

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

In witness whereof of the parties have set their hands this 20<sup>th</sup> day of October, 2014.

**Parkville Area Chamber of Commerce**

\_\_\_\_\_  
By: Audra Heller, President

**Cathy Kline Art Gallery**

  
\_\_\_\_\_  
By: Cathy Kline, Owner

**City of Parkville, Missouri**

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

**ATTEST:**

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

## EXHIBIT A

Proposal from Cathy Kline DBA Cathy Kline Art Gallery August, 8<sup>th</sup> 2014

I am requesting a rental agreement for sharing space with the Parkville Area Chamber of Commerce for the use of the Parkville Train Depot located at 8701 NW River Drive, Parkville, MO 64152.

Prior to running a Studio/Gallery in Parkville, I shared space with artist Michael Young in the Cross Roads Arts District. After one year we closed the doors. As was the culture of the Cross Roads, free food and drink on First Fridays do not always turn into sales or commissions.

My next Studio/Gallery was at 101 Main above Frank's Italian Restaurant. I painted and instructed art class for five years at that location. I donated two oil paintings to celebrate the Louis and Clark Bicentennial and Reenactment to the City of Parkville to raise funds for the firework display for the Fourth of July.

I served as Beautification Chair and painted all the wrought iron to dress up Pocket Park. Many times I would bring my own weedeater and mow the hill in front of Piropos and my front door.

After five years of enjoying a strong relationship at that location with Dave Williams and Danny Tinsley as my landlords, I moved across the street to 7 Main. I sublet my studio and gallery space from a prior student of mine who ran Rumoe's Dress Shop. This was a beautiful high end boutique where my art decorated the walls and the two back rooms housed my gallery with the entire upper room as my studio and classroom. From this space I sat on the CID Board and co-chaired Gallery of Trees and raised 10,000.00 from the sale of art from my artist friends.

In 2008 the economy fell and I had to go home to paint and teach. Three years went by and I returned to Parkville to sign my painting that I had donated to the Chamber and the beauty of Florigieum Yarn Shop called me to reopen my Art Gallery. I was offered my choice of area inside LaBottega Vintage Market and decided to try mixing Art with Antiques.

Again, I got engaged with Main Street and ran for Vice Chair during Deborah Butcher's term. I sit on the board of PCDC currently and serve as Secretary of the Main Street Parkville Association. After spending three fun years at the English Landing location, I feel as if my exposure would increase significantly with proper signage along Highway Nine at the Depot location.

### 1. Interest and Proposals

**The Cathy Kline Art Gallery is proposing to rent the Parkville Train Depot to be used as Art Gallery and Studio including Art Instruction.** I have been teaching for 24 years and painting portrait, landscape, still life commissions including murals full time for the last eleven years. In addition, I have added Plein Air to my list of work. I am a Charter Signature Member of the Missouri Valley Impressionist Society and member of the Greater Kansas City Artist Association as well as the American Impressionist Society.

### 2. Proposed Use

I have contacted the Parkville Area Chamber of Commerce to discuss partnering and sharing the use of this Historic Depot. I have received both an encouraging and positive response from two of the officers. I plan to continue teaching, painting and conducting the business of running my gallery. I will invite speakers, artists and hold workshops. The relocation of my art center will only increase the vibrant art scene that increases quality of life.

### 3. Income

- a. Monthly User Fee      I will pay on the first day of each month 450.00.
- b. I am not interested in placing the utilities in my name, but by doubling the current amount of rent, I hope that our request. The combined rent will grant us use.
- c. I will be cleaning the Depot to allow the City to save 1200.00 dollars a year.

d. I am not asking the City to paint, clean, repair the ceiling or scrub the exterior to allow me to move in. I plan to do all of the needed work necessary to bring the appearance back. I will clean, scrub the webs and debris off the exterior.

e. The improvements for the additional lighting to the Gallery or Large Open room as defined will be paid for by me.

f. If after a time, I do not see additional leaking from the ceiling, I will pay to have the ceiling repaired, skim coated, sealed as to minimize re cracking from previous repair work and painted. These improvements will be done at no expense to the City. I have already received a bid for this repair.

If the roof becomes a problem, however, I will expect the city to be reasonable about a solution.

g. I would like to know the color that was chosen so that I may repaint where holes and nails have been driven into the East Large Room's walls. In addition, if I may be so inclined, I plan to choose a color from an historic palette to freshen up the interior at my expense.

I agree and will comply with the USE RESTRICTIONS.

The Parkville Area Chamber of Commerce and the Cathy Kline Art Gallery would like to use the Depot as a shared facility.

The integrity of the Historic Nature of the Depot will not only continue, but be enhanced by the theme of some of the work. And become a thriving art facility with speakers, live portrait painting, workshops and exhibitions.

The Large open room at the East end of the building with Kitchenette will become my Gallery. This Kitchenette is also available for the use of the chamber. The Storage Closet will be shared with the Chamber as well.

The Parkville Area Chamber of Commerce and the Missouri Valley Impressionist Society and I as founder, are preparing our Fourth year of Parkville in Art in October. This year we have plans to make it more productive than previous years. Working daily in the same location as the Chamber will facilitate and

improve an already positive working relationship. The goal of bringing patrons to Parkville and celebrating the creativity and inspiration of the atmosphere of Parkville has been the goal from its inception. The addition of benefiting a Charity brings a greater purpose to our efforts. This year 'Feed the Northland Kids' is our chosen Charity. The president of the American Impressionist Society will serve as Juror and instruct a two day workshop.

I am willing to offer my services to keep the Depot clean. I will take care of the necessary daily and weekly duties. I plan to disinfect the bathroom, dust, mop and vacuum as well as retain the historic nature that the Depot represents. Removing the accumulation of spider webs and cottonwood debris that has built up beneath the eaves as well as the spider webs stuck to the façade.

I have invited a carpenter who has remodeled my Master Bathroom and Kitchen and completed many projects as well as yearly wood rot repair to give an estimate to repair and skim coat and seal the previous ceiling patches caused by the leaking roof.

I have also requested a bid for elevating the lighting in the 'Gallery' to install additional spots to light the Art.

Some of my future projects at the easel will be painting the river to celebrate the 175<sup>th</sup> Anniversary of Platte County. Main Street and Parades and Festivals are always good and future projects to paint. My history of painting Piropos, the Parkville Athletic Complex and Parkville Jewelers, Stone Canyon Pizza, Platte United Methodist Church's Alter mural Mike Emmick's Edward Jone's Building are all examples of my work in Parkville.

The Art Center that I have in mind for the Depot will showcase regional as well as international art. Recently returning from France, I am currently working on featuring a series that showcases the cafés of Parkville & Paris.

The addition of my monthly rent of 400.00 with the Chamber's rent of 400.00 will double the amount the City currently receives. Subtract the annual cleaning bill of 1200.00 and my wish is that you will accept my offer.

I would propose an initial two-year contract term with additional two year renewals.

I will encourage the other galleries in Parkville to participate in Parkville in Art as well as continuing to support my framer, Jason Fewin of Parkville Frame Gallery who supports the arts in every way he can.

Recently receiving 'Best of the Northland' Local Artist, participating in Parkville's Fourth Fridays and writing for NORTH as Art Consultant, I will strive to let it be known that Parkville is the destination for art.

Cathy Kline

[Cathyklineartgallery.blogspot.com](http://Cathyklineartgallery.blogspot.com)

[cathyklineart.com](http://cathyklineart.com)

[livenorth.com](http://livenorth.com)

[Parkvilleinart.com](http://Parkvilleinart.com)

[Missourivalleyimpressionistsociety.com](http://Missourivalleyimpressionistsociety.com)

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

Date: October 13, 2014

Prepared By:  
Lauren Palmer  
City Administrator

Reviewed By:  
Matthew Chapman  
Finance/Human Resources Director

ISSUE:  
Approve changes to the Purchasing Policy.

BACKGROUND:

Since last year, staff has been working with legal to overhaul the City's standard contract and bidding documents for a variety of projects and purchases. The City now has standardized contract templates for the following:

- Work Authorization (for maintenance and repair work with a value less than \$10,000)
- Purchase Order – non construction (for major materials and equipment purchases)
- Purchase Order – construction (for City-purchased materials that will be used for construction installation by a third party; probably will be rarely used)
- Professional Services Agreement (for architectural, engineering, consulting, surveying, etc.)
- Small Construction Contract – maintenance only (for repair work with a value between \$10,000 and \$25,000)
- Small Construction Contract – new construction (for new construction projects with a value less than \$25,000)
- Notice to Bidders (for sealed bids for small construction and maintenance projects with a value less than \$25,000)
- Large Construction Contract (complete bid documents for maintenance and new construction with a value greater than \$25,000)

Staff recommends making modifications to the purchasing policy to incorporate direction for when and how to use these documents for purchases. A revised policy has been prepared that outlines the proper procurement process and contract documents to utilize for various purchases based on the new templates. Currently the policy is limited to purchasing authority thresholds. The proposed revisions will eliminate confusion among staff about when certain contracts and procurement methods are required. The goal is to gain consistency across departments and streamline the purchasing process for staff and vendors. All of the purchasing thresholds will remain the same unless changes are directed by the Finance Committee. The policy also includes a new section regarding the disposal of city assets to resolve confusion in that process.

BUDGET IMPACT:

There is no direct budget impact associated with approval of this policy.

ALTERNATIVES:

1. Approve the revised purchasing policy by resolution.
2. Approve the revised purchasing policy with changes added by the Board of Aldermen.
3. Do not approve the revised policy.
4. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the revised purchasing policy.

FINANCE COMMITTEE RECOMMENDATION:

On October 13, 2014, by a vote of 4-0, the Finance Committee recommended that the Board of Aldermen approve the revised purchasing policy.

POLICY:

Section 143.020 of the Parkville Municipal Code states that the Finance Committee shall hear staff financial reports and funding requests and make recommendations regarding the same to the Board of Aldermen.

SUGGESTED MOTION:

I move to approve Resolution No. 10-02-04 to adopt the revised purchasing policy.

ATTACHMENTS:

1. Current Purchasing Policy
2. Resolution No. 10-02-14
3. Proposed Revised Purchasing Policy
4. Revised Purchasing Policy Summary Matrix



**CITY OF PARKVILLE, MO.  
RESOLUTION # 02-01-13**

**A RESOLUTION REPEALING AND REPLACING THE PURCHASING POLICIES FOR  
THE CITY OF PARKVILLE, MISSOURI.**

WHEREAS, the City of Parkville Purchasing Policies was adopted by the Board of Aldermen by resolution 99-7-1 on July 20, 1999; and

WHEREAS, City of Parkville policies are reviewed from time to time and amended as necessary by resolution; and

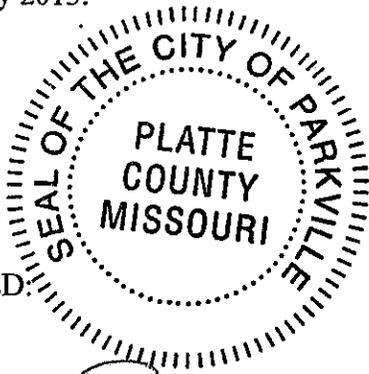
WHEREAS, the Parkville Policy Committee and City Attorney determined the City of Parkville Purchasing Policies needed to be revised to reflect current and desired policies and prepared revised policies with input from the City Attorney and City staff; and

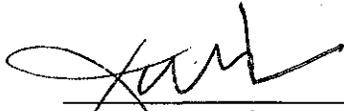
WHEREAS, said City of Parkville Purchasing Policies were considered and recommended for Board of Aldermen approval by the Parkville Finance Committee; and

WHEREAS, said City of Parkville Purchasing Policies have been reviewed as to form by City Attorney Steve Chinn;

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby amends the City of Parkville Purchasing Policies, as attached hereto to this original Resolution and incorporated herein by reference as Exhibit A, and hereby delegates to the officials or committees set forth in this purchasing policy the authority to make purchases in accordance with said policy.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 5<sup>th</sup> day of February 2013.



  
James C. Brooks  
Mayor, City of Parkville, Missouri

ATTESTED:

  
Assistant City Clerk Tracy Sisney

# **PURCHASING POLICIES FOR THE CITY OF PARKVILLE, MISSOURI**

## **GENERAL POLICY**

It is the policy of the City of Parkville to purchase all goods and services in accordance with all applicable federal and state statutes and regulations and local ordinances.

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

Approval authorities and requirements are detailed herein. Projects may not be broken down into smaller projects for the purpose of exceeding purchasing authority.

Although bids are desired to the extent possible, routine repairs and maintenance may be performed at pre-approved suppliers/shops. This is intended to address the impracticality, in some cases, of getting bids for work that might, for instance, require that engine parts be disassembled to determine the work that needs to be done, or where time constraints make obtaining bids impractical.

Every purchase shall be evidenced by a written document of a type appropriate to the circumstance of the purchase, which document shall be signed by the Official authorized by this policy to approve that purchase, and provided to the Accounts Payable Clerk, or their designee, as soon as possible after the date of the purchase, but in all cases prior to inclusion in any bill-paying ordinance.

All expenditures shall be detailed on a bill-paying ordinance.

## **DETAILED APPROVAL AUTHORITIES AND REQUIREMENTS**

The City of Parkville Board of Aldermen has delegated the authority to make purchases in accordance with the following requirements.

### **DEPARTMENT HEADS ---- Authorized to make purchases up to and including \$1,000**

- Department heads may approve.
- A minimum of three quotes are required, whenever this is possible, for any item costing more than \$250, and these quotations should be documented, whether the quote is received over the phone or in writing.
- Must have money available in the City's budget equal to or greater than the cost of the item or service before department head can approve.

### **CITY ADMINISTRATOR ---- Authorized to make purchases up to and including \$2,500**

- City Administrator may approve.
- A minimum of three quotes are required, whenever this is possible, for any item costing more than \$250, and these quotations should be documented, whether the quote is received over the phone or in writing.

- When submitted by a department head or other authorized staff, should be accompanied by written recommendation to City Administrator.
- Must have money available in the City's budget equal to or greater than the cost of the item or service before the City Administrator can approve.

**FINANCE COMMITTEE ---- Authorized to make purchases up to and including \$10,000**

- Request must be presented to the Finance Committee for approval.
- 3 written quotations are required whenever this is possible.
- Relevant background information, a staff recommendation, and budget impact should be included with all requests.
- Must be approved by Finance Committee unanimously or will be forwarded for Board Approval.

**BOARD OF ALDERMEN ---- Authorized to make any purchase**

- Recommendation must first be approved by the Finance Committee
- Finance Committee recommendation must be presented to the Board of Aldermen for approval, unless part of a previously approved service contract.
- 3 written quotations are required whenever this is possible.
- Relevant background information, a staff recommendation, and budget impact should be included with all requests.

**EMERGENCY PURCHASING**

- An emergency is defined as any instance where either the City's infrastructure or the City's citizens or their property are in jeopardy, and timeliness is crucial.
- Mayor or City Administrator can approve up to \$5,000 when the expense will be charged to other than the City's sewer fund.
- When the expense will be charged to the Sewer Fund, the spending authority limits for the Mayor or City Administrator will be \$10,000.
- Mayor and the City Administrator may not combine spending authority for the purposes of increasing the amount that can be approved.
- As a courtesy, the City Administrator or Mayor will notify Board of their action, in writing, via the most expeditious method possible. This is not an approval step.

**SEALED BIDS**

Certain procurement procedures, including requirements for sealed bids, must meet all statutory requirements established by the Revised Statutes of the State of Missouri (RSMO). When required, written specifications for the quality, quantity and deliverable schedule shall be prepared and made available to interested bidders. The low bid shall be awarded except where it is determined by the department head, City Administrator, Finance Committee or Board of Aldermen, as may be applicable, that it is in the best interest of the City to reject the low bid for the following purpose:

- Failure to meet bid specifications; or
- Failure to meet availability requirements, or lack of consistency in maintenance of services or product delivery; or
- Failure to obtain necessary City or other applicable licenses; or
- Poor prior performance and / or quality of the product or bidder; or
- Where it is determined to be in the best interest of the City to select a local bidder.



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

**CITY OF PARKVILLE, MO.  
RESOLUTION No. 10-02-14**

**A RESOLUTION REPEALING AND REPLACING THE PURCHASING POLICY FOR THE  
CITY OF PARKVILLE, MISSOURI**

WHEREAS, the City of Parkville Purchasing Policy was adopted by the Board of Aldermen by Resolution No. 02-01-13 on February 5, 2013; and

WHEREAS, City of Parkville policies are reviewed from time to time and amended as necessary by resolution; and

WHEREAS; the City Administrator determined that the Purchasing Policy needed to be revised to reflect current and desired policies and to be consistent with updated contract documents approved by the City Attorney; and

WHEREAS, said revised policy was considered and recommended for Board of Aldermen approval by the City of Parkville Audit/Finance Committee on October 13, 2014.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby repeals the City of Parkville Purchasing Policy (Resolution No. 02-01-13) and replaces it with the new policy as attached hereto to this original Resolution and incorporated herein by reference; and

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 20<sup>th</sup> day of October 2014.



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

ATTESTED:

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

# PURCHASING POLICY

## CITY OF PARKVILLE

October 2014

### I. PURPOSE

The purpose of this policy is to broadly define procurement procedures to follow based on the type of good or service being acquired. Due to the varied practices and requirements associated with many City purchases, it is not possible to encapsulate each requirement within a single policy. Since the procurement process varies based on the type of purchase, the following general principles shall apply whenever feasible.

**Fundamental Principles.** There are fundamental principles which should be observed when purchases of goods and services are made on behalf of the City. Generally, a good or service should be obtained at the lowest cost, consistent with the quality required to maintain efficient operations of the City. The quantity of goods purchased is determined through an examination of factors such as the number of units to be used, the period of use, space available, acquisition price, volume discounts, shipping time, obsolescence, and present and expected future availability of an item.

**Acquisition of Goods and Services.** The acquisition of goods and services by or on behalf of the City of Parkville, its agencies, departments, officials, and authorized agents, should be made in a manner and method which provides for the prudent expenditure of City funds; provides for maximum protection of the taxpayer; prevents waste, conflict, and impropriety; provides for equal access and opportunity in an open and competitive environment to all suppliers, with regard to factors related to quality, cost, and availability of the goods and services; and which comply with all applicable federal, state, and local laws, rules, and regulations.

### II. GENERAL REQUIREMENTS

- A. Annual Budget Approvals:** The Board of Aldermen determines expenditure levels through the formulation and approval of the annual budget. In performing this policy-making function, the Board of Aldermen establishes a set of goals, priorities and performance standards to which the City organization directs its collective effort toward accomplishing. The adoption of the annual budget is the approval of a level of expenditures necessary to accomplish the goals and objectives that have been established for each City program.
- B. Board of Aldermen Authority:** Changes in the purchasing policy will only be made with the approval of the Board of Aldermen.
- C. City Administrator Authority:** The City Administrator is delegated the responsibility by the Board of Aldermen to carry out a program of services to the community. It is the City Administrator's responsibility to manage the annual budget in such a way that the goals and priorities of the Board of Aldermen are accomplished. Under this system of control, the City Administrator has delegated this responsibility and authority to respective Department Heads. The City Administrator may also approve administrative policies to supplement this Purchasing Policy.

- D. Department Head Authority:** Department Heads are responsible for meeting the goals and objectives established by the City Administrator and Board of Aldermen and are provided budgeted funds to attain those goals. Each Department Head has the responsibility and authority to make certain that purchases are within the scope of the adopted budget.
- E. Self-imposed Constraints.** Although the budget establishes levels of expenditure for each program, an appropriation is not a permit nor a directive to expend funds, unless the need for the product continues to exist at the time of purchase and the price of the product is within the parameters of the budget. In addition, these criteria must be ultimately weighed against the availability of funds and the relationship of the department goals to overall City priorities.
- F. Familiarity with Policy.** All personnel of the City responsible for purchases shall become familiar with and follow the City's policies and procedures as they relate to purchasing. Supervisors shall be cognizant of their respective budget limitations and initiate purchases accordingly. It is the responsibility of the individual departments to anticipate requirements and initiate action to purchase goods and services in advance of the time that they are needed.
- G. Local Preference.** It is the City's intention to purchase from local suppliers, within reason, as it selects the best and most reasonably priced source for each transaction. The local residence of a supplier may be a factor considered in selecting among bidders on a purchase. It is the determination of the Board of Aldermen that, in certain instances, choosing a local supplier serves the valid public purpose of supporting local businesses that, among other attributes, pay taxes to the City.
- H. Fixed Assets.** Upon purchasing any tangible asset (property, plant, or equipment) each Department Head will consult with the City's Finance/Human Resources Director, or his/her designee, to determine whether such asset should be included in the City's ongoing fixed asset inventory. If so, a complete description of the asset being purchased and its value will be provided to the Finance Department for inclusion in the fixed asset inventory.
- I. Standard Documents.** The City has established the following standard purchasing document templates: work authorization, purchase order (with terms and conditions), purchase order for construction materials with a value of \$5,000 or less (with terms and conditions), professional services agreement, small construction contract for maintenance (with notice to bidders), small construction contract for new construction (with notice to bidders), and large construction contract (with sealed bids project manual). Section IV of this Purchasing Policy explains the appropriate purchasing document to use for each purchasing circumstance. The templates may be amended from time to time with approval from the City Administrator and City Attorney. An invoice and/or receipt is required to process payment for all approved purchases, in addition to the applicable purchasing document.

### **III. PURCHASING AUTHORITY**

- A. The City of Parkville Board of Aldermen has delegated the authority to make purchases as follows:
  - a. Department heads are authorized to approve expenditures up to \$1,000 provided that funds budgeted are equal to or greater than the cost of the item. The City Administrator is authorized to restrict departmental

- spending on an as-needed basis, such as in the event that revenues fail to meet annual budget projections.
- b. The City Administrator is authorized to approve expenditures up to \$2,500 provided that funds budgeted are equal to or greater than the cost of the item. When submitted by a department head or other authorized staff, the request should be accompanied by a written recommendation to City Administrator.
  - c. The Finance/Audit Committee, as defined in Chapter 143 of the Parkville Municipal Code, is authorized to approve expenditures up to \$10,000. Each request shall include a staff recommendation with the relevant background information. A budget impact should be included with all requests. Each purchase must be approved by a four-fifths super majority of the Finance/Audit Committee or else be forwarded on to the Board of Aldermen for action.
  - d. The Finance/Audit Committee must make a recommendation to the Board of Aldermen for all purchases of more than \$10,000. The Finance/Audit Committee recommendation may be waived for time sensitivity or other special circumstances that warrant immediate action by the Board of Aldermen. The Board of Aldermen must approve all purchases of more than \$10,000. Each request shall include a staff recommendation with the relevant background information. A budget impact should be included with all requests.
- B. Projects may not be broken down into smaller projects for the purpose of exceeding purchasing authority.
  - C. All purchases made by the City must be approved by the Board of Aldermen through majority approval of the Accounts Payable Report, generally on a bi-monthly basis at scheduled legislative meetings.

#### **IV. PROCUREMENT REQUIREMENTS**

##### **A. Goods and Materials**

- a. A minimum of three quotes are required, whenever this is possible, for any goods or materials costing more than \$250 and less than \$10,000. Quotes should be documented, whether the quote is received in writing or over the phone. Justification should be provided in writing to the purchasing authority if it is not possible to obtain three quotes.
- b. Sealed bids are required for all purchases of goods and materials with a total value exceeding \$10,000.
  - i. A Notice to Bidders for the purchase of goods and materials totaling more than \$10,000 shall be advertised to all known local and other prospective and qualified bidders and shall be posted on the City's official website.
  - ii. The City Clerk, or authorized City personnel, shall open all sealed bids and read them aloud in the presence of at least one (1) witness. A bid tabulation of all bids received will be on file in the City Clerk's Office for public inspection.
  - iii. The Board of Aldermen shall award the bid to the lowest responsible bidder whose bid is in the best interest of the City.
  - iv. The City reserves the right to accept or reject any or all bids and to waive any provisions or technicalities therein.
  - v. The sealed bidding requirements may be waived by the Board of Aldermen in instances of sole source vendors, or in cases of emergency or other special circumstances.
- c. Purchases of goods and materials in excess of \$2,500 must be accompanied by a purchase order. Upon award, the appropriate

Department Head shall complete the purchase order and forward an executed copy to the City Clerk's Office. Direct purchases for materials with a value of \$5,000 or less associated with construction projects must be accompanied by the purchase order for construction materials.

- d. Sole source utility purchases that are essential for day-to-day operations and subject to local, state and/or federal rate regulations (including but not limited to electricity, water, sewer, and gas) are exempt from the procurement requirements of this policy. The City Administrator, or his/her designee, is responsible to review all bills for accuracy before payment and to implement methods to control and reduce costs, to the extent practical. Payments must be approved by the Board of Aldermen through majority approval of the Accounts Payable Report.

## **B. Vehicles and Equipment**

- a. A minimum of three quotes are required, whenever this is possible, for new vehicles and equipment costing less than \$2,500. Quotes should be documented, whether the quote is received in writing or over the phone. Justification should be provided in writing to the purchasing authority if it is not possible to obtain three quotes.
- b. Sealed bids are required for all purchases of new vehicles and equipment with a total value exceeding \$2,500.
  - i. A Notice to Bidders shall be advertised to all known local and other prospective and qualified bidders and shall be posted on the City's official website.
  - ii. The City Clerk, or authorized City personnel, shall open all sealed bids and read them aloud in the presence of at least one (1) witness.
  - iii. A bid tabulation of all bids received will be on file in the City Clerk's Office for public inspection.
  - iv. Staff should consult with the State of Missouri and the Kansas City Regional Purchasing Cooperative (KCRPC) to determine if there are any state or regional cooperative purchasing contracts for the specified vehicle or equipment. If so, the state and/or KCRPC contract price should be included in the bid tabulation.
  - v. The Board of Aldermen shall award the bid to the lowest responsible bidder whose bid is in the best interest of the City.
  - vi. The City reserves the right to accept or reject any or all bids and to waive any provisions or technicalities therein.
  - vii. The sealed bidding requirements may be waived by the Board of Aldermen in instances of sole source vendors, or in cases of emergency or other special circumstances.
- c. For the purchase of used vehicles and equipment, staff shall attempt to obtain a minimum of three quotes for similar products that meet the minimum specifications of the required purchase. Staff may request advance approval from the applicable purchasing authority to expend up to a maximum specified amount for a product meeting established specifications. Staff should research all available listings (internet advertisements, newspaper advertisements, local dealers, auctions, etc.) to find the best product to meet the need of the purchase at the lowest possible price.
- d. Vehicle and equipment purchases must be accompanied by a purchase order. Upon award, the appropriate Department Head shall complete the purchase order and forward an executed copy to the City Clerk's Office. Subject to approval by the City Attorney, a customized agreement may be substituted for the standard purchase order based on the requirements of

the dealer or other vendor.

### **C. New Construction**

- a. A minimum of three quotes are required, whenever this is possible, for new construction costing less than \$2,500. Quotes should be documented, whether the quote is received in writing or over the phone. Justification should be provided in writing to the purchasing authority if it is not possible to obtain three quotes.
- b. Sealed bids are required for all purchases of new construction with a total value exceeding \$2,500.
  - i. A Notice to Bidders shall be advertised to all known local and other prospective and qualified bidders and shall be posted on the City's official website.
  - ii. The City Clerk, or authorized City personnel, shall open all sealed bids and read them aloud in the presence of at least one (1) witness.
  - iii. A bid tabulation of all bids received will be on file in the City Clerk's Office for public inspection.
  - iv. The Board of Aldermen shall award the bid to the lowest responsible bidder whose bid is in the best interest of the City.
  - v. The City reserves the right to accept or reject any or all bids and to waive any provisions or technicalities therein.
  - vi. The sealed bidding requirements may be waived by the Board of Aldermen in instances of sole source vendors, or in cases of emergency or other special circumstances.
- c. When applicable, the City may furnish a sales tax exemption certificate number as supplied by the State of Missouri in accordance with state law.
- d. All new construction purchases in the amount of \$25,000 or less must be accompanied by a small construction contract. All new construction purchases in excess of \$25,000 must be accompanied by a large construction contract. The appropriate construction contract shall be made part of the sealed bid package and approved by the contractor prior to approval by the appropriate purchasing authority. Upon approval, the appropriate Department Head shall forward an executed copy of the construction contract to the City Clerk, along with any applicable attachments including the insurance certificate.

### **D. Maintenance or Repair**

- a. A minimum of three quotes are required, whenever this is possible, for maintenance and repair work costing less than \$10,000. Quotes should be documented, whether the quote is received in writing or over the phone. Justification should be provided in writing to the purchasing authority if it is not possible to obtain three quotes.
- b. Sealed bids are required for all maintenance and repair purchases with a total value exceeding \$10,000.
  - i. A Notice to Bidders shall be advertised to all known local and other prospective and qualified bidders and shall be posted on the City's official website.
  - ii. The City Clerk, or authorized City personnel, shall open all sealed bids and read them aloud in the presence of at least one (1) witness.
  - iii. A bid tabulation of all bids received will be on file in the City Clerk's Office for public inspection.
  - iv. The Board of Aldermen shall award the bid to the lowest responsible bidder whose bid is in the best interest of the City.

- v. The City reserves the right to accept or reject any or all bids and to waive any provisions or technicalities therein.
- vi. The sealed bidding requirements may be waived by the Board of Aldermen in instances of sole source vendors, or in cases of emergency or other special circumstances.
- c. Although quotes or sealed bids are desired to the extent possible, routine repairs and maintenance may be performed at pre-approved suppliers/shops. This is intended to address the impracticality, in some cases, of getting bids for work that might, for instance, require that engine parts be disassembled to determine the work that needs to be done, or where time constraints make obtaining bids impractical.
- d. When applicable, the City may furnish a sales tax exemption certificate number as supplied by the State of Missouri in accordance with state law.
- e. All maintenance and repair purchases in the amount of \$10,000 or less must be accompanied by a work authorization. All maintenance and repair purchases in excess of \$10,000 but less than \$25,000 must be accompanied by a small construction contract. All new construction purchases in excess of \$25,000 must be accompanied by a large construction contract. The appropriate purchasing document shall be made part of the sealed bid package and approved by the contractor prior to approval by the appropriate purchasing authority. Upon approval, the appropriate Department Head shall forward an executed copy of the work authorization or construction contract to the City Clerk, along with any applicable attachments including the insurance certificate.

#### **E. Professional Services**

- a. When the professional services fee shall not exceed \$2,500 the City Administrator, with input from appropriate City staff, may select a firm or individual based upon the particular firm's or individual's expertise, previous performance, and readiness for the service requirement of the City.
- b. In the event the fees for professional services on any proposed matter are estimated to exceed \$2,500, a Request for Proposals (RFP) or Request for Qualifications (RFQ) process will be utilized and the following will apply:
  - i. The City will obtain necessary professional services on the basis of demonstrated competence and qualifications for the type of service needed at fair and reasonable prices.
  - ii. Prices shall not be the principal factor on which professional services are selected.
  - iii. Preference shall be given to qualified professional firms having a principal office within the Parkville city limits, recognizing the benefits to the local economy realized through spending local dollars locally. Preference may also be given to qualified professional firms that have demonstrated a commitment to the community through membership in the Parkville Economic Development Council and/or Platte County Economic Development Council.
  - iv. If the City and/or a private developer have invested time and money in a project for which a professional firm has already been involved in preliminary work, the Board of Aldermen may select that firm on the basis of City staff's recommendation or a developer's request, assuming a reasonable fee can be negotiated.
  - v. RFQs or RFPs will be advertised on the City's website and sent to

interested firms.

- vi. A selection committee reviews all proposals, conducts interviews (if needed), checks references (if needed), and makes a recommendation to the purchasing authority.
  - vii. Staff is authorized to negotiate a fee and scope of services with the preferred vendor as recommended by the selection committee. The scope and fee must be incorporated into a professional services agreement for review and approval by the relevant purchasing authority. If an agreement cannot be reached on the scope and fee, the purchasing authority may authorize staff to negotiate with the second choice of the selection committee, and so on, until a satisfactory agreement is negotiated.
- c. All professional services must be accompanied by a professional services agreement. Depending on the scope and nature of the project, and with City Attorney approval, a customized agreement may be substituted for the standard professional services agreement upon request of the vendor. Upon approval, the appropriate Department Head shall forward an executed copy of the professional services agreement to the City Clerk, along with any applicable attachments including the insurance certificate.

#### **F. Emergencies**

- a. An emergency is defined as any instance in which either the City's infrastructure or the City's citizens or their property are in jeopardy, and timeliness is crucial.
- b. The Mayor or City Administrator can approve up to \$10,000 for an emergency purchase when the expense will be charged to the City's sewer fund.
- c. The Mayor or City Administrator can approve up to \$5,000 for an emergency purchase when the expense will be charged to other than the City's sewer fund.
- d. The Mayor and the City Administrator may not combine spending authority for the purposes of increasing the amount that can be approved.
- e. As a courtesy, the City Administrator or Mayor will notify Board of his/her action, in writing, via the most expeditious method possible. This is not an approval step.
- f. To the extent possible, the City will enter into multi-year emergency services contracts for routine services such as plumbing, electricity, etc. in order to pre-establish labor and materials fees.
- g. If an existing emergency services contract does not exist for a required purchase, or the emergency services contractor cannot respond in a timely manner, staff shall attempt to obtain a minimum of three quotes from other providers if the process does not jeopardize the timeliness of addressing the emergency.
- h. In the absence of an existing emergency services contract, a work authorization should be executed in advance of the emergency purchase. If a work authorization may not be executed in a timely manner, staff should attempt to document the scope and fee in writing with the contractor via email or an on-site.

#### **V. DISPOSAL OF CITY ASSETS**

- A. **Approval to Dispose of Assets.** The City Administrator or his/her designee shall give final approval in writing before any City asset is disposed of or transferred from a City Department.

- B. **Surplus Assets.** When an item no longer is needed by a City department, the respective Department Head should attempt to dispose of the item according to following steps, in priority order:
- a. Redistribute the item within the City to another department.
  - b. Trade or sell the item “as is” through available markets approved by City Administrator, including but not limited to online or live auctions.
  - c. Give the item to another local governmental agency or local non-profit agency.
  - d. Items which are damaged or have a nominal value may be recycled or disposed as waste.
- C. **Limitations.** Any asset which, at the time of purchase, cost the City the amount of \$2,500 or more, must be declared surplus by the Board of Aldermen prior to disposal.
- D. **Prohibitions.** Under no circumstances will any employee, or family-member of an employee, have access to or ownership of any asset that is being disposed of in accordance with this policy unless such asset is being offered for sale to the general public and the process for such sale is open to any individual intending to proffer a bid on such asset.
- E. **Documents.** All documents will be disposed of in accordance with State policies governing the same. Any document which has, or appears to have, historical value will be separated for further examination.
- F. **Computing Technology.** Regardless of how computing equipment is disposed of, all data residing on any computer or other electronic storage device will be removed from the equipment prior to disposal.
- G. **Other Fixed Assets.** Prior to disposing of City assets, each Department Head will determine whether such asset is part of the City’s ongoing fixed asset inventory. If so, a complete description of the asset being disposed of will be sent to the City’s Finance/Human Resources Manager or his/her designee.

## Purchasing Policy Overview

| Purchases                    |                     | Authority to Approve |     |                   |             |            | Contract Required |                    |                            |                                 |                             |                             | Procurement  |             |            |                      |
|------------------------------|---------------------|----------------------|-----|-------------------|-------------|------------|-------------------|--------------------|----------------------------|---------------------------------|-----------------------------|-----------------------------|--------------|-------------|------------|----------------------|
| Type                         | Amount              | Mayor                | BOA | Finance Committee | City Admin. | Dept. Head | Invoice           | Work Authorization | PO w/ Terms and Conditions | Professional Services Agreement | Small Construction Contract | Large Construction Contract | Three Quotes | Sealed Bids | RFQ or RFP | Other (BOA Approval) |
| Goods and Materials*         | <\$250              |                      |     |                   |             | x          | x                 |                    |                            |                                 |                             |                             |              |             |            |                      |
|                              | >\$250 <\$2,500     |                      |     |                   | x           | x (≤\$1K)  | x                 |                    |                            |                                 |                             |                             | x            |             |            |                      |
|                              | >\$2,500 <\$10,000  |                      |     | x                 |             |            | x                 |                    | x                          |                                 |                             |                             | x            |             |            |                      |
|                              | >\$10,000           |                      | x   |                   |             |            | x                 |                    | x                          |                                 |                             |                             |              | x           |            | x                    |
| New Vehicles and Equipment†  | <\$1,000            |                      |     |                   |             | x          |                   |                    | x                          |                                 |                             |                             | x            |             |            |                      |
|                              | >\$1,000 <\$2,500   |                      |     |                   | x           |            |                   |                    | x                          |                                 |                             |                             | x            |             |            |                      |
|                              | >\$2,500 <\$10,000  |                      |     | x                 |             |            |                   |                    | x                          |                                 |                             |                             |              | x           |            | x                    |
|                              | >\$10,000           |                      | x   |                   |             |            |                   |                    | x                          |                                 |                             |                             |              | x           |            | x                    |
| Used Vehicles and Equipment† | <\$1,000            |                      |     |                   |             | x          |                   |                    | x                          |                                 |                             |                             | x            |             |            | x                    |
|                              | >\$1,000 <\$2,500   |                      |     |                   | x           |            |                   |                    | x                          |                                 |                             |                             | x            |             |            | x                    |
|                              | >\$2,500 <\$10,000  |                      |     | x                 |             |            |                   |                    | x                          |                                 |                             |                             | x            |             |            | x                    |
|                              | >\$10,000           |                      | x   |                   |             |            |                   |                    | x                          |                                 |                             |                             | x            |             |            | x                    |
| New Construction             | <\$1,000            |                      |     |                   |             | x          |                   |                    |                            |                                 | x                           |                             | x            |             |            |                      |
|                              | >\$1,000 <\$2,500   |                      |     |                   | x           |            |                   |                    |                            |                                 | x                           |                             | x            |             |            |                      |
|                              | >\$2,500 <\$10,000  |                      |     | x                 |             |            |                   |                    |                            |                                 | x                           |                             |              | x           |            | x                    |
|                              | >\$10,000 <\$25,000 |                      | x   |                   |             |            |                   |                    |                            |                                 | x                           |                             |              | x           |            | x                    |
|                              | >\$25,000           |                      |     |                   |             |            |                   |                    |                            |                                 |                             | x                           |              | x           |            | x                    |
| Maintenance or Repair        | <\$1,000            |                      |     |                   |             | x          |                   | x                  |                            |                                 |                             |                             | x            |             |            |                      |
|                              | >\$1,000 <\$2,500   |                      |     |                   | x           |            |                   | x                  |                            |                                 |                             |                             | x            |             |            |                      |
|                              | >\$2,500 <\$10,000  |                      |     | x                 |             |            |                   | x                  |                            |                                 |                             |                             | x            |             |            |                      |
|                              | >\$10,000 <\$25,000 |                      | x   |                   |             |            |                   |                    |                            |                                 | x                           |                             |              | x           |            | x                    |
|                              | >\$25,000           |                      |     |                   |             |            |                   |                    |                            |                                 |                             | x                           |              | x           |            | x                    |
| Professional Services        | <\$1,000            |                      |     |                   |             | x          |                   |                    |                            | x                               |                             |                             | x            |             |            |                      |
|                              | >\$1,000 <\$2,500   |                      |     |                   | x           |            |                   |                    |                            | x                               |                             |                             | x            |             |            |                      |
|                              | >\$2,500 <\$10,000  |                      |     | x                 |             |            |                   |                    |                            | x                               |                             |                             |              |             | x          |                      |
|                              | >\$10,000           |                      | x   |                   |             |            |                   |                    |                            | x                               |                             |                             |              |             | x          |                      |
| Emergencies (sewer)**        | ≤\$10,000           | x                    |     |                   | x           |            |                   | x                  |                            |                                 |                             |                             | x            |             |            |                      |
| Emergencies (all other)**    | ≤\$5,000            | x                    |     |                   | x           |            |                   | x                  |                            |                                 |                             |                             | x            |             |            |                      |

\*For construction materials with a value less than \$5,000, a PO for construction materials should be used in addition to the invoice.

†A customized agreement may be substituted for the standard PO based on the requirements of the dealer.

\*\*If the repair involves new construction, prevailing wages will apply, and a construction contract must be used in lieu of the work authorization. To the extent practical, three quotes should be obtained unless a multi-year service contract is in place or obtaining three quotes would cause a detrimental delay to the emergency purchase.

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

Date: October 13, 2014

Prepared By:  
Lauren Palmer  
City Administrator

Reviewed By:  
Melissa McChesney  
City Clerk

ISSUE:

Approve a contract with Ace Pipe Cleaning (Kansas City, MO) for the 2014 sewer line closed circuit television (CCTV) and cleaning project.

BACKGROUND:

The CCTV project was budgeted in the Capital Improvement Program (CIP) as preventive maintenance to clean, video and identify defects on a portion of the existing sewer lines in the City. On August 5, 2014, the Board of Aldermen approved Work Authorization No. 31B in the amount of \$7,875 as part of the contract with North Hills Engineering (Jay Norco) to perform engineering mapping, project coordination, and data review and provide repair recommendations for the project. Mr. Norco prepared the scope of work and accepted sealed bids for the project. One bid was received in the amount of \$75,055.20 from Ace Pipe Cleaning (APC) of Kansas City, MO. Mr. Norco personally contacted two other possible bidders regarding the project, and both declined to bid due to scheduling conflicts with other work.

BUDGET IMPACT:

The Sewer Fund budget has \$80,000 in the 2014 Capital Improvement Program (CIP) for this project (30-501-06-99-00), which includes project scoping and administration. Mr. Norco estimated \$69,100 for the CCTV & cleaning contract. As an efficiency measure, the scope of work includes clean out of the grit chamber and McAfee lift station wetwell, which were scheduled for maintenance in 2014. That portion of the work was bid at \$7,500 and will be funded from available budget in the Pump Station Maintenance line item (30-501-06-12-00). Therefore, the remaining balance of \$67,555.20 is within the project budget for CCTV.

ALTERNATIVES:

1. Approve the contract with Ace Pipe Cleaning in the amount of \$75,055.20.
2. Do not approve the contract with Ace Pipe Cleaning.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the contract with Ace Pipe Cleaning.

FINANCE COMMITTEE RECOMMENDATION:

On October 13, 2014, by a vote of 4-0, the Finance Committee recommended that the Board of Aldermen approve the contract with Ace Pipe Cleaning.

POLICY:

The Purchasing Policy, Resolution No. 02-01-13, gives the Board of Aldermen authority to approve purchases in excess of \$10,000, upon recommendation of the Finance Committee.

**Item 4F**  
*For 10-20-14*  
*Special Board of Aldermen Meeting*

SUGGESTED MOTION:

I move to approve the contract with Ace Pipe Cleaning of Kansas City, MO for the closed circuit television and cleaning project in the amount of \$75,055.20.

ATTACHMENTS:

1. Bid Tabulation
2. CCTV Professional Services Agreement

[Click here to view the CCTV sewer maps.](#)

## BID TABULATION

2014 Sewer CCTV & Cleaning Project  
Monday, October 6, 2014  
2:05 p.m. – Public Works Conference Room

| Bidder                                 | TOTAL        |
|--|--------------|
| Ace Pipe Cleaning<br>(Kansas City, MO) | \$75,055.20* |

(\* ) Recommended Award of Purchase

## SERVICES AGREEMENT FOR SEWER CCTV & CLEANING

THIS SERVICE AGREEMENT, entered into on this 20<sup>th</sup> day of October, 2014, by and between the CITY OF PARKVILLE, MISSOURI ("City") and Ace Pipe Cleaning, Inc., 4000 Truman Road, Kansas City, MO 64127 ("Service Provider").

WHEREAS, the City requires cleaning and closed circuit television (CCTV) inspection of sanitary sewers within the City of Parkville ("Project"); and

WHEREAS, the City will use the CCTV data to evaluate sewer system assets and plan for repairs and renewal of the sanitary sewer pipelines; and

WHEREAS, the City has funds to complete the Project; and

WHEREAS, Service Provider is an independent contractor with the necessary equipment, skills, and qualifications to provide the CCTV and cleaning services.

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 sewer cleaning and CCTV inspection work and related 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 herein and in Exhibits A1, A2, and B, attached hereto and incorporated by reference.
  - i. Perform basic jetter cleaning of sanitary sewer lines, as set forth in Exhibit A1 - "Schedule of CCTV Segments", and as shown on the accompanying maps in Exhibit C, titled "City of Parkville - 2014 Sewer CCTV and Cleaning" (6 maps total).
  - ii. Perform sewer cleaning work, CCTV inspection work, and submit deliverables as set forth in Exhibit B - "Sewer Television Inspection and Cleaning Specifications".
  - iii. Upon written authorization of the City, perform heavy cleaning of sewer line segments that have heavy deposits of debris or cannot be adequately cleaned with basic cleaning, as defined in Exhibit B.
  - iv. Cleaning of the grit chamber at the McAfee Lift Station, and hauling of the contents thereof, as set forth in Exhibit C on the map titled "Map 1 - Downtown Area".
  - v. Cleaning of the pump wetwell at the McAfee Lift Station, and hauling of the contents thereof, as set forth in Exhibit C on the map titled "Map 1 - Downtown Area".
- C. The City agrees to the following to assist the Service Provider in the delivery of the Services:
  - i. Furnish a location to dispose of solids and sediment removed from the sanitary sewers during the cleaning process.
  - ii. Assist the Service Provider in locating manholes.

- D. 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.
  - E. 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 on a unit price basis, for completion of actual measured quantities or work, as set forth in Service Provider's Bid Schedule, which is attached to this Agreement as Exhibit A2. Compensation shall not exceed the Service Provider's Total Bid Price as indicated on Exhibit A2 by more than three percent (5%) without prior written approval from the City.
    - b. Service Provider is not eligible for reimbursement for miscellaneous expenses including travel, transportation, fuel, water, etc.
  - B. Service Provider shall submit an itemized invoice to the City upon completion of the Services. If Service Provider wishes to request a partial payment, Service Provider shall submit to the City an invoice for partial payment, which shall contain a tabulation of specific units of work completed. Service Provider shall submit invoices for partial payment not more frequently than monthly. The City agrees to pay the balance of the approved invoice, or undisputed portions of a disputed invoice, within 30 days of the date of receipt by the City. In the event of a dispute, and prior to the invoice's due date, City shall pay the undisputed portion of the invoice and notify Service Provider of the nature of the dispute regarding the balance.
  - C. Service Provider shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the City to assure proper accounting for all funds. These records will be made available for audit purposes to the City or any authorized representative, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the City.
- IV. SCHEDULE
- A. Unless otherwise directed by the City, Service Provider shall commence performance of the Services upon execution of this Agreement.
  - B. Services shall be completed within forty-five (45) calendar days of receiving the notice to proceed. The Service Provider will be responsible for liquidated damaged of one hundred

dollars (\$100) per calendar day if the Services are not completed within 45 calendar days of the receiving the notice to proceed.

- 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

- A. The Service Provider shall secure and maintain, at its expense, through the duration of this Agreement Commercial General Liability Insurance on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate coverage. The City will only accept coverage from an insurance carrier that offers proof that it :
  - a. Is licensed to do business in the State of Missouri;
  - b. Carries a Best's policy holder rating of A or better; and
  - c. Carries at least a Class X financial rating.
- B. Comprehensive Automobile Liability Insurance. Service Provider shall maintain comprehensive automobile insurance, including contractual liabilities insuring the indemnities set forth in this Contract covering all owned, non-owned and hired automobiles used in connection with the services or other work hereunder, whether on or off the site, and shall have minimum bodily injury and property damage limits of \$1,000,000.00 combined single limit per occurrence. An MCS-90 endorsement shall be procured when applicable.
- C. Workers' Compensation and Employer's Liability Insurance. Service Provider shall maintain Worker's Compensation Insurance to cover the statutory limits of the Workers' Compensation laws of the state in which any work is to be performed and when applicable to Federal Laws, Voluntary Compensation and Employer's Liability (including occupational disease) coverage with limits not less than \$500,000.00 per occurrence and \$1,000,000.00

in aggregate for all workers on site, regardless of whether a worker is also an owner of Contractor.

- D. Service Provider shall furnish the City with a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers. Service Provider shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with at least 30 days advance notice of cancellation. Service Provider shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form) and a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the Owner prior to commencement of any services on City property.

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: Lauren Palmer

City Administrator  
8880 Clark Ave.  
Parkville, MO 64152  
[lpalmer@parkvillemo.gov](mailto:lpalmer@parkvillemo.gov)

- E. Notices sent by the City shall be sent to:  
Ace Pipe Cleaning, Inc.  
Attn: Theresa Calvert - Contract Manager  
4000 Truman Road  
Kansas City, MO 64127  
[theresa@acepipe.com](mailto:theresa@acepipe.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. 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 in violation of subsection 1 or 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, 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.



ATTEST:

*Melissa McChesney*

Melissa McChesney, City Clerk

CITY OF PARKVILLE, MISSOURI

By: *Nanette K. Johnston*

Nanette K. Johnston, Mayor

ACE PIPE CLEANING, INC.

By: *Steve Hontz*

Steve Hontz  
President

**EXHIBIT A1**  
**CITY OF PARKVILLE - 2014 SEWER CCTV & CLEANING**  
**SCHEDULE OF LINE SEGMENTS**

**NOTES:**

- 1 As work progresses, enter actual surveyed length and actual size for each line segment.
- 2 Intent is to pass camera with light cleaning, up to two passes with jetter.
- 2 Obtain authorization prior to commencing heavy cleaning.
- 3 Use heavy cleaning only when large deposits of debris are encountered.

**TABLE OF LINE SEGMENTS:**

| Segment I.D. | U/S<br>MH | D/S<br>MH | Pipe<br>Dia, (In) | Material | GIS Length<br>(Ft) | To be completed during Work. |                     |           |           |
|--------------|-----------|-----------|-------------------|----------|--------------------|------------------------------|---------------------|-----------|-----------|
|              |           |           |                   |          |                    | Measured<br>Length, (Ft)     | Actual<br>Dia, (In) | Unit Cost | Extension |
| B01-D03      | B01       | D03       | 24                | VCP      | 97                 |                              |                     |           |           |
| B02-B01      | B02       | B01       | 24                | IRN      | 155                |                              |                     |           |           |
| D04-D03      | D04       | D03       | 24                | VCP      | 145                |                              |                     |           |           |
| D05-D04      | D05       | D04       | 24                | VCP      | 205                |                              |                     |           |           |
| D06-D05      | D06       | D05       | 24                | VCP      | 361                |                              |                     |           |           |
| D07-D06      | D07       | D06       | 24                | CIPP     | 311                |                              |                     |           |           |
| D08-D07      | D08       | D07       | 24                | VCP      | 297                |                              |                     |           |           |
| D16-D15      | D16       | D15       | 18                | CIPP     | 52                 |                              |                     |           |           |
| D15-D14      | D15       | D14       | 15                | VCP      | 329                |                              |                     |           |           |
| D12A-D12     | D12A      | D12       | 15                | CIPP     | 398                |                              |                     |           |           |
| D12-D11      | D12       | D11       | 15                | CIPP     | 320                |                              |                     |           |           |
| D13-D12A     | D13       | D12A      | 15                | CIPP     | 224                |                              |                     |           |           |
| D14-D13      | D14       | D13       | 15                | CIPP     | 201                |                              |                     |           |           |
| D17-D16      | D17       | D16       | 15                | CIPP     | 179                |                              |                     |           |           |
| B03-B02      | B03       | B02       | 12                | VCP      | 168                |                              |                     |           |           |
| B04-B03      | B04       | B03       | 12                | CIPP     | 166                |                              |                     |           |           |
| B07-B04      | B07       | B04       | 12                | CIPP     | 250                |                              |                     |           |           |
| B08-B07      | B08       | B07       | 12                | VCP      | 201                |                              |                     |           |           |
| B10B-B10     | B10B      | B10       | 12                | TRS      | 232                |                              |                     |           |           |
| B11-B10B     | B11       | B10B      | 12                | TRS      | 120                |                              |                     |           |           |
| B12A-B12     | B12A      | B12       | 12                | CIPP     | 383                |                              |                     |           |           |
| B12-B11      | B12       | B11       | 12                | TRS      | 276                |                              |                     |           |           |
| B13-B12A     | B13       | B12A      | 12                | CIPP     | 177                |                              |                     |           |           |
| B14-B13A     | B14       | B13A      | 12                | CIPP     | 121                |                              |                     |           |           |
| B14-B13A     | B14       | B13A      | 12                | TRS      | 38                 |                              |                     |           |           |
| D31-D30      | D31       | D30       | 10                | PVC      | 112                |                              |                     |           |           |
| D32-D31      | D32       | D31       | 10                | PVC      | 171                |                              |                     |           |           |
| D33-D32      | D33       | D32       | 10                | PVC      | 75                 |                              |                     |           |           |
| D34-D33      | D34       | D33       | 10                | PVC      | 77                 |                              |                     |           |           |
| B15-B14      | B15       | B14       | 8                 | TRS      | 363                |                              |                     |           |           |
| B16-B15      | B16       | B15       | 8                 | TRS      | 344                |                              |                     |           |           |
| B17-B16      | B17       | B16       | 8                 | TRS      | 266                |                              |                     |           |           |
| B18-B17      | B18       | B17       | 8                 | TRS      | 61                 |                              |                     |           |           |
| B19-B18      | B19       | B18       | 8                 | TRS      | 246                |                              |                     |           |           |
| D18-D17      | D18       | D17       | 8                 | VCP      | 193                |                              |                     |           |           |
| D34A-D34     | D34A      | D34       | 8                 | PVC      | 206                |                              |                     |           |           |
| D35-D34      | D35       | D34       | 8                 | IRN      | 294                |                              |                     |           |           |
| D36-D35      | D36       | D35       | 8                 | PVC      | 280                |                              |                     |           |           |
| D60A-D60     | D60A      | D60       | 8                 | TRS      | 104                |                              |                     |           |           |
| D60-D59A     | D60       | D59A      | 8                 | TRS      | 153                |                              |                     |           |           |
| D61-D60      | D61       | D60       | 8                 | TRS      | 233                |                              |                     |           |           |
| D62-D61      | D62       | D61       | 8                 | TRS      | 214                |                              |                     |           |           |
| D63-D62      | D63       | D62       | 8                 | TRS      | 404                |                              |                     |           |           |
| D64-D25      | D64       | D25       | 8                 | VCP      | 212                |                              |                     |           |           |
| D65-D64      | D65       | D64       | 8                 | PVC      | 328                |                              |                     |           |           |
| D66-D65      | D66       | D65       | 8                 | PVC      | 299                |                              |                     |           |           |
| D67-D66      | D67       | D66       | 8                 | CIPP     | 242                |                              |                     |           |           |
| D68-D67      | D68       | D67       | 8                 | VCP      | 95                 |                              |                     |           |           |
| D71A-D71     | D71A      | D71       | 8                 | VCP      | 218                |                              |                     |           |           |
| D71-D67      | D71       | D67       | 8                 | VCP      | 139                |                              |                     |           |           |
| D72-D71      | D72       | D71       | 6                 | VCP      | 18                 |                              |                     |           |           |
| D73-D72      | D73       | D72       | 8                 | VCP      | 146                |                              |                     |           |           |
| G03-G02      | G03       | G02       | 8                 | TRS      | 117                |                              |                     |           |           |
| G04-G03      | G04       | G03       | 8                 | TRS      | 88                 |                              |                     |           |           |
| G05A-G05     | G05A      | G05       | 8                 | TRS      | 131                |                              |                     |           |           |
| G05-G04      | G05       | G04       | 8                 | TRS      | 261                |                              |                     |           |           |
| G06-G05      | G06       | G05       | 8                 | TRS      | 207                |                              |                     |           |           |

| Segment I.D. | U/S<br>MH | D/S<br>MH | Pipe<br>Dia, (In) | Material | GIS Length<br>(Ft) | To be completed during Work. |                     |           |           |
|--------------|-----------|-----------|-------------------|----------|--------------------|------------------------------|---------------------|-----------|-----------|
|              |           |           |                   |          |                    | Measured<br>Length, (Ft)     | Actual<br>Dia, (In) | Unit Cost | Extension |
| G07-G06      | G07       | G06       | 8                 | TRS      | 204                |                              |                     |           |           |
| G08-G07      | G08       | G07       | 8                 | VCP      | 223                |                              |                     |           |           |
| G09-G07      | G09       | G07       | 8                 | VCP      | 120                |                              |                     |           |           |
| G10-G11      | G10       | G11       | 8                 | TRS      | 135                |                              |                     |           |           |
| G11-G05A     | G11       | G05A      | 8                 | TRS      | 161                |                              |                     |           |           |
| G12-G11      | G12       | G11       | 8                 | TRS      | 93                 |                              |                     |           |           |
| G13-G12      | G13       | G12       | 8                 | TRS      | 159                |                              |                     |           |           |
| G14-G09      | G14       | G09       | 8                 | TRS      | 202                |                              |                     |           |           |
| G15-G11      | G15       | G11       | 8                 | TRS      | 223                |                              |                     |           |           |
| G16-G15      | G16       | G15       | 8                 | TRS      | 228                |                              |                     |           |           |
| G17-G03      | G17       | G03       | 8                 | TRS      | 283                |                              |                     |           |           |
| G18-G17      | G18       | G17       | 8                 | TRS      | 127                |                              |                     |           |           |
| G19-G18      | G19       | G18       | 8                 | TRS      | 92                 |                              |                     |           |           |
| G20-G18      | G20       | G18       | 8                 | TRS      | 79                 |                              |                     |           |           |
| G21-G17      | G21       | G17       | 8                 | TRS      | 180                |                              |                     |           |           |
| G22-G21      | G22       | G21       | 8                 | TRS      | 161                |                              |                     |           |           |
| G23-G22      | G23       | G22       | 8                 | CIPP     | 144                |                              |                     |           |           |
| G24-G23      | G24       | G23       | 8                 | CIPP     | 154                |                              |                     |           |           |
| G25-G24      | G25       | G24       | 8                 | CIPP     | 142                |                              |                     |           |           |
| G26-G25      | G26       | G25       | 8                 | CIPP     | 242                |                              |                     |           |           |
| G27-G26      | G27       | G26       | 8                 | CIPP     | 172                |                              |                     |           |           |
| G28-G27      | G28       | G27       | 8                 | CIPP     | 240                |                              |                     |           |           |
| G29A-G29     | G29A      | G29       | 8                 | TRS      | 181                |                              |                     |           |           |
| G29-G28      | G29       | G28       | 8                 | CIPP     | 315                |                              |                     |           |           |
| G30A-G30     | G30A      | G30       | 8                 | TRS      | 27                 |                              |                     |           |           |
| G30-G29A     | G30       | G29A      | 8                 | TRS      | 59                 |                              |                     |           |           |
| G31-G30      | G31       | G30       | 8                 | TRS      | 208                |                              |                     |           |           |
| G32-G30A     | G32       | G30A      | 8                 | TRS      | 202                |                              |                     |           |           |
| G33-G32      | G33       | G32       | 8                 | TRS      | 78                 |                              |                     |           |           |
| G34-G28      | G34       | G28       | 8                 | TRS      | 158                |                              |                     |           |           |
| G35-G34      | G35       | G34       | 8                 | TRS      | 65                 |                              |                     |           |           |
| G36-G35      | G36       | G35       | 8                 | TRS      | 224                |                              |                     |           |           |
| G37-G36      | G37       | G36       | 8                 | TRS      | 153                |                              |                     |           |           |
| G38-G35      | G38       | G35       | 8                 | TRS      | 228                |                              |                     |           |           |
| G51-G50      | G51       | G50       | 8                 | TRS      | 126                |                              |                     |           |           |
| G52A-G52     | G52A      | G52       | 8                 | TRS      | 160                |                              |                     |           |           |
| G52B-G52     | G52B      | G52       | 8                 | TRS      | 134                |                              |                     |           |           |
| G52-G51      | G52       | G51       | 8                 | TRS      | 167                |                              |                     |           |           |
| G53A-G53     | G53A      | G53       | 8                 | TRS      | 173                |                              |                     |           |           |
| G53-G52B     | G53       | G52B      | 8                 | TRS      | 83                 |                              |                     |           |           |
| G54-G53      | G54       | G53       | 8                 | TRS      | 87                 |                              |                     |           |           |
| G55-G54      | G55       | G54       | 8                 | TRS      | 218                |                              |                     |           |           |
| G56-G55      | G56       | G55       | 8                 | TRS      | 148                |                              |                     |           |           |
| G57-G56      | G57       | G56       | 8                 | TRS      | 186                |                              |                     |           |           |
| G58A-G58     | G58A      | G58       | 8                 | TRS      | 131                |                              |                     |           |           |
| G58-G57      | G58       | G57       | 8                 | TRS      | 262                |                              |                     |           |           |
| G59-G58A     | G59       | G58A      | 8                 | TRS      | 130                |                              |                     |           |           |
| G60-G59      | G60       | G59       | 8                 | TRS      | 241                |                              |                     |           |           |
| G61-G58      | G61       | G58       | 8                 | TRS      | 278                |                              |                     |           |           |
| G62-G55      | G62       | G55       | 8                 | TRS      | 98                 |                              |                     |           |           |
| G63-G62      | G63       | G62       | 8                 | TRS      | 124                |                              |                     |           |           |
| G65-G52A     | G65       | G52A      | 8                 | TRS      | 117                |                              |                     |           |           |
| G66-G65      | G66       | G65       | 8                 | TRS      | 63                 |                              |                     |           |           |
| G67-G65      | G67       | G65       | 8                 | TRS      | 237                |                              |                     |           |           |
| G68-G67      | G68       | G67       | 8                 | TRS      | 328                |                              |                     |           |           |
| G69-G68      | G69       | G68       | 8                 | TRS      | 230                |                              |                     |           |           |
| G70-G69      | G70       | G69       | 8                 | TRS      | 99                 |                              |                     |           |           |
| G71-G68      | G71       | G68       | 8                 | TRS      | 140                |                              |                     |           |           |
| G72-G71      | G72       | G71       | 8                 | TRS      | 93                 |                              |                     |           |           |
| G73-G72      | G73       | G72       | 8                 | TRS      | 125                |                              |                     |           |           |
| G74-G65      | G74       | G65       | 8                 | TRS      | 140                |                              |                     |           |           |
| G75-G74      | G75       | G74       | 8                 | TRS      | 130                |                              |                     |           |           |
| G76-G75      | G76       | G75       | 8                 | TRS      | 128.6              |                              |                     |           |           |

PRELIMINARY TOTAL FOOTAGE: 21,917  
(Payment to be made on actual footage, measured center-to-center of manholes.)

**EXHIBIT A2  
CITY OF PARKVILLE - 2014 SEWER CCTV & CLEANING  
BID SCHEDULE**

| No. | Description                               | Est. Quantity | Unit  | Unit Price | Extension   |
|-----|---|---------------|-------|------------|-------------|
| 1   | CCTV & Basic Cleaning, Size 8"-10"        | 16,512        | LF    | \$2.50     | \$41,280.00 |
| 2   | CCTV & Basic Cleaning, Size 12"           | 2,133         | LF    | \$2.70     | \$ 5,759.10 |
| 3   | CCTV & Basic Cleaning, Size 15"           | 1,651         | LF    | \$3.00     | \$ 4,953.00 |
| 4   | CCTV & Basic Cleaning, Size 18"-21"       | 52            | LF    | \$3.30     | \$ 171.60   |
| 5   | CCTV & Basic Cleaning, Size 24"           | 1,569         | LF    | \$3.50     | \$ 5,491.50 |
| 6   | Clean Out Grit Chamber, Haul Off Contents | 1             | LS    | \$3,750.00 | \$ 3,750.00 |
| 7   | Clean Out McAfee Lift Station Wetwell     | 1             | LS    | \$3,750.00 | \$ 3,750.00 |
| 8   | Heavy Cleaning, with authorization        | 30            | HOURS | \$330.00   | \$ 9,900.00 |

**TOTAL BID PRICE:**     \$75,055.20

## **September 2014 Financial Report**

After timing adjustments we're \$193,000 ahead of pace for revenues in our General Fund, but we may yet lose a little ground. One-times for Brink Meyer Road and health insurance won't recur in 2015, so this year's total is artificially high.

General Fund expenses stand at 68% of the full year plan with  $\frac{3}{4}$  of the year gone, which speaks to the strong job of managing budget expenses that has been done by the staff.

Melissa and our receptionists are doing a good job of chasing down business license revenue, and we've already exceeded our budget plan. Staff has also done a good job chasing down delinquent sewer bills.

Our balance in the Emergency Reserve Fund is now over \$1.3 million. Our Transportation Fund will look artificially good this year, as we've deferred some work to 2015. The Sewer Fund remains in excellent condition.

Respectfully submitted,

Jim Werner

Finance Chairman



## FINANCIAL REPORT

For the Month Ended September 30, 2014

Unaudited Financial Reports

To Be Used for

Budgetary Management Purposes

CITY OF PARKVILLE  
 REVENUE AND EXPENDITURES BUDGETARY COMPARISON REPORT

AS OF: September 30, 2014

10 -General Fund  
 FINANCIAL SUMMARY

75.00 % OF FISCAL YEAR COMPLETED

|   | 2014<br>ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED       | BUDGET<br>BALANCE   | PRIOR FY<br>YEAR TO DATE |
|---|--------------------------|--------------------------|------------------------|--------------|---------------------|--------------------------|
| <b>REVENUE SUMMARY</b>  |                          |                          |                        |              |                     |                          |
| TAXES   | 1,067,700                | 2,303.87                 | 1,068,727.79           | 100.1%       | -1,027.79           | 1,060,787.77             |
| LICENSES  | 40,900                   | 1,875.80                 | 43,130.80              | 105.5%       | -2,230.80           | 25,781.50                |
| PERMITS   | 201,000                  | 20,136.13                | 254,677.65             | 126.7%       | -53,677.65          | 165,606.44               |
| FRANCHISE FEES  | 837,000                  | 17,092.44                | 606,557.83             | 72.5%        | 230,442.17          | 569,999.91               |
| SALES TAXES   | 910,000                  | 116,357.16               | 752,416.49             | 82.7%        | 157,583.51          | 682,109.73               |
| OTHER REVENUE   | 28,200                   | 7,275.00                 | 27,671.50              | 98.1%        | 528.50              | 24,105.00                |
| COURT REVENUE   | 290,000                  | 28,205.34                | 196,648.72             | 67.8%        | 93,351.28           | 183,510.65               |
| INTEREST INCOME   | 22,000                   | 528.73                   | 4,961.54               | 22.6%        | 17,038.46           | 16,925.84                |
| MISCELLANEOUS REVENUE   | 24,000                   | 2,246.15                 | 24,874.53              | 103.6%       | -874.53             | 19,734.27                |
| GRANT REVENUE   | 13,000                   | 1,190.00                 | 2,337.45               | 18.0%        | 10,662.55           | 11,144.08                |
| TRANSFERS IN  | 455,000                  | 37,916.66                | 388,181.21             | 85.3%        | 66,818.79           | 543,749.94               |
| <b>TOTAL REVENUES</b>   | <b>3,888,800</b>         | <b>235,127.28</b>        | <b>3,370,185.51</b>    | <b>86.7%</b> | <b>518,614.49</b>   | <b>3,303,455.13</b>      |
| <b>EXPENDITURE SUMMARY</b>  |                          |                          |                        |              |                     |                          |
| ADMINISTRATION  | 909,886                  | 79,912.14                | 698,870.32             | 76.8%        | 211,015.68          | 599,118.49               |
| POLICE  | 1,268,586                | 110,219.50               | 849,900.53             | 67.0%        | 418,685.47          | 800,799.33               |
| MUNICIPAL COURT   | 147,313                  | 10,939.76                | 105,640.69             | 71.7%        | 41,672.31           | 105,622.16               |
| PUBLIC WORKS  | 241,414                  | 9,031.51                 | 94,167.06              | 39.0%        | 147,246.94          | 77,651.87                |
| COMMUNITY DEVELOPMENT   | 335,366                  | 17,902.28                | 213,773.85             | 63.7%        | 121,592.15          | 188,346.33               |
| STREET DEPARTMENT   | 360,137                  | 23,848.38                | 253,457.42             | 70.4%        | 106,679.58          | 455,325.39               |
| PARKS DEPARTMENT  | 327,008                  | 22,669.97                | 199,586.96             | 61.0%        | 127,421.04          | 195,642.74               |
| NATURE SANCTUARY  | 28,300                   | 1,329.72                 | 15,545.36              | 54.9%        | 12,754.64           | 9,311.65                 |
| INFORMATION TECHNOLOGY  | 46,900                   | 1,519.40                 | 29,313.07              | 62.5%        | 17,586.93           | 19,175.67                |
| CHANNEL 2 & WEBSITE   | 17,600                   | 1,049.99                 | 9,243.14               | 19.7%        | 8,356.86            | 9,744.20                 |
| TRANSFERS OUT TO OTHER FUNDS  | 538,000                  | 44,833.32                | 403,499.96             | 0.0%         | 0.00                | 202,499.91               |
| <b>TOTAL EXPENDITURES</b>   | <b>4,220,510</b>         | <b>323,255.97</b>        | <b>2,872,998.36</b>    | <b>68.1%</b> | <b>1,347,511.64</b> | <b>2,663,237.74</b>      |
| <b>EXCESS REV OVER / (UNDER) EXPENDITURES</b>                       | <b>(331,710)</b>         | <b>(88,128.69)</b>       | <b>497,187.15</b>      |              |                     | <b>640,217.39</b>        |
| <b>PRIOR YEAR FUND BALANCES ALLOCATED FOR 2014 GENERAL FUND USE</b> | <b>0</b>                 | <b>0.00</b>              | <b>0.00</b>            |              |                     |                          |
| <b>EXCESS OF FUNDS AVAILABLE OVER / (UNDER) EXPENDITURES</b>        | <b>(331,710)</b>         | <b>(88,128.69)</b>       | <b>497,187.15</b>      |              |                     |                          |

Unaudited Financial Report to be Used for Budgetary Management Purposes

# General Fund (10)

Last Updated 10/16/14

|  | 2012                | 2013                | 2014                | 2014                | 2014                | 2015                | 2016                | 2017                | 2018                | 2019                |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|  | Actual              | Actual              | Budget              | YTD                 | Projected           | Proposed Budget     | Projected           | Projected           | Projected           | Projected           |
| <i>Beginning Fund Balance</i>              | \$ 320,089          | \$ 374,112          | \$ 751,955          | \$ 1,952,827        | \$ 738,327          | \$ 936,423          | \$ 567,930          | \$ 533,484          | \$ 483,838          | \$ 412,767          |
| <b>Revenues</b>                            |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| Taxes                                      | 1,913,138           | 1,966,167           | 1,977,700           | 1,821,144           | 2,018,692           | 2,056,100           | 1,974,274           | 2,008,795           | 2,043,932           | 2,079,699           |
| Licenses                                   | 44,846              | 39,907              | 40,900              | 43,131              | 43,754              | 45,950              | 45,400              | 45,853              | 46,312              | 46,775              |
| Permits                                    | 171,051             | 210,575             | 201,000             | 254,678             | 276,658             | 251,500             | 251,500             | 251,500             | 251,500             | 251,500             |
| Franchise Fees                             | 832,470             | 865,901             | 837,000             | 606,558             | 885,818             | 907,000             | 936,900             | 955,158             | 973,781             | 992,777             |
| Other Revenue                              | 20,411              | 28,280              | 28,200              | 27,672              | 31,184              | 31,200              | 31,700              | 31,710              | 31,720              | 31,730              |
| Court Revenue                              | 325,275             | 257,910             | 290,000             | 196,649             | 258,623             | 260,000             | 262,600             | 265,226             | 267,878             | 270,557             |
| Interest Income                            | 26,155              | 18,153              | 22,000              | 4,962               | 5,500               | 7,000               | 7,140               | 7,283               | 7,283               | 7,283               |
| Miscellaneous Revenue                      | 123,562             | 32,350              | 24,000              | 24,875              | 30,270              | 29,880              | 19,880              | 20,080              | 20,284              | 20,786              |
| Grant Revenue                              | 225,511             | 4,594               | 13,000              | 2,337               | 2,337               | -                   | -                   | -                   | -                   | -                   |
| Transfers                                  | 651,000             | 1,027,876           | 455,000             | 388,181             | 584,676             | 346,500             | 420,768             | 427,080             | 433,486             | 439,988             |
| <b>Total - General Fund Revenues:</b>      | <b>4,333,419</b>    | <b>4,451,713</b>    | <b>3,888,800</b>    | <b>3,370,185</b>    | <b>4,137,512</b>    | <b>3,935,130</b>    | <b>3,995,561</b>    | <b>4,012,685</b>    | <b>4,076,177</b>    | <b>4,141,095</b>    |
| <b>Total Sources</b>                       | <b>4,653,509</b>    | <b>4,825,825</b>    | <b>4,640,755</b>    | <b>5,323,012</b>    | <b>4,875,840</b>    | <b>4,871,553</b>    | <b>4,563,492</b>    | <b>4,546,169</b>    | <b>4,560,015</b>    | <b>4,553,862</b>    |
| <b>Expenditures</b>                        |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| Administration                             | 1,275,198           | 766,897             | 909,886             | 698,870             | 907,348             | 998,291             | 1,021,952           | 1,046,424           | 1,071,738           | 1,097,930           |
| Police                                     | 1,036,993           | 1,096,361           | 1,212,836           | 823,158             | 1,122,367           | 1,268,167           | 1,244,948           | 1,278,044           | 1,312,158           | 1,347,324           |
| Municipal Court                            | 138,839             | 135,531             | 147,314             | 105,641             | 140,722             | 157,784             | 150,590             | 153,956             | 157,417             | 160,974             |
| Public Works                               | 99,926              | 102,708             | 146,414             | 94,167              | 134,273             | 179,209             | 149,783             | 153,243             | 156,797             | 160,449             |
| Community Development                      | 262,111             | 258,083             | 265,367             | 178,774             | 259,033             | 294,393             | 272,390             | 272,390             | 272,390             | 272,390             |
| Street Department                          | 600,367             | 674,175             | 360,137             | 253,457             | 360,689             | 388,562             | 366,902             | 376,975             | 387,366             | 398,087             |
| Parks Department                           | 250,508             | 251,594             | 302,008             | 198,347             | 285,067             | 349,328             | 309,080             | 316,370             | 323,885             | 331,632             |
| Nature Sanctuary                           | 17,258              | 19,352              | 28,300              | 15,545              | 21,212              | 29,050              | 28,539              | 28,781              | 29,024              | 29,270              |
| Information Technology                     | -                   | 45,884              | 46,900              | 29,313              | 35,028              | 43,914              | 47,135              | 47,370              | 47,607              | 47,845              |
| Public Information                         | 30,638              | 16,915              | 17,600              | 9,243               | 15,565              | 17,750              | 17,688              | 17,776              | 17,865              | 17,955              |
| Capital Outlay (CIP)                       | -                   | -                   | 245,750             | 62,983              | 120,112             | 358,175             | 200,000             | 150,000             | 150,000             | 125,000             |
| Transfers                                  | 567,558             | 720,000             | 538,000             | 403,500             | 538,000             | 219,000             | 221,000             | 221,000             | 221,000             | 221,000             |
| <b>Total - General Fund Expenditures:</b>  | <b>\$ 4,279,396</b> | <b>\$ 4,087,498</b> | <b>\$ 4,220,512</b> | <b>\$ 2,872,998</b> | <b>\$ 3,939,416</b> | <b>\$ 4,303,623</b> | <b>\$ 4,030,008</b> | <b>\$ 4,062,330</b> | <b>\$ 4,147,248</b> | <b>\$ 4,209,856</b> |
| <b>Estimated Ending Balance (deficit):</b> | <b>\$ 374,112</b>   | <b>\$ 738,327</b>   | <b>\$ 420,243</b>   | <b>\$ 2,450,014</b> | <b>\$ 936,423</b>   | <b>\$ 567,930</b>   | <b>\$ 533,484</b>   | <b>\$ 483,838</b>   | <b>\$ 412,767</b>   | <b>\$ 344,006</b>   |

# Emergency Reserve (50)

Last Updated 10/13/14

|  | 2012<br>Actual | 2013<br>Actual   | 2014<br>Budget   | 2014<br>YTD      | 2014<br>Projected | 2015<br>Budget   | 2016<br>Projected | 2017<br>Projected | 2018<br>Projected | 2019<br>Projected | 202<br>Projected |
|--|----------------|------------------|------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| <i>Beginning Fund Balance</i>              | \$ 618,931     | \$ 724,989       | \$ 1,070,966     | \$ 1,070,966     | \$ 1,070,966      | \$ 1,387,966     | \$ 1,387,966      | \$ 1,387,966      | \$ 1,387,966      | \$ 1,387,966      | \$ 1,387,966     |
| <b>Revenues</b>                            |                |                  |                  |                  |                   |                  |                   |                   |                   |                   |                  |
| Transfer from Transportation Fund          | -              | -                | -                | -                | -                 | -                | -                 | -                 | -                 | -                 | -                |
| Transfer from Sewer Fund                   | -              | -                | -                | -                | -                 | -                | -                 | -                 | -                 | -                 | -                |
| Transfer from General Fund                 | 106,058        | 450,000          | 317,000          | 237,750          | 317,000           | -                | -                 | -                 | -                 | -                 | -                |
| <b>Emergency Reserve Revenues:</b>         | <b>106,058</b> | <b>450,000</b>   | <b>317,000</b>   | <b>237,750</b>   | <b>317,000</b>    | -                | -                 | -                 | -                 | -                 | -                |
| <b>Total Sources:</b>                      | <b>724,989</b> | <b>1,174,989</b> | <b>1,387,966</b> | <b>1,308,716</b> | <b>1,387,966</b>  | <b>1,387,966</b> | <b>1,387,966</b>  | <b>1,387,966</b>  | <b>1,387,966</b>  | <b>1,387,966</b>  | <b>1,387,966</b> |
| <b>Expenditures</b>                        |                |                  |                  |                  |                   |                  |                   |                   |                   |                   |                  |
| Brush Creek Sewer NID                      | -              | 104,023          | -                | -                | -                 | -                | -                 | -                 | -                 | -                 | -                |
| Brink Meyer Road NID                       | -              | -                | -                | -                | -                 | -                | -                 | -                 | -                 | -                 | -                |
| Miscellaneous                              | -              | -                | -                | -                | -                 | -                | -                 | -                 | -                 | -                 | -                |
| <b>Emergency Reserve Expenditures:</b>     | <b>-</b>       | <b>104,023</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>          | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>         |
| <b>Estimated Ending Balance (deficit):</b> | <b>724,989</b> | <b>1,070,966</b> | <b>1,387,966</b> | <b>1,308,716</b> | <b>1,387,966</b>  | <b>1,387,966</b> | <b>1,387,966</b>  | <b>1,387,966</b>  | <b>1,387,966</b>  | <b>1,387,966</b>  | <b>1,387,966</b> |
| <b>TARGET (per reserve policy):</b>        | 1,069,849      | 1,021,875        | 1,055,128        | 1,055,128        | 1,004,554         | 1,046,427        | 1,050,000         | 1,050,000         | 1,050,000         | 1,050,000         | 1,050,000        |

REVENUE AND EXPENSE REPORT

AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
FINANCIAL SUMMARY

| ACCT#                  | ACCOUNT NAME          | ANNUAL BUDGET       | PERIOD TO DATE ACTUAL | YEAR TO DATE ACTUAL | % USED       | BUDGET BALANCE    |
|------------------------|-----------------------|---------------------|-----------------------|---------------------|--------------|-------------------|
| <u>REVENUE SUMMARY</u> |                       |                     |                       |                     |              |                   |
|                        | TAXES                 | 1,067,700.00        | 2,303.87              | 1,068,727.79        | 100.10       | ( 1,027.79)       |
|                        | LICENSES              | 40,900.00           | 1,875.80              | 43,130.80           | 105.45       | ( 2,230.80)       |
|                        | PERMITS               | 201,000.00          | 20,136.13             | 254,677.65          | 126.71       | ( 53,677.65)      |
|                        | FRANCHISE FEES        | 837,000.00          | 17,092.44             | 606,557.83          | 72.47        | 230,442.17        |
|                        | SALES TAXES           | 910,000.00          | 116,357.16            | 752,416.49          | 82.68        | 157,583.51        |
|                        | OTHER REVENUE         | 28,200.00           | 7,275.00              | 27,671.50           | 98.13        | 528.50            |
|                        | COURT REVENUE         | 290,000.00          | 28,205.34             | 196,648.72          | 67.81        | 93,351.28         |
|                        | INTEREST INCOME       | 22,000.00           | 528.73                | 4,961.54            | 22.55        | 17,038.46         |
|                        | MISCELLANEOUS REVENUE | 37,000.00           | 3,436.15              | 27,211.98           | 73.55        | 9,788.02          |
|                        | TRANSFERS IN          | 455,000.00          | 37,916.66             | 388,181.21          | 85.31        | 66,818.79         |
|                        | <b>TOTAL REVENUES</b> | <b>3,888,800.00</b> | <b>235,127.28</b>     | <b>3,370,185.51</b> | <b>86.66</b> | <b>518,614.49</b> |

EXPENDITURE SUMMARY

|  |                           |                     |                   |                     |              |                     |
|--|---------------------------|---------------------|-------------------|---------------------|--------------|---------------------|
|  | ADMINISTRATION            | 909,886.00          | 79,912.14         | 698,870.32          | 76.81        | 211,015.68          |
|  | POLICE                    | 1,268,586.00        | 110,219.50        | 849,900.53          | 67.00        | 418,685.47          |
|  | MUNICIPAL COURT           | 147,313.00          | 10,939.76         | 105,640.69          | 71.71        | 41,672.31           |
|  | PUBLIC WORKS              | 241,414.00          | 9,031.51          | 94,167.06           | 39.01        | 147,246.94          |
|  | COMMUNITY DEVELOPMENT     | 335,366.00          | 17,902.28         | 213,773.85          | 63.74        | 121,592.15          |
|  | STREET DEPARTMENT         | 360,137.00          | 23,848.38         | 253,457.42          | 70.38        | 106,679.58          |
|  | PARKS DEPARTMENT          | 327,008.00          | 22,669.97         | 199,586.96          | 61.03        | 127,421.04          |
|  | NATURE SANCTUARY          | 28,300.00           | 1,329.72          | 15,545.36           | 54.93        | 12,754.64           |
|  | CHANNEL 2 & WEBSITE       | 17,600.00           | 1,049.99          | 9,243.14            | 52.52        | 8,356.86            |
|  | TRANSFERS OUT             | 538,000.00          | 44,833.32         | 403,499.96          | 75.00        | 134,500.04          |
|  | IT                        | 46,900.00           | 1,519.40          | 29,313.07           | 62.50        | 17,586.93           |
|  | <b>TOTAL EXPENDITURES</b> | <b>4,220,510.00</b> | <b>323,255.97</b> | <b>2,872,998.36</b> | <b>68.07</b> | <b>1,347,511.64</b> |

EXCESS REVENUES OVER/(UNDER) EXPENDITUR ( 331,710.00) ( 88,128.69) 497,187.15

## REVENUE AND EXPENSE REPORT

AS OF: SEPTEMBER 30TH, 2014

10 -General Fund

## FINANCIAL SUMMARY

## REVENUES

| ACCT#                 | ACCOUNT NAME                   | ANNUAL BUDGET       | PERIOD TO DATE ACTUAL | YEAR TO DATE ACTUAL | % USED        | BUDGET BALANCE      |
|-----------------------|--------------------------------|---------------------|-----------------------|---------------------|---------------|---------------------|
| <b>TAXES</b>          |                                |                     |                       |                     |               |                     |
| 41001-00              | Real & Personal Property Tax   | 895,600.00          | 1,532.87              | 901,939.02          | 100.71        | ( 6,339.02)         |
| 41002-00              | Penalties                      | 6,000.00            | 436.09                | 3,829.80            | 63.83         | 2,170.20            |
| 41003-00              | Corp Merchants & Manufacturing | 142,000.00          | 0.00                  | 137,763.42          | 97.02         | 4,236.58            |
| 41004-00              | Financial Institution Tax      | 600.00              | 0.00                  | 1,260.58            | 210.10        | ( 660.58)           |
| 41005-00              | Vehicle Tax                    | 23,500.00           | 334.91                | 23,934.97           | 101.85        | ( 434.97)           |
|                       | <b>TOTAL TAXES</b>             | <b>1,067,700.00</b> | <b>2,303.87</b>       | <b>1,068,727.79</b> | <b>100.10</b> | <b>( 1,027.79)</b>  |
| <b>LICENSES</b>       |                                |                     |                       |                     |               |                     |
| 41101-00              | Dog License (Tags)             | 900.00              | 27.50                 | 926.00              | 102.89        | ( 26.00)            |
| 41102-00              | Occupational License           | 40,000.00           | 992.30                | 28,441.30           | 71.10         | 11,558.70           |
| 41102-02              | Late Fees on Bus Licenses      | 0.00                | 50.00                 | 250.00              | 0.00          | ( 250.00)           |
| 41104-00              | Liquor Licenses                | 0.00                | 676.00                | 13,293.50           | 0.00          | ( 13,293.50)        |
| 41111-00              | Convenience Fees Under \$200   | 0.00                | 70.00                 | 140.00              | 0.00          | ( 140.00)           |
| 41112-00              | Convenience Fees Over \$200    | 0.00                | 60.00                 | 80.00               | 0.00          | ( 80.00)            |
|                       | <b>TOTAL LICENSES</b>          | <b>40,900.00</b>    | <b>1,875.80</b>       | <b>43,130.80</b>    | <b>105.45</b> | <b>( 2,230.80)</b>  |
| <b>PERMITS</b>        |                                |                     |                       |                     |               |                     |
| 41201-00              | Building Permits               | 180,000.00          | 16,622.40             | 201,848.82          | 112.14        | ( 21,848.82)        |
| 41201-01              | Occupancy Permit               | 0.00                | 50.00                 | 550.00              | 0.00          | ( 550.00)           |
| 41202-00              | Sign Permits                   | 0.00                | 40.00                 | 340.00              | 0.00          | ( 340.00)           |
| 41203-00              | Electrical Permits             | 0.00                | 0.00                  | 170.00              | 0.00          | ( 170.00)           |
| 41203-01              | Alarm Permit                   | 0.00                | 248.33                | 558.65              | 0.00          | ( 558.65)           |
| 41204-00              | Plumbing Permits               | 0.00                | 0.00                  | 57.12               | 0.00          | ( 57.12)            |
| 41205-00              | Development Permits            | 1,000.00            | 150.00                | 2,032.89            | 203.29        | ( 1,032.89)         |
| 41205-01              | Public Improvement Fees        | 20,000.00           | 2,180.40              | 40,984.67           | 204.92        | ( 20,984.67)        |
| 41206-00              | Rezoning Permits               | 0.00                | 0.00                  | 1,200.21            | 0.00          | ( 1,200.21)         |
| 41207-00              | Subdivision Permit Fees        | 0.00                | 545.00                | 1,195.00            | 0.00          | ( 1,195.00)         |
| 41209-00              | Conditional Use Permits        | 0.00                | 300.00                | 1,940.09            | 0.00          | ( 1,940.09)         |
| 41209-01              | Special Event Permit           | 0.00                | 0.00                  | 3,675.00            | 0.00          | ( 3,675.00)         |
| 41210-00              | Grading/PW Use Permits         | 0.00                | 0.00                  | 115.00              | 0.00          | ( 115.00)           |
| 41211-00              | Engineering Reviews            | 0.00                | 0.00                  | 10.20               | 0.00          | ( 10.20)            |
|                       | <b>TOTAL PERMITS</b>           | <b>201,000.00</b>   | <b>20,136.13</b>      | <b>254,677.65</b>   | <b>126.71</b> | <b>( 53,677.65)</b> |
| <b>FRANCHISE FEES</b> |                                |                     |                       |                     |               |                     |
| 41301-00              | Telecom Franchise              | 235,000.00          | 16,740.05             | 165,402.43          | 70.38         | 69,597.57           |
| 41302-00              | Missouri Gas Energy            | 120,000.00          | 0.00                  | 121,539.37          | 101.28        | ( 1,539.37)         |
| 41303-00              | Missouri American Water        | 115,000.00          | 0.00                  | 76,853.12           | 66.83         | 38,146.88           |
| 41304-00              | KC Power & Light               | 280,000.00          | 0.00                  | 124,707.51          | 44.54         | 155,292.49          |
| 41305-00              | Martin Marietta Stone Royaltie | 12,000.00           | 352.39                | 12,067.42           | 100.56        | ( 67.42)            |
| 41306-00              | Cable/Video Service Franchise  | 75,000.00           | 0.00                  | 105,987.98          | 141.32        | ( 30,987.98)        |
|                       | <b>TOTAL FRANCHISE FEES</b>    | <b>837,000.00</b>   | <b>17,092.44</b>      | <b>606,557.83</b>   | <b>72.47</b>  | <b>230,442.17</b>   |

REVENUE AND EXPENSE REPORT

AS OF: SEPTEMBER 30TH, 2014

10 -General Fund

FINANCIAL SUMMARY

REVENUES

| ACCT#                        | ACCOUNT NAME                   | ANNUAL BUDGET | PERIOD TO DATE ACTUAL | YEAR TO DATE ACTUAL | % USED | BUDGET BALANCE |
|------------------------------|--------------------------------|---------------|-----------------------|---------------------|--------|----------------|
| <b>SALES TAXES</b>           |                                |               |                       |                     |        |                |
| 41401-00                     | Sales Tax-General Revenue      | 850,000.00    | 110,115.23            | 702,303.79          | 82.62  | 147,696.21     |
| 41402-00                     | Motor Vehicle Sales Tax        | 35,000.00     | 4,099.63              | 32,059.58           | 91.60  | 2,940.42       |
| 41403-00                     | Motor Vehicle Fee              | 25,000.00     | 2,142.30              | 18,053.12           | 72.21  | 6,946.88       |
|                              | TOTAL SALES TAXES              | 910,000.00    | 116,357.16            | 752,416.49          | 82.68  | 157,583.51     |
| <b>OTHER REVENUE</b>         |                                |               |                       |                     |        |                |
| 41501-00                     | Farmers Market                 | 1,000.00      | 500.00                | 750.00              | 75.00  | 250.00         |
| 41504-00                     | Park Shelter Reservations      | 10,500.00     | 860.00                | 11,587.50           | 110.36 | ( 1,087.50)    |
| 41504-01                     | Sports Fields Reservations     | 3,000.00      | 0.00                  | 4,184.00            | 139.47 | ( 1,184.00)    |
| 41504-02                     | Park Events Reservations       | 10,000.00     | 4,715.00              | 9,950.00            | 99.50  | 50.00          |
| 41504-03                     | PLP Park Events Reservations   | 1,000.00      | 0.00                  | 0.00                | 0.00   | 1,000.00       |
| 41505-01                     | Nature Sanctnary Programs      | 2,700.00      | 1,200.00              | 1,200.00            | 44.44  | 1,500.00       |
|                              | TOTAL OTHER REVENUE            | 28,200.00     | 7,275.00              | 27,671.50           | 98.13  | 528.50         |
| <b>COURT REVENUE</b>         |                                |               |                       |                     |        |                |
| 41601-00                     | Fines                          | 290,000.00    | 27,323.50             | 189,373.00          | 65.30  | 100,627.00     |
| 41602-00                     | CVC Reports                    | 0.00          | 67.34                 | 449.22              | 0.00   | ( 449.22)      |
| 41602-01                     | Appointed Attorney Reimbursemt | 0.00          | 242.50                | 2,717.50            | 0.00   | ( 2,717.50)    |
| 41602-02                     | Boarding of Prisoners Reimburs | 0.00          | 280.00                | 2,035.00            | 0.00   | ( 2,035.00)    |
| 41603-00                     | Police Reports                 | 0.00          | 292.00                | 2,074.00            | 0.00   | ( 2,074.00)    |
|                              | TOTAL COURT REVENUE            | 290,000.00    | 28,205.34             | 196,648.72          | 67.81  | 93,351.28      |
| <b>INTEREST INCOME</b>       |                                |               |                       |                     |        |                |
| 41701-00                     | Interest Income                | 22,000.00     | 528.73                | 4,961.54            | 22.55  | 17,038.46      |
|                              | TOTAL INTEREST INCOME          | 22,000.00     | 528.73                | 4,961.54            | 22.55  | 17,038.46      |
| <b>MISCELLANEOUS REVENUE</b> |                                |               |                       |                     |        |                |
| 41801-00                     | Miscellaneous                  | 10,000.00     | ( 4,590.88)           | 10,674.69           | 106.75 | ( 674.69)      |
| 41801-03                     | Rebates                        | 0.00          | 0.00                  | 777.81              | 0.00   | ( 777.81)      |
| 41801-05                     | Newsletter Advertising         | 4,000.00      | 0.00                  | 2,450.00            | 61.25  | 1,550.00       |
| 41802-00                     | Leased Properties              | 10,000.00     | ( 500.00)             | 3,635.00            | 36.35  | 6,365.00       |
| 41804-01                     | Police Overtime Grant          | 7,000.00      | 0.00                  | 0.00                | 0.00   | 7,000.00       |
| 41804-06                     | Safe Routes to School Grant    | 6,000.00      | 0.00                  | 0.00                | 0.00   | 6,000.00       |
| 41804-07                     | Bulletproof Vest Grant         | 0.00          | 690.00                | 690.00              | 0.00   | ( 690.00)      |
| 41804-09                     | Other Grants                   | 0.00          | 500.00                | 1,647.45            | 0.00   | ( 1,647.45)    |
| 41807-01                     | Insurance Claim Reimb.         | 0.00          | 7,337.03              | 7,337.03            | 0.00   | ( 7,337.03)    |
|                              | TOTAL MISCELLANEOUS REVENUE    | 37,000.00     | 3,436.15              | 27,211.98           | 73.55  | 9,788.02       |
| <b>TRANSFERS IN</b>          |                                |               |                       |                     |        |                |
| 41901-00                     | Transfer f Transportation Fund | 355,000.00    | 29,583.33             | 266,249.99          | 75.00  | 88,750.01      |
| 41903-00                     | Administration Fee             | 100,000.00    | 8,333.33              | 74,999.99           | 75.00  | 25,000.01      |
| 41908-00                     | Transfer from Health Insurance | 0.00          | 0.00                  | 46,870.04           | 0.00   | ( 46,870.04)   |
| 41909-00                     | Transfer from Sewer Special As | 0.00          | 0.00                  | 61.19               | 0.00   | ( 61.19)       |
|                              | TOTAL TRANSFERS IN             | 455,000.00    | 37,916.66             | 388,181.21          | 85.31  | 66,818.79      |
| <b>TOTAL REVENUE</b>         |                                |               |                       |                     |        |                |
|                              |                                | 3,888,800.00  | 235,127.28            | 3,370,185.51        | 86.66  | 518,614.49     |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
ADMINISTRATION  
EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL BUDGET  | PERIOD TO DATE ACTUAL | YEAR TO DATE ACTUAL | % USED        | BUDGET BALANCE    | PRIOR FY YEAR TO DATE |
|--|----------------|-----------------------|---------------------|---------------|-------------------|-----------------------|
| <b>PERSONNEL</b>                         |                |                       |                     |               |                   |                       |
| 10-501.01-01-00 Salaries                 | 297,300        | 23,332.24             | 214,231.07          | 72.06         | 83,068.93         | 147,676.78            |
| 10-501.01-03-00 Overtime                 | 500            | 0.00                  | 0.00                | 0.00          | 500.00            | 247.13                |
| 10-501.01-05-00 Miscellaneous Obligation | 0              | 0.00                  | 0.00                | 0.00          | 0.00              | 30,000.23             |
| 10-501.01-11-00 Mayor and Aldermen       | 57,600         | 4,430.90              | 41,885.85           | 72.72         | 15,714.15         | 42,093.55             |
| 10-501.01-21-00 FICA & Medicare          | 27,188         | 1,994.69              | 18,588.51           | 68.37         | 8,599.49          | 16,089.15             |
| 10-501.01-22-00 Retirement               | 18,370         | 1,861.82              | 12,537.61           | 68.25         | 5,832.39          | 3,727.01              |
| 10-501.01-32-00 Exp Allowance-Bd of Alde | 4,860          | 810.00                | 4,410.00            | 90.74         | 450.00            | 3,645.00              |
| 10-501.01-33-00 Auto Allow-City Administ | 1,200          | 200.00                | 1,100.00            | 91.67         | 100.00            | 2,221.40              |
| 10-501.01-40-00 Membership Fees & Dues - | 1,200          | 0.00                  | 411.00              | 34.25         | 789.00            | 713.00                |
| 10-501.01-41-00 Membership Fees & Dues - | 3,500          | 125.00                | 1,741.60            | 49.76         | 1,758.40          | 5,563.23              |
| 10-501.01-41-02 Professional Dev - Staff | 12,400         | 2,879.38              | 8,596.57            | 69.33         | 3,803.43          | 3,125.53              |
| 10-501.01-41-03 Professional Dev - Board | 4,600          | 0.00                  | 711.00              | 15.46         | 3,889.00          | 2,405.28              |
| <b>TOTAL PERSONNEL</b>                   | <b>428,718</b> | <b>35,634.03</b>      | <b>304,213.21</b>   | <b>70.96</b>  | <b>124,504.79</b> | <b>257,507.29</b>     |
| <b>INSURANCE</b>                         |                |                       |                     |               |                   |                       |
| 10-501.02-01-00 Liability Insurance      | 88,383         | 0.00                  | 88,263.60           | 99.86         | 119.40            | 84,172.80             |
| 10-501.02-01-01 Insurance Deductible     | 20,000         | 0.00                  | 2,168.48            | 10.84         | 17,831.52         | 0.00                  |
| 10-501.02-02-00 Health, Life & Dental    | 25,900         | 2,139.48              | 18,158.10           | 70.11         | 7,741.90          | 19,233.42             |
| 10-501.02-03-00 Workers Compensation     | 1,100          | 0.00                  | 1,245.93            | 113.27        | (145.93)          | 951.02                |
| 10-501.02-04-00 Unemployment             | 2,500          | 0.00                  | 0.00                | 0.00          | 2,500.00          | 3,840.00              |
| 10-501.02-05-00 Property Insurance       | 18,500         | 0.00                  | 18,532.70           | 100.18        | (32.70)           | 17,673.76             |
| <b>TOTAL INSURANCE</b>                   | <b>156,383</b> | <b>2,139.48</b>       | <b>128,368.81</b>   | <b>82.09</b>  | <b>28,014.19</b>  | <b>125,871.00</b>     |
| <b>UTILITIES</b>                         |                |                       |                     |               |                   |                       |
| 10-501.03-01-00 Telephone & Voicemail    | 5,400          | 982.73                | 4,408.46            | 81.64         | 991.54            | 4,580.62              |
| 10-501.03-02-00 Electricity              | 42,000         | 7,916.99              | 44,455.42           | 105.85        | (2,455.42)        | 36,677.03             |
| 10-501.03-04-00 Water                    | 4,000          | 1,107.84              | 4,971.17            | 124.28        | (971.17)          | 4,423.97              |
| 10-501.03-07-00 Train Depot Utilities    | 8,500          | 640.16                | 6,848.05            | 80.57         | 1,651.95          | 6,752.62              |
| 10-501.03-08-00 Cable                    | 2,100          | 175.00                | 1,400.00            | 66.67         | 700.00            | 1,575.00              |
| 10-501.03-09-00 Trash Hauling            | 300            | 0.00                  | 225.00              | 75.00         | 75.00             | 150.00                |
| <b>TOTAL UTILITIES</b>                   | <b>62,300</b>  | <b>10,822.72</b>      | <b>62,308.10</b>    | <b>100.01</b> | <b>(8.10)</b>     | <b>54,159.24</b>      |
| <b>CAPITAL EXPENDITURES</b>              |                |                       |                     |               |                   |                       |
| 10-501.04-21-00 Office Equipment         | 0              | (70.04)               | 0.00                | 0.00          | 0.00              | 0.00                  |
| 10-501.04-22-00 Lease Purchase-Office Eq | 1,000          | 237.00                | 1,005.00            | 100.50        | (5.00)            | 711.00                |
| <b>TOTAL CAPITAL EXPENDITURES</b>        | <b>1,000</b>   | <b>166.96</b>         | <b>1,005.00</b>     | <b>100.50</b> | <b>(5.00)</b>     | <b>711.00</b>         |
| <b>OTHER PURCHASES</b>                   |                |                       |                     |               |                   |                       |
| 10-501.05-01-00 Office Supplies & Consum | 6,000          | 226.05                | 3,427.02            | 57.12         | 2,572.98          | 4,246.38              |
| 10-501.05-02-00 Postage                  | 1,500          | 112.45                | 1,027.16            | 68.48         | 472.84            | 788.93                |
| 10-501.05-04-00 Printing                 | 600            | (327.33)              | 476.21              | 79.37         | 123.79            | 752.68                |
| 10-501.05-05-00 Publications             | 200            | (340.00)              | 236.00              | 118.00        | (36.00)           | 174.00                |
| <b>TOTAL OTHER PURCHASES</b>             | <b>8,300</b>   | <b>(328.83)</b>       | <b>5,166.39</b>     | <b>62.25</b>  | <b>3,133.61</b>   | <b>5,961.99</b>       |
| <b>MAINTENANCE</b>                       |                |                       |                     |               |                   |                       |
| 10-501.06-01-00 Building Maint & Repair  | 9,000          | 454.15                | 4,234.52            | 47.05         | 4,765.48          | 4,115.71              |
| 10-501.06-01-01 HVAC Maintenance & Repai | 2,500          | 0.00                  | 50.89               | 2.04          | 2,449.11          | 4,610.60              |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

10 -General Fund

ADMINISTRATION

75.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

|   | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED          | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|---|------------------|--------------------------|------------------------|-----------------|-------------------|--------------------------|
| 10-501.06-02-00 Janitorial Services/Supp  | 9,500            | 1,390.33                 | 5,749.99               | 60.53           | 3,750.01          | 5,568.68                 |
| 10-501.06-11-00 Train Depot Maint         | 2,000            | 0.00                     | 762.59                 | 38.13           | 1,237.41          | 230.58                   |
| 10-501.06-33-00 Software Support Agreeeme | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 9,240.16                 |
| 10-501.06-34-00 Office Equipment Mainten  | 2,500            | 277.45                   | 2,032.44               | 81.30           | 467.56            | 1,829.88                 |
| <b>TOTAL MAINTENANCE</b>                  | <b>25,500</b>    | <b>2,121.93</b>          | <b>12,830.43</b>       | <b>50.32</b>    | <b>12,669.57</b>  | <b>25,595.61</b>         |
| <b>CITY SERVICES</b>                      |                  |                          |                        |                 |                   |                          |
| 10-501.07-01-00 Elections                 | 1,800            | 702.33                   | 2,468.85               | 137.16 (        | 668.85)           | 1,319.39                 |
| 10-501.07-02-00 Advertising/Public Notic  | 5,000            | 617.75                   | 3,601.35               | 72.03           | 1,398.65          | 1,768.16                 |
| 10-501.07-03-00 Farmers Market            | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 1,406.57                 |
| 10-501.07-47-00 MARC HHW Program          | 5,800            | 0.00                     | 5,776.16               | 99.59           | 23.84             | 5,776.16                 |
| 10-501.07-99-00 FOPAS - Animal Control    | 6,000            | 500.00                   | 4,500.00               | 75.00           | 1,500.00          | 6,000.00                 |
| <b>TOTAL CITY SERVICES</b>                | <b>18,600</b>    | <b>1,820.08</b>          | <b>16,346.36</b>       | <b>87.88</b>    | <b>2,253.64</b>   | <b>16,270.28</b>         |
| <b>PROFESSIONAL FEES</b>                  |                  |                          |                        |                 |                   |                          |
| 10-501.08-01-00 Attorney/Legal Fees       | 90,000           | 26,158.00                | 85,313.28              | 94.79           | 4,686.72          | 70,093.22                |
| 10-501.08-01-01 Litigation (New)          | 60,000           | 0.00                     | 44,620.78              | 74.37           | 15,379.22         | 12,824.58                |
| 10-501.08-02-00 Auditor Fees              | 11,000           | 0.00                     | 0.00                   | 0.00            | 11,000.00         | 12,000.00                |
| 10-501.08-02-02 Professional Services     | 38,635           | 500.00                   | 28,631.40              | 74.11           | 10,003.60         | 11,123.85                |
| <b>TOTAL PROFESSIONAL FEES</b>            | <b>199,635</b>   | <b>26,658.00</b>         | <b>158,565.46</b>      | <b>79.43</b>    | <b>41,069.54</b>  | <b>106,041.65</b>        |
| <b>OTHER EXPENDITURES</b>                 |                  |                          |                        |                 |                   |                          |
| 10-501.09-04-00 Holiday Decorations       | 500              | 0.00                     | 505.70                 | 101.14 (        | 5.70)             | 350.00                   |
| 10-501.09-05-00 Newsletter                | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 1,845.46                 |
| 10-501.09-05-01 Website Maintenance       | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 342.99                   |
| 10-501.09-11-00 Cemetery Maintenance      | 3,500            | 460.00                   | 2,665.00               | 76.14           | 835.00            | 860.00                   |
| 10-501.09-20-02 Exec Session Meeting Sup  | 1,200            | 156.73                   | 926.70                 | 77.23           | 273.30            | 843.84                   |
| 10-501.09-20-03 Finance Committee Mtg Su  | 1,750            | 39.69                    | 512.61                 | 29.29           | 1,237.39          | 1,402.44                 |
| 10-501.09-20-07 Meeting Supplies          | 500 (            | 39.99)                   | 0.00                   | 0.00            | 500.00            | 178.99                   |
| 10-501.09-21-00 Misc-Other                | 2,000            | 261.34                   | 5,456.55               | 272.83 (        | 3,456.55)         | 1,176.71                 |
| <b>TOTAL OTHER EXPENDITURES</b>           | <b>9,450</b>     | <b>877.77</b>            | <b>10,066.56</b>       | <b>106.52 (</b> | <b>616.56)</b>    | <b>7,000.43</b>          |
| <b>TRANSFERS-OTHER SOURCES</b>            |                  |                          |                        |                 |                   |                          |
| 10-501.20-21-00 Transfer to Debt Service  | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 160,499.97               |
| 10-501.20-23-00 Transfer to Equipment Fu  | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 27,000.00                |
| 10-501.20-24-00 Transfer to Economic Dev  | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 14,999.94                |
| <b>TOTAL TRANSFERS-OTHER SOURCES</b>      | <b>0</b>         | <b>0.00</b>              | <b>0.00</b>            | <b>0.00</b>     | <b>0.00</b>       | <b>202,499.91</b>        |
| <b>TOTAL ADMINISTRATION</b>               | <b>909,886</b>   | <b>79,912.14</b>         | <b>698,870.32</b>      | <b>76.81</b>    | <b>211,015.68</b> | <b>801,618.40</b>        |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

10 -General Fund

POLICE

75.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <u>PERSONNEL</u>                         |                  |                          |                        |        |                   |                          |
| 10-505.01-01-00 Salaries                 | 818,650          | 59,031.04                | 575,367.31             | 70.28  | 243,282.69        | 547,100.14               |
| 10-505.01-03-00 Overtime                 | 26,000           | 968.40                   | 8,542.28               | 32.85  | 17,457.72         | 12,292.87                |
| 10-505.01-21-00 FICA & Medicare          | 64,616           | 4,343.04                 | 42,345.41              | 65.53  | 22,270.59         | 40,802.85                |
| 10-505.01-22-00 Retirement               | 36,320           | 2,390.26                 | 23,435.21              | 64.52  | 12,884.79         | 23,152.93                |
| 10-505.01-41-00 Membership Fees & Dues   | 950              | 0.00                     | 370.00                 | 38.95  | 580.00            | 550.00                   |
| 10-505.01-41-02 Professional Development | 6,100            | 28.75                    | 520.45                 | 8.53   | 5,579.55          | 1,504.49                 |
| 10-505.01-43-00 Tuition Reimbursement    | 2,000            | 0.00                     | 0.00                   | 0.00   | 2,000.00          | 0.00                     |
| TOTAL PERSONNEL                          | 954,636          | 66,761.49                | 650,580.66             | 68.15  | 304,055.34        | 625,403.28               |
| <u>INSURANCE</u>                         |                  |                          |                        |        |                   |                          |
| 10-505.02-02-00 Health, Life & Dental    | 127,900          | 9,378.74                 | 80,622.49              | 63.04  | 47,277.51         | 85,198.60                |
| 10-505.02-03-00 Workers Compensation     | 21,000           | 0.00                     | 33,662.02              | 160.30 | ( 12,662.02)      | 30,121.16                |
| 10-505.02-04-00 Unemployment             | 1,000            | 0.00                     | 1,600.00               | 160.00 | ( 600.00)         | 81.20                    |
| TOTAL INSURANCE                          | 149,900          | 9,378.74                 | 115,884.51             | 77.31  | 34,015.49         | 115,400.96               |
| <u>UTILITIES</u>                         |                  |                          |                        |        |                   |                          |
| 10-505.03-01-00 Telephone & Voicemail    | 1,500            | 112.80                   | 767.99                 | 51.20  | 732.01            | 845.05                   |
| 10-505.03-05-00 Mobile Phone & Pagers    | 4,500            | 277.67                   | 2,766.31               | 61.47  | 1,733.69          | 3,097.57                 |
| TOTAL UTILITIES                          | 6,000            | 390.47                   | 3,534.30               | 58.91  | 2,465.70          | 3,942.62                 |
| <u>CAPITAL EXPENDITURES</u>              |                  |                          |                        |        |                   |                          |
| 10-505.04-01-00 Vehicle                  | 55,750           | 26,742.80                | 26,742.80              | 47.97  | 29,007.20         | 0.00                     |
| 10-505.04-21-00 Office Equipment         | 0                | ( 112.09)                | 0.00                   | 0.00   | 0.00              | 0.00                     |
| TOTAL CAPITAL EXPENDITURES               | 55,750           | 26,630.71                | 26,742.80              | 47.97  | 29,007.20         | 0.00                     |
| <u>OTHER PURCHASES</u>                   |                  |                          |                        |        |                   |                          |
| 10-505.05-01-00 Office Supplies & Consum | 2,800            | 286.33                   | 1,263.66               | 45.13  | 1,536.34          | 1,372.98                 |
| 10-505.05-02-00 Postage                  | 250              | 15.06                    | 137.60                 | 55.04  | 112.40            | 101.06                   |
| 10-505.05-04-00 Printing                 | 500              | ( 76.05)                 | 0.00                   | 0.00   | 500.00            | 100.00                   |
| 10-505.05-20-00 Small Office Equipment   | 1,000            | 112.09                   | 112.09                 | 11.21  | 887.91            | 49.98                    |
| 10-505.05-21-00 Equipment and Handtools  | 9,000            | 502.50                   | 821.52                 | 9.13   | 8,178.48          | 1,900.79                 |
| 10-505.05-22-01 Terminal - Rejis         | 1,650            | 62.56                    | 1,311.04               | 79.46  | 338.96            | 563.04                   |
| 10-505.05-22-02 Terminal - Platte Co     | 2,500            | 503.58                   | 2,014.32               | 80.57  | 485.68            | 2,007.50                 |
| 10-505.05-31-00 Uniforms                 | 10,000           | 898.97                   | 2,854.49               | 28.54  | 7,145.51          | 2,046.96                 |
| 10-505.05-99-00 Other Purchases          | 500              | 0.00                     | 36.00                  | 7.20   | 464.00            | 8.00                     |
| TOTAL OTHER PURCHASES                    | 28,200           | 2,305.04                 | 8,550.72               | 30.32  | 19,649.28         | 8,150.31                 |
| <u>MAINTENANCE</u>                       |                  |                          |                        |        |                   |                          |
| 10-505.06-21-00 Vehicle Repair & Mainten | 15,000           | 348.64                   | 7,786.01               | 51.91  | 7,213.99          | 10,216.89                |
| 10-505.06-21-01 Equipment Repair & Maint | 1,000            | 0.00                     | 499.00                 | 49.90  | 501.00            | 56.65                    |
| 10-505.06-22-00 Vehicle Gas & Oil        | 45,000           | 3,977.32                 | 32,811.38              | 72.91  | 12,188.62         | 31,432.33                |
| 10-505.06-32-02 Crimestar Maintenance    | 1,500            | 0.00                     | 0.00                   | 0.00   | 1,500.00          | 0.00                     |
| 10-505.06-34-00 Office Equipment/Mainten | 850              | 152.09                   | 700.07                 | 82.36  | 149.93            | 595.17                   |
| TOTAL MAINTENANCE                        | 63,350           | 4,478.05                 | 41,796.46              | 65.98  | 21,553.54         | 42,301.04                |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
 POLICE  
 EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <u>CITY SERVICES</u>                     |                  |                          |                        |        |                   |                          |
| 10-505.07-56-00 Hiring/Substance Screeni | 4,000            | 275.00                   | 1,446.00               | 36.15  | 2,554.00          | 2,978.50                 |
| 10-505.07-57-00 Crime Commission         | 500              | 0.00                     | 500.00                 | 100.00 | 0.00              | 500.00                   |
| 10-505.07-81-00 Lab Work                 | 2,000            | 0.00                     | 95.40                  | 4.77   | 1,904.60          | 0.00                     |
| 10-505.07-90-00 Contractual Service Agre | 2,000            | 0.00                     | 360.00                 | 18.00  | 1,640.00          | 360.00                   |
| 10-505.07-99-00 Other City Services      | 400              | 0.00                     | 59.68                  | 14.92  | 340.32            | 193.62                   |
| TOTAL CITY SERVICES                      | 8,900            | 275.00                   | 2,461.08               | 27.65  | 6,438.92          | 4,032.12                 |
| <u>OTHER EXPENDITURES</u>                |                  |                          |                        |        |                   |                          |
| 10-505.09-21-00 Miscellaneous            | 350              | 0.00                     | 100.00                 | 28.57  | 250.00            | 69.00                    |
| 10-505.09-21-04 Harvester Deer Donation  | 1,500            | 0.00                     | 250.00                 | 16.67  | 1,250.00          | 1,500.00                 |
| TOTAL OTHER EXPENDITURES                 | 1,850            | 0.00                     | 350.00                 | 18.92  | 1,500.00          | 1,569.00                 |
| TOTAL POLICE                             | 1,268,586        | 110,219.50               | 849,900.53             | 67.00  | 418,685.47        | 800,799.33               |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
MUNICIPAL COURT  
EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED   | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|----------|-------------------|--------------------------|
| <b>PERSONNEL</b>                         |                  |                          |                        |          |                   |                          |
| 10-510.01-01-00 Salaries                 | 46,457           | 3,784.34                 | 35,687.38              | 76.82    | 10,769.62         | 35,230.89                |
| 10-510.01-03-00 Overtime                 | 500              | 0.00                     | 0.00                   | 0.00     | 500.00            | 124.58                   |
| 10-510.01-11-00 Judge                    | 18,000           | 1,384.62                 | 13,153.89              | 73.08    | 4,846.11          | 13,153.89                |
| 10-510.01-21-00 FICA & Medicare          | 4,969            | 402.47                   | 3,738.82               | 75.24    | 1,230.18          | 3,693.91                 |
| 10-510.01-22-00 Retirement               | 1,737            | 117.02                   | 1,062.23               | 61.15    | 674.77            | 1,003.83                 |
| 10-510.01-32-00 Expense Allow - Judge    | 650              | 90.00                    | 495.00                 | 76.15    | 155.00            | 405.00                   |
| 10-510.01-41-00 Memberships, Fees & Dues | 500              | 0.00                     | 100.00                 | 20.00    | 400.00            | 250.00                   |
| 10-510.01-41-02 Professional Development | 3,500            | 0.00                     | 3,768.20               | 107.66 ( | 268.20)           | 3,361.54                 |
| 10-510.01-51-00 Prosecutor/Assistant     | 22,000           | 1,850.00                 | 16,650.00              | 75.68    | 5,350.00          | 18,500.00                |
| 10-510.01-51-02 Public Defender          | 6,500            | 541.67                   | 4,875.03               | 75.00    | 1,624.97          | 5,416.70                 |
| TOTAL PERSONNEL                          | 104,813          | 8,170.12                 | 79,530.55              | 75.88    | 25,282.45         | 81,140.34                |
| <b>INSURANCE</b>                         |                  |                          |                        |          |                   |                          |
| 10-510.02-02-00 Health, Life & Dental    | 6,550            | 660.89                   | 5,469.53               | 83.50    | 1,080.47          | 5,539.31                 |
| 10-510.02-03-00 Workers Compensation     | 2,200            | 0.00                     | 2,981.02               | 135.50 ( | 781.02)           | 2,651.90                 |
| 10-510.02-04-00 Unemployment             | 1,000            | 0.00                     | 0.00                   | 0.00     | 1,000.00          | 0.00                     |
| TOTAL INSURANCE                          | 9,750            | 660.89                   | 8,450.55               | 86.67    | 1,299.45          | 8,191.21                 |
| <b>UTILITIES</b>                         |                  |                          |                        |          |                   |                          |
| 10-510.03-05-00 Mobile Phone & Pagers    | 120              | 20.00                    | 110.00                 | 91.67    | 10.00             | 90.00                    |
| TOTAL UTILITIES                          | 120              | 20.00                    | 110.00                 | 91.67    | 10.00             | 90.00                    |
| <b>CAPITAL EXPENDITURES</b>              |                  |                          |                        |          |                   |                          |
| <b>OTHER PURCHASES</b>                   |                  |                          |                        |          |                   |                          |
| 10-510.05-01-00 Office Supplies & Consum | 1,800            | 33.99                    | 131.65                 | 7.31     | 1,668.35          | 1,157.64                 |
| 10-510.05-02-00 Postage                  | 500              | 37.82                    | 299.23                 | 59.85    | 200.77            | 309.40                   |
| 10-510.05-04-00 Printing                 | 4,000            | 929.30                   | 3,123.36               | 78.08    | 876.64            | 2,579.87                 |
| 10-510.05-05-00 Publications             | 350              | 0.00                     | 229.50                 | 65.57    | 120.50            | 250.50                   |
| 10-510.05-06-00 Processing Fees          | 1,500            | 0.00                     | 1,208.09               | 80.54    | 291.91            | 1,107.51                 |
| 10-510.05-20-00 Small Office Equipment   | 100              | 0.00                     | 0.00                   | 0.00     | 100.00            | 0.00                     |
| TOTAL OTHER PURCHASES                    | 8,250            | 1,001.11                 | 4,991.83               | 60.51    | 3,258.17          | 5,404.92                 |
| <b>MAINTENANCE</b>                       |                  |                          |                        |          |                   |                          |
| 10-510.06-32-00 REJIS System             | 400              | 237.36                   | 237.36                 | 59.34    | 162.64            | 237.36                   |
| 10-510.06-33-00 Software Support Agreeme | 2,200            | 0.00                     | 2,169.39               | 98.61    | 30.61             | 2,066.09                 |
| 10-510.06-34-00 Office Equipment Mainten | 480              | 13.91                    | 375.01                 | 78.13    | 104.99            | 137.52                   |
| TOTAL MAINTENANCE                        | 3,080            | 251.27                   | 2,781.76               | 90.32    | 298.24            | 2,440.97                 |
| <b>CITY SERVICES</b>                     |                  |                          |                        |          |                   |                          |
| 10-510.07-80-00 Boarding of Prisoners    | 14,000           | 140.00                   | 3,305.45               | 23.61    | 10,694.55         | 2,905.00                 |
| 10-510.07-82-00 Bailiff                  | 6,000            | 696.37                   | 5,406.77               | 90.11    | 593.23            | 4,315.59                 |
| 10-510.07-82-01 Translator               | 800              | 0.00                     | 961.86                 | 120.23 ( | 161.86)           | 637.80                   |
| TOTAL CITY SERVICES                      | 20,800           | 836.37                   | 9,674.08               | 46.51    | 11,125.92         | 7,858.39                 |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
 MUNICIPAL COURT  
 EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|                               | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|-------------------------------|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <u>OTHER EXPENDITURES</u>     |                  |                          |                        |        |                   |                          |
| 10-510.09-21-00 Miscellaneous | 500              | 0.00                     | 101.92                 | 20.38  | 398.08            | 496.33                   |
| TOTAL OTHER EXPENDITURES      | 500              | 0.00                     | 101.92                 | 20.38  | 398.08            | 496.33                   |
| TOTAL MUNICIPAL COURT         | 147,313          | 10,939.76                | 105,640.69             | 71.71  | 41,672.31         | 105,622.16               |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

10 -General Fund

PUBLIC WORKS

75.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <b>PERSONNEL</b>                         |                  |                          |                        |        |                   |                          |
| 10-515.01-01-00 Salaries                 | 98,000           | 6,520.73                 | 63,572.29              | 64.87  | 34,427.71         | 54,344.95                |
| 10-515.01-21-00 FICA & Medicare          | 7,497            | 490.43                   | 5,221.56               | 69.65  | 2,275.44          | 4,071.31                 |
| 10-515.01-22-00 Retirement               | 2,812            | 196.05                   | 2,028.68               | 72.14  | 783.32            | 2,113.73                 |
| 10-515.01-33-00 Auto Allow-Public Wks Di | 3,000            | 250.00                   | 2,500.00               | 83.33  | 500.00            | 2,250.00                 |
| 10-515.01-41-00 Membership Fees & Dues   | 500              | 0.00                     | 634.00                 | 126.80 | ( 134.00)         | 229.00                   |
| 10-515.01-41-02 Professional Development | 2,600            | 889.18                   | 2,824.33               | 108.63 | ( 224.33)         | 1,817.62                 |
| TOTAL PERSONNEL                          | 114,409          | 8,346.39                 | 76,780.86              | 67.11  | 37,628.14         | 64,826.61                |
| <b>INSURANCE</b>                         |                  |                          |                        |        |                   |                          |
| 10-515.02-02-00 Health, Life & Dental    | 6,675            | 226.53                   | 3,561.30               | 53.35  | 3,113.70          | 4,128.44                 |
| 10-515.02-03-00 Workers Compensation     | 200              | 0.00                     | 437.35                 | 218.68 | ( 237.35)         | 201.83                   |
| 10-515.02-04-00 Unemployment             | 500              | 0.00                     | 0.00                   | 0.00   | 500.00            | 0.00                     |
| TOTAL INSURANCE                          | 7,375            | 226.53                   | 3,998.65               | 54.22  | 3,376.35          | 4,330.27                 |
| <b>UTILITIES</b>                         |                  |                          |                        |        |                   |                          |
| 10-515.03-05-00 Mobile Phones & Pagers   | 480              | 40.00                    | 400.00                 | 83.33  | 80.00             | 360.00                   |
| TOTAL UTILITIES                          | 480              | 40.00                    | 400.00                 | 83.33  | 80.00             | 360.00                   |
| <b>CAPITAL EXPENDITURES</b>              |                  |                          |                        |        |                   |                          |
| 10-515.04-21-00 Office Equipment         | 0                | 0.00                     | 0.00                   | 0.00   | 0.00              | 10.68                    |
| 10-515.04-90-00 Stormwater Projects      | 95,000           | 0.00                     | 0.00                   | 0.00   | 95,000.00         | 0.00                     |
| TOTAL CAPITAL EXPENDITURES               | 95,000           | 0.00                     | 0.00                   | 0.00   | 95,000.00         | 10.68                    |
| <b>OTHER PURCHASES</b>                   |                  |                          |                        |        |                   |                          |
| 10-515.05-01-00 Office Supplies & Consum | 850              | 402.63                   | 436.89                 | 51.40  | 413.11            | 134.10                   |
| 10-515.05-02-00 Postage                  | 150              | 15.96                    | 45.04                  | 30.03  | 104.96            | 99.85                    |
| 10-515.05-04-00 Printing                 | 0                | 0.00                     | 26.00                  | 0.00   | ( 26.00)          | 0.00                     |
| 10-515.05-20-00 Small Office Equipment   | 100              | 0.00                     | 4.29                   | 4.29   | 95.71             | 29.97                    |
| 10-515.05-31-00 Uniforms                 | 100              | 0.00                     | 0.00                   | 0.00   | 100.00            | 0.00                     |
| 10-515.05-32-00 Other Purchases          | 100              | 0.00                     | 37.50                  | 37.50  | 62.50             | 63.92                    |
| TOTAL OTHER PURCHASES                    | 1,300            | 418.59                   | 549.72                 | 42.29  | 750.28            | 327.84                   |
| <b>MAINTENANCE</b>                       |                  |                          |                        |        |                   |                          |
| 10-515.06-36-00 Tornado Siren            | 2,450            | 0.00                     | 1,818.00               | 74.20  | 632.00            | 1,818.00                 |
| TOTAL MAINTENANCE                        | 2,450            | 0.00                     | 1,818.00               | 74.20  | 632.00            | 1,818.00                 |
| <b>PROFESSIONAL FEES</b>                 |                  |                          |                        |        |                   |                          |
| 10-515.08-01-01 Construction Observation | 0                | 0.00                     | 0.00                   | 0.00   | 0.00              | 2,332.50                 |
| 10-515.08-03-00 Engineer & Planning Fees | 20,000           | 0.00                     | 10,547.83              | 52.74  | 9,452.17          | 3,330.00                 |
| TOTAL PROFESSIONAL FEES                  | 20,000           | 0.00                     | 10,547.83              | 52.74  | 9,452.17          | 5,662.50                 |
| <b>OTHER EXPENDITURES</b>                |                  |                          |                        |        |                   |                          |
| 10-515.09-21-00 Miscellaneous            | 400              | 0.00                     | 72.00                  | 18.00  | 328.00            | 315.97                   |
| TOTAL OTHER EXPENDITURES                 | 400              | 0.00                     | 72.00                  | 18.00  | 328.00            | 315.97                   |
| TOTAL PUBLIC WORKS                       | 241,414          | 9,031.51                 | 94,167.06              | 39.01  | 147,246.94        | 77,651.87                |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
COMMUNITY DEVELOPMENT  
EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED          | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|-----------------|-------------------|--------------------------|
| <b>PERSONNEL</b>                         |                  |                          |                        |                 |                   |                          |
| 10-518.01-01-00 Salaries                 | 195,300          | 13,667.14                | 135,453.44             | 69.36           | 59,846.56         | 143,823.29               |
| 10-518.01-03-00 Overtime                 | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 57.06                    |
| 10-518.01-21-00 FICA & Medicare          | 14,940           | 968.20                   | 9,583.11               | 64.14           | 5,356.89          | 10,229.54                |
| 10-518.01-22-00 Retirement               | 7,226            | 505.68                   | 4,855.14               | 67.19           | 2,370.86          | 5,334.31                 |
| 10-518.01-31-00 Auto Allowance - Other   | 2,400            | 400.00                   | 2,200.00               | 91.67           | 200.00            | 1,800.00                 |
| 10-518.01-41-00 Membership Fees & Dues   | 1,675            | 0.00                     | 1,022.42               | 61.04           | 652.58            | 170.00                   |
| 10-518.01-41-02 Professional Development | 6,400            | 89.00                    | 2,499.10               | 39.05           | 3,900.90          | 709.52                   |
| <b>TOTAL PERSONNEL</b>                   | <b>227,941</b>   | <b>15,630.02</b>         | <b>155,613.21</b>      | <b>68.27</b>    | <b>72,327.79</b>  | <b>162,123.72</b>        |
| <b>INSURANCE</b>                         |                  |                          |                        |                 |                   |                          |
| 10-518.02-02-00 Health, Life & Dental    | 21,925           | 1,605.75                 | 15,936.53              | 72.69           | 5,988.47          | 19,207.53                |
| 10-518.02-03-00 Workers Compensation     | 1,200            | 0.00                     | 1,783.81               | 148.65 (        | 583.81)           | 674.56                   |
| 10-518.02-04-00 Unemployment             | 1,000            | 0.00                     | 0.00                   | 0.00            | 1,000.00          | 0.00                     |
| <b>TOTAL INSURANCE</b>                   | <b>24,125</b>    | <b>1,605.75</b>          | <b>17,720.34</b>       | <b>73.45</b>    | <b>6,404.66</b>   | <b>19,882.09</b>         |
| <b>UTILITIES</b>                         |                  |                          |                        |                 |                   |                          |
| 10-518.03-05-00 Mobile Phones & Pagers   | 1,500            | 170.54                   | 1,133.69               | 75.58           | 366.31            | 944.09                   |
| <b>TOTAL UTILITIES</b>                   | <b>1,500</b>     | <b>170.54</b>            | <b>1,133.69</b>        | <b>75.58</b>    | <b>366.31</b>     | <b>944.09</b>            |
| <b>CAPITAL EXPENDITURES</b>              |                  |                          |                        |                 |                   |                          |
| 10-518.04-23-00 Planning Studies         | 35,000           | 0.00                     | 0.00                   | 0.00            | 35,000.00         | 0.00                     |
| 10-518.04-41-00 Development              | 35,000           | 0.00                     | 35,000.00              | 100.00          | 0.00              | 0.00                     |
| <b>TOTAL CAPITAL EXPENDITURES</b>        | <b>70,000</b>    | <b>0.00</b>              | <b>35,000.00</b>       | <b>50.00</b>    | <b>35,000.00</b>  | <b>0.00</b>              |
| <b>OTHER PURCHASES</b>                   |                  |                          |                        |                 |                   |                          |
| 10-518.05-01-00 Office Supplies & Consum | 600              | 9.09                     | 621.90                 | 103.65 (        | 21.90)            | 42.18                    |
| 10-518.05-02-00 Postage                  | 500              | 122.14                   | 673.65                 | 134.73 (        | 173.65)           | 355.22                   |
| 10-518.05-04-00 Printing                 | 500              | 44.90                    | 125.30                 | 25.06           | 374.70            | 224.30                   |
| 10-518.05-05-00 Publications             | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 772.35                   |
| 10-518.05-20-00 Small Office Equipment   | 100              | 0.00                     | 0.00                   | 0.00            | 100.00            | 0.00                     |
| 10-518.05-21-00 Equipment & Handtools    | 300              | 0.00                     | 0.00                   | 0.00            | 300.00            | 19.98                    |
| 10-518.05-31-00 Uniforms                 | 400              | 0.00                     | 0.00                   | 0.00            | 400.00            | 0.00                     |
| <b>TOTAL OTHER PURCHASES</b>             | <b>2,400</b>     | <b>176.13</b>            | <b>1,420.85</b>        | <b>59.20</b>    | <b>979.15</b>     | <b>1,414.03</b>          |
| <b>MAINTENANCE</b>                       |                  |                          |                        |                 |                   |                          |
| 10-518.06-21-00 Vehicle Repair & Mainten | 2,200            | 0.00                     | 156.47                 | 7.11            | 2,043.53          | 1,126.82                 |
| 10-518.06-22-00 Vehicle Gas & Oil        | 1,800            | 233.61                   | 1,464.95               | 81.39           | 335.05            | 1,313.79                 |
| 10-518.06-34-00 Office Equipment Mainten | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 343.40                   |
| <b>TOTAL MAINTENANCE</b>                 | <b>4,000</b>     | <b>233.61</b>            | <b>1,621.42</b>        | <b>40.54</b>    | <b>2,378.58</b>   | <b>2,784.01</b>          |
| <b>CITY SERVICES</b>                     |                  |                          |                        |                 |                   |                          |
| 10-518.07-02-01 Public Notices           | 800              | 86.23                    | 1,228.56               | 153.57 (        | 428.56)           | 359.62                   |
| 10-518.07-42-00 One Call Utility Locatin | 0                | 0.00                     | 0.00                   | 0.00            | 0.00              | 605.80                   |
| <b>TOTAL CITY SERVICES</b>               | <b>800</b>       | <b>86.23</b>             | <b>1,228.56</b>        | <b>153.57 (</b> | <b>428.56)</b>    | <b>965.42</b>            |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
COMMUNITY DEVELOPMENT  
EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED       | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------------|-------------------|--------------------------|
| <u>PROFESSIONAL FEES</u>                 |                  |                          |                        |              |                   |                          |
| 10-518.08-03-00 Engineering & Planning F | 3,000            | 0.00                     | 0.00                   | 0.00         | 3,000.00          | 192.00                   |
| 10-518.08-03-02 NPDES II / Arcview       | <u>1,500</u>     | <u>0.00</u>              | <u>0.00</u>            | <u>0.00</u>  | <u>1,500.00</u>   | <u>0.00</u>              |
| TOTAL PROFESSIONAL FEES                  | 4,500            | 0.00                     | 0.00                   | 0.00         | 4,500.00          | 192.00                   |
| <u>OTHER EXPENDITURES</u>                |                  |                          |                        |              |                   |                          |
| 10-518.09-21-00 Miscellaneous            | <u>100</u>       | <u>0.00</u>              | <u>35.78</u>           | <u>35.78</u> | <u>64.22</u>      | <u>40.97</u>             |
| TOTAL OTHER EXPENDITURES                 | <u>100</u>       | <u>0.00</u>              | <u>35.78</u>           | <u>35.78</u> | <u>64.22</u>      | <u>40.97</u>             |
| TOTAL COMMUNITY DEVELOPMENT              | 335,366          | 17,902.28                | 213,773.85             | 63.74        | 121,592.15        | 188,346.33               |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
STREET DEPARTMENT  
EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED       | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------------|-------------------|--------------------------|
| <b>PERSONNEL</b>                         |                  |                          |                        |              |                   |                          |
| 10-520.01-01-00 Salaries                 | 230,700          | 16,686.86                | 162,105.50             | 70.27        | 68,594.50         | 157,144.53               |
| 10-520.01-03-00 Overtime                 | 15,000           | 0.00                     | 7,488.49               | 49.92        | 7,511.51          | 11,211.74                |
| 10-520.01-21-00 FICA & Medicare          | 18,796           | 1,206.55                 | 12,581.78              | 66.94        | 6,214.22          | 12,113.50                |
| 10-520.01-22-00 Retirement               | 9,091            | 546.29                   | 5,829.09               | 64.12        | 3,261.91          | 6,472.58                 |
| 10-520.01-41-02 Professional Development | 300              | 0.00                     | 0.00                   | 0.00         | 300.00            | 70.00                    |
| <b>TOTAL PERSONNEL</b>                   | <b>273,887</b>   | <b>18,439.70</b>         | <b>188,004.86</b>      | <b>68.64</b> | <b>85,882.14</b>  | <b>187,012.35</b>        |
| <b>INSURANCE</b>                         |                  |                          |                        |              |                   |                          |
| 10-520.02-02-00 Health, Life & Dental    | 32,850           | 2,817.29                 | 23,117.67              | 70.37        | 9,732.33          | 27,647.55                |
| 10-520.02-03-00 Workers Compensation     | 12,000           | 0.00                     | 20,205.14              | 168.38       | ( 8,205.14)       | 18,998.19                |
| 10-520.02-04-00 Unemployment             | 1,500            | 0.00                     | 0.00                   | 0.00         | 1,500.00          | 0.00                     |
| <b>TOTAL INSURANCE</b>                   | <b>46,350</b>    | <b>2,817.29</b>          | <b>43,322.81</b>       | <b>93.47</b> | <b>3,027.19</b>   | <b>46,645.74</b>         |
| <b>UTILITIES</b>                         |                  |                          |                        |              |                   |                          |
| 10-520.03-01-00 Telephone & Voicemail    | 1,500            | 164.31                   | 939.15                 | 62.61        | 560.85            | 1,009.40                 |
| 10-520.03-02-00 Electricity              | 3,000            | 347.53                   | 2,160.86               | 72.03        | 839.14            | 2,753.95                 |
| 10-520.03-03-00 Gas                      | 2,000            | 96.44                    | 1,122.00               | 56.10        | 878.00            | 1,169.49                 |
| 10-520.03-04-00 Water                    | 4,000            | 227.56                   | 2,469.61               | 61.74        | 1,530.39          | 2,805.33                 |
| 10-520.03-05-00 Mobile Phones & Pagers   | 2,500            | 321.31                   | 1,058.75               | 42.35        | 1,441.25          | 1,866.52                 |
| 10-520.03-09-00 Trash Hauling            | 600              | 165.00                   | 330.00                 | 55.00        | 270.00            | 330.00                   |
| <b>TOTAL UTILITIES</b>                   | <b>13,600</b>    | <b>1,322.15</b>          | <b>8,080.37</b>        | <b>59.41</b> | <b>5,519.63</b>   | <b>9,934.69</b>          |
| <b>CAPITAL EXPENDITURES</b>              |                  |                          |                        |              |                   |                          |
| 10-520.04-31-00 Equipment & Machinery    | 0                | 0.00                     | 0.00                   | 0.00         | 0.00              | 548.94                   |
| <b>TOTAL CAPITAL EXPENDITURES</b>        | <b>0</b>         | <b>0.00</b>              | <b>0.00</b>            | <b>0.00</b>  | <b>0.00</b>       | <b>548.94</b>            |
| <b>OTHER PURCHASES</b>                   |                  |                          |                        |              |                   |                          |
| 10-520.05-01-00 Office Supplies & Consum | 800              | 106.52                   | 522.79                 | 65.35        | 277.21            | 548.13                   |
| 10-520.05-02-00 Postage                  | 0                | 0.00                     | 0.75                   | 0.00         | ( 0.75)           | 0.00                     |
| 10-520.05-20-00 Small Office Equipment   | 400              | 0.00                     | 0.00                   | 0.00         | 400.00            | 0.00                     |
| 10-520.05-21-00 Handtools                | 4,000            | 102.77                   | 3,445.51               | 86.14        | 554.49            | 3,060.91                 |
| 10-520.05-31-00 Uniforms                 | 2,600            | 1,059.95                 | 1,427.45               | 54.90        | 1,172.55          | 1,321.21                 |
| <b>TOTAL OTHER PURCHASES</b>             | <b>7,800</b>     | <b>1,269.24</b>          | <b>5,396.50</b>        | <b>69.19</b> | <b>2,403.50</b>   | <b>4,930.25</b>          |
| <b>MAINTENANCE</b>                       |                  |                          |                        |              |                   |                          |
| 10-520.06-01-00 Building Maint & Repair  | 0                | 0.00                     | 0.00                   | 0.00         | 0.00              | 2,584.17                 |
| 10-520.06-01-01 Security System          | 0                | 0.00                     | 0.00                   | 0.00         | 0.00              | 157.50                   |
| 10-520.06-21-00 Vehicle Repair & Mainten | 0                | 0.00                     | 182.09                 | 0.00         | ( 182.09)         | 5,757.30                 |
| 10-520.06-21-01 Equipment Repair & Maint | 0                | 0.00                     | 90.14                  | 0.00         | ( 90.14)          | 2,419.60                 |
| 10-520.06-22-00 Vehicle Gas & Oil        | 0                | 0.00                     | 45.13                  | 0.00         | ( 45.13)          | 14,910.37                |
| 10-520.06-22-01 Equipment Gas & Oil      | 0                | 0.00                     | 0.00                   | 0.00         | 0.00              | 2,415.17                 |
| <b>TOTAL MAINTENANCE</b>                 | <b>0</b>         | <b>0.00</b>              | <b>317.36</b>          | <b>0.00</b>  | <b>( 317.36)</b>  | <b>28,244.11</b>         |
| <b>CITY SERVICES</b>                     |                  |                          |                        |              |                   |                          |
| 10-520.07-20-00 Snow Removal Supplies    | 0                | 0.00                     | 0.00                   | 0.00         | 0.00              | 7,907.31                 |
| 10-520.07-32-00 Storm Sewers-General Rep | 0                | 0.00                     | 0.00                   | 0.00         | 0.00              | 3,220.61                 |
| 10-520.07-33-00 Street Repair Materials  | 0                | 0.00                     | 0.00                   | 0.00         | 0.00              | 5,893.11                 |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
 STREET DEPARTMENT  
 EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED   | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|----------|-------------------|--------------------------|
| 10-520.07-41-00 Street Lights-Electricit | 0                | 0.00                     | 387.15                 | 0.00 (   | 387.15)           | 144,780.97               |
| 10-520.07-43-00 Spring/Fall Cleanup      | 11,500           | 0.00                     | 5,813.77               | 50.55    | 5,686.23          | 5,614.13                 |
| 10-520.07-43-01 Recycling Extravaganza   | 500              | 0.00                     | 1,475.60               | 295.12 ( | 975.60)           | 925.70                   |
| 10-520.07-43-02 HHW Collection Event     | 400              | 0.00                     | 0.00                   | 0.00     | 400.00            | 93.98                    |
| 10-520.07-44-00 Street Signs             | 0                | 0.00                     | 0.00                   | 0.00     | 0.00              | 1,272.70                 |
| 10-520.07-45-00 Street Sweeping          | 0                | 0.00                     | 0.00                   | 0.00     | 0.00              | 5,100.00                 |
| 10-520.07-51-00 Mosquito & Weed Control  | 2,000            | 0.00                     | 563.00                 | 28.15    | 1,437.00          | 840.85                   |
| 10-520.07-52-00 Tree Trimming & Removal  | 4,000            | 0.00                     | 0.00                   | 0.00     | 4,000.00          | 2,100.00                 |
| 10-520.07-55-00 Animal Control           | 100              | 0.00                     | 0.00                   | 0.00     | 100.00            | 0.00                     |
| 10-520.07-60-00 Rental Equipment         | 0                | 0.00                     | 0.00                   | 0.00     | 0.00              | 118.00                   |
| TOTAL CITY SERVICES                      | 18,500           | 0.00                     | 8,239.52               | 44.54    | 10,260.48         | 177,867.36               |
| <b>PROFESSIONAL FEES</b>                 |                  |                          |                        |          |                   |                          |
| 10-520.08-03-02 NPDES II/Arcview Program | 0                | 0.00                     | 60.00                  | 0.00 (   | 60.00)            | 0.00                     |
| TOTAL PROFESSIONAL FEES                  | 0                | 0.00                     | 60.00                  | 0.00 (   | 60.00)            | 0.00                     |
| <b>OTHER EXPENDITURES</b>                |                  |                          |                        |          |                   |                          |
| 10-520.09-21-00 Miscellaneous            | 0                | 0.00                     | 36.00                  | 0.00 (   | 36.00)            | 141.95                   |
| TOTAL OTHER EXPENDITURES                 | 0                | 0.00                     | 36.00                  | 0.00 (   | 36.00)            | 141.95                   |
| TOTAL STREET DEPARTMENT                  | 360,137          | 23,848.38                | 253,457.42             | 70.38    | 106,679.58        | 455,325.39               |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
PARKS DEPARTMENT  
EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <b>PERSONNEL</b>                         |                  |                          |                        |        |                   |                          |
| 10-525.01-01-00 Salaries                 | 119,400          | 9,049.32                 | 88,457.91              | 74.09  | 30,942.09         | 84,871.55                |
| 10-525.01-03-00 Overtime                 | 7,500            | 0.00                     | 3,084.50               | 41.13  | 4,415.50          | 4,906.57                 |
| 10-525.01-05-00 Seasonal Landscape Maint | 30,000           | 3,600.00                 | 14,375.25              | 47.92  | 15,624.75         | 5,025.70                 |
| 10-525.01-21-00 FICA & Medicare          | 9,708            | 898.21                   | 7,337.10               | 75.58  | 2,370.90          | 6,701.54                 |
| 10-525.01-22-00 Retirement               | 4,695            | 334.82                   | 3,385.84               | 72.12  | 1,309.16          | 3,486.44                 |
| 10-525.01-41-00 Membership Fees & Dues   | 100              | 0.00                     | 0.00                   | 0.00   | 100.00            | 15.00                    |
| 10-525.01-41-02 Professional Development | 350              | 0.00                     | 0.00                   | 0.00   | 350.00            | 40.85                    |
| TOTAL PERSONNEL                          | 171,753          | 13,882.35                | 116,640.60             | 67.91  | 55,112.40         | 105,047.65               |
| <b>INSURANCE</b>                         |                  |                          |                        |        |                   |                          |
| 10-525.02-02-00 Health, Life & Dental    | 18,200           | 1,529.03                 | 13,305.33              | 73.11  | 4,894.67          | 13,665.65                |
| 10-525.02-03-00 Workers Compensation     | 5,705            | 0.00                     | 6,317.89               | 110.74 | (612.89)          | 5,705.30                 |
| 10-525.02-04-00 Unemployment             | 500              | 0.00                     | 0.00                   | 0.00   | 500.00            | 0.00                     |
| TOTAL INSURANCE                          | 24,405           | 1,529.03                 | 19,623.22              | 80.41  | 4,781.78          | 19,370.95                |
| <b>UTILITIES</b>                         |                  |                          |                        |        |                   |                          |
| 10-525.03-01-00 Telephone & Voicemail    | 1,500            | 167.07                   | 1,064.57               | 70.97  | 435.43            | 1,116.73                 |
| 10-525.03-02-00 Electricity              | 10,000           | 1,310.39                 | 10,212.92              | 102.13 | (212.92)          | 10,094.62                |
| 10-525.03-03-00 Gas                      | 1,200            | 86.62                    | 1,095.66               | 91.31  | 104.34            | 1,026.87                 |
| 10-525.03-04-00 Water                    | 12,500           | 692.51                   | 6,594.98               | 52.76  | 5,905.02          | 9,227.34                 |
| 10-525.03-05-00 Mobile Phones & Pagers   | 1,800            | 172.59                   | 1,017.27               | 56.52  | 782.73            | 971.34                   |
| 10-525.03-09-00 Trash Hauling            | 2,400            | 335.00                   | 670.00                 | 27.92  | 1,730.00          | 670.00                   |
| TOTAL UTILITIES                          | 29,400           | 2,764.18                 | 20,655.40              | 70.26  | 8,744.60          | 23,106.90                |
| <b>CAPITAL EXPENDITURES</b>              |                  |                          |                        |        |                   |                          |
| 10-525.04-31-00 Equipment & Machinery    | 15,000           | 0.00                     | 0.00                   | 0.00   | 15,000.00         | 0.00                     |
| 10-525.04-72-00 Maintenance-ELP          | 10,000           | 0.00                     | 1,239.75               | 12.40  | 8,760.25          | 0.00                     |
| TOTAL CAPITAL EXPENDITURES               | 25,000           | 0.00                     | 1,239.75               | 4.96   | 23,760.25         | 0.00                     |
| <b>OTHER PURCHASES</b>                   |                  |                          |                        |        |                   |                          |
| 10-525.05-01-00 Office Supplies & Consum | 600              | 21.99                    | 230.34                 | 38.39  | 369.66            | 249.07                   |
| 10-525.05-02-00 Postage                  | 50               | 0.00                     | 35.69                  | 71.38  | 14.31             | 3.96                     |
| 10-525.05-04-00 Printing                 | 100              | 0.00                     | 386.00                 | 386.00 | (286.00)          | 28.73                    |
| 10-525.05-05-00 Publications             | 100              | 0.00                     | 0.00                   | 0.00   | 100.00            | 0.00                     |
| 10-525.05-20-00 Small Office Equipment   | 100              | 0.00                     | 0.00                   | 0.00   | 100.00            | 149.99                   |
| 10-525.05-21-00 Equipment & Handtools    | 5,500            | 532.09                   | 2,842.17               | 51.68  | 2,657.83          | 1,479.04                 |
| 10-525.05-31-00 Uniforms                 | 1,200            | 240.00                   | 725.67                 | 60.47  | 474.33            | 403.07                   |
| 10-525.05-41-01 Restroom Supplies        | 1,800            | 508.36                   | 1,998.47               | 111.03 | (198.47)          | 1,278.67                 |
| 10-525.05-41-02 Trash Bags               | 5,000            | 0.00                     | 2,385.42               | 47.71  | 2,614.58          | 1,133.92                 |
| 10-525.05-41-03 Park Enhancements        | 3,000            | 0.00                     | 1,104.33               | 36.81  | 1,895.67          | 12,716.81                |
| 10-525.05-42-00 Grass Seed & Fertilizer  | 2,800            | 0.00                     | 0.00                   | 0.00   | 2,800.00          | 1,055.04                 |
| 10-525.05-99-00 Other Purchases          | 500              | 0.00                     | 75.40                  | 15.08  | 424.60            | 173.56                   |
| TOTAL OTHER PURCHASES                    | 20,750           | 1,302.44                 | 9,783.49               | 47.15  | 10,966.51         | 18,671.86                |
| <b>MAINTENANCE</b>                       |                  |                          |                        |        |                   |                          |
| 10-525.06-01-00 Buildings Maint & Repair | 4,500            | 212.17                   | 3,648.43               | 81.08  | 851.57            | 3,187.87                 |
| 10-525.06-03-00 Restrooms                | 5,300            | 0.00                     | 1,227.58               | 23.16  | 4,072.42          | 525.46                   |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
 PARKS DEPARTMENT  
 EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED       | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------------|-------------------|--------------------------|
| 10-525.06-05-01 Stage Maintenance        | 0                | 0.00                     | 0.00                   | 0.00         | 0.00              | 120.91                   |
| 10-525.06-05-02 Ballfield Maintenance    | 800              | 487.00                   | 816.58                 | 102.07       | ( 16.58)          | 503.30                   |
| 10-525.06-05-03 Trail Maintenance        | 3,200            | 0.00                     | 112.97                 | 3.53         | 3,087.03          | 0.00                     |
| 10-525.06-12-00 Playground Equipment Rep | 1,500            | 0.00                     | 1,061.31               | 70.75        | 438.69            | 255.58                   |
| 10-525.06-13-00 Spirit Fountain          | 1,300            | 0.00                     | 301.69                 | 23.21        | 998.31            | 773.92                   |
| 10-525.06-21-00 Vehicle Repair & Mainten | 5,500            | 0.00                     | 2,833.59               | 51.52        | 2,666.41          | 1,053.56                 |
| 10-525.06-21-01 Equipment Repair & Maint | 2,800            | 508.99                   | 2,030.24               | 72.51        | 769.76            | 1,690.86                 |
| 10-525.06-21-02 Tractor Mowing Equipment | 3,000            | 86.81                    | 4,159.19               | 138.64       | ( 1,159.19)       | 2,286.34                 |
| 10-525.06-22-00 Vehicle Gas & Oil        | 7,500            | 449.58                   | 4,688.71               | 62.52        | 2,811.29          | 3,495.96                 |
| 10-525.06-22-01 Equipment Gas & Oil      | 5,500            | 1,057.50                 | 3,787.65               | 68.87        | 1,712.35          | 2,388.62                 |
| <b>TOTAL MAINTENANCE</b>                 | <b>40,900</b>    | <b>2,802.05</b>          | <b>24,667.94</b>       | <b>60.31</b> | <b>16,232.06</b>  | <b>16,282.38</b>         |
| <b>CITY SERVICES</b>                     |                  |                          |                        |              |                   |                          |
| 10-525.07-20-00 Rental of Portable Toile | 3,000            | 300.00                   | 2,140.00               | 71.33        | 860.00            | 1,980.00                 |
| 10-525.07-51-00 Mosquito & Weed Control  | 2,500            | 89.92                    | 1,087.37               | 43.49        | 1,412.63          | 875.91                   |
| 10-525.07-51-01 Landscaping              | 2,000            | 0.00                     | 0.00                   | 0.00         | 2,000.00          | 0.00                     |
| 10-525.07-52-00 Tree Trimming & Removal  | 5,000            | 0.00                     | 3,357.81               | 67.16        | 1,642.19          | 7,206.00                 |
| 10-525.07-60-00 Rental Equipment         | 800              | 0.00                     | 0.00                   | 0.00         | 800.00            | 109.00                   |
| <b>TOTAL CITY SERVICES</b>               | <b>13,300</b>    | <b>389.92</b>            | <b>6,585.18</b>        | <b>49.51</b> | <b>6,714.82</b>   | <b>10,170.91</b>         |
| <b>OTHER EXPENDITURES</b>                |                  |                          |                        |              |                   |                          |
| 10-525.09-21-00 Miscellaneous            | 1,500            | 0.00                     | 391.38                 | 26.09        | 1,108.62          | 2,992.09                 |
| <b>TOTAL OTHER EXPENDITURES</b>          | <b>1,500</b>     | <b>0.00</b>              | <b>391.38</b>          | <b>26.09</b> | <b>1,108.62</b>   | <b>2,992.09</b>          |
| <b>TOTAL PARKS DEPARTMENT</b>            | <b>327,008</b>   | <b>22,669.97</b>         | <b>199,586.96</b>      | <b>61.03</b> | <b>127,421.04</b> | <b>195,642.74</b>        |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
 NATURE SANCTUARY  
 EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED        | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|---------------|-------------------|--------------------------|
| <b>PERSONNEL</b>                         |                  |                          |                        |               |                   |                          |
| 10-535.01-01-00 Salaries                 | 18,000           | 1,153.92                 | 10,962.24              | 60.90         | 7,037.76          | 6,726.39                 |
| 10-535.01-21-00 FICA & Medicare          | 1,350            | 88.28                    | 838.66                 | 62.12         | 511.34            | 518.62                   |
| 10-535.01-31-00 Expense Allowance-Other  | 200              | 0.00                     | 0.00                   | 0.00          | 200.00            | 61.00                    |
| <b>TOTAL PERSONNEL</b>                   | <b>19,550</b>    | <b>1,242.20</b>          | <b>11,800.90</b>       | <b>60.36</b>  | <b>7,749.10</b>   | <b>7,306.01</b>          |
| <b>UTILITIES</b>                         |                  |                          |                        |               |                   |                          |
| <b>CAPITAL EXPENDITURES</b>              |                  |                          |                        |               |                   |                          |
| <b>OTHER PURCHASES</b>                   |                  |                          |                        |               |                   |                          |
| 10-535.05-01-00 Office Supplies & Consum | 100              | 0.00                     | 45.00                  | 45.00         | 55.00             | 0.00                     |
| 10-535.05-02-00 Postage                  | 50               | 0.00                     | 13.52                  | 27.04         | 36.48             | 7.18                     |
| 10-535.05-04-00 Printing                 | 500              | 0.00                     | 497.37                 | 99.47         | 2.63              | 0.00                     |
| 10-535.05-21-00 Equipment & Handtools    | 450              | 0.00                     | 110.33                 | 24.52         | 339.67            | 25.68                    |
| 10-535.05-41-00 Materials                | 1,200            | 0.00                     | 110.44                 | 9.20          | 1,089.56          | 170.32                   |
| 10-535.05-42-00 Program Expenses         | 2,700            | 0.00                     | 843.67                 | 31.25         | 1,856.33          | 557.13                   |
| <b>TOTAL OTHER PURCHASES</b>             | <b>5,000</b>     | <b>0.00</b>              | <b>1,620.33</b>        | <b>32.41</b>  | <b>3,379.67</b>   | <b>760.31</b>            |
| <b>MAINTENANCE</b>                       |                  |                          |                        |               |                   |                          |
| 10-535.06-01-00 Building Maintenance & R | 0                | 87.52                    | 102.74                 | 0.00 (        | 102.74)           | 0.00                     |
| 10-535.06-05-03 Trail Maintenance        | 1,500            | 0.00                     | 1,005.28               | 67.02         | 494.72            | 777.31                   |
| 10-535.06-21-00 Vehicle Repair & Mainten | 1,000            | 0.00                     | 324.21                 | 32.42         | 675.79            | 0.00                     |
| 10-535.06-21-01 Equipment Repair & Maint | 150              | 0.00                     | 177.14                 | 118.09 (      | 27.14)            | 62.99                    |
| 10-535.06-22-00 Vehicle Gas & Oil        | 600              | 0.00                     | 244.81                 | 40.80         | 355.19            | 129.42                   |
| <b>TOTAL MAINTENANCE</b>                 | <b>3,250</b>     | <b>87.52</b>             | <b>1,854.18</b>        | <b>57.05</b>  | <b>1,395.82</b>   | <b>969.72</b>            |
| <b>CITY SERVICES</b>                     |                  |                          |                        |               |                   |                          |
| 10-535.07-51-00 Mosquito & Weed Control  | 0                | 0.00                     | 160.37                 | 0.00 (        | 160.37)           | 0.00                     |
| <b>TOTAL CITY SERVICES</b>               | <b>0</b>         | <b>0.00</b>              | <b>160.37</b>          | <b>0.00 (</b> | <b>160.37)</b>    | <b>0.00</b>              |
| <b>OTHER EXPENDITURES</b>                |                  |                          |                        |               |                   |                          |
| 10-535.09-21-00 Miscellaneous            | 500              | 0.00                     | 109.58                 | 21.92         | 390.42            | 275.61                   |
| <b>TOTAL OTHER EXPENDITURES</b>          | <b>500</b>       | <b>0.00</b>              | <b>109.58</b>          | <b>21.92</b>  | <b>390.42</b>     | <b>275.61</b>            |
| <b>TOTAL NATURE SANCTUARY</b>            | <b>28,300</b>    | <b>1,329.72</b>          | <b>15,545.36</b>       | <b>54.93</b>  | <b>12,754.64</b>  | <b>9,311.65</b>          |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
 CHANNEL 2 & WEBSITE  
 EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED  | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|---------|-------------------|--------------------------|
| <u>PERSONNEL</u>                         |                  |                          |                        |         |                   |                          |
| 10-540.01-52-00 Technical Consultant/Int | 9,000            | 750.00                   | 6,299.40               | 69.99   | 2,700.60          | 9,312.95                 |
| 10-540.01-53-00 Production Assistant/Int | 2,100            | 150.00                   | 1,050.00               | 50.00   | 1,050.00          | 431.25                   |
| TOTAL PERSONNEL                          | 11,100           | 900.00                   | 7,349.40               | 66.21   | 3,750.60          | 9,744.20                 |
| <u>CAPITAL EXPENDITURES</u>              |                  |                          |                        |         |                   |                          |
| 10-540.04-11-00 Computers & Programming  | 0                | 0.00                     | ( 299.40)              | 0.00    | 299.40            | 0.00                     |
| 10-540.04-21-00 Office Equipment         | 200              | 0.00                     | 0.00                   | 0.00    | 200.00            | 0.00                     |
| TOTAL CAPITAL EXPENDITURES               | 200              | 0.00                     | ( 299.40)              | 149.70- | 499.40            | 0.00                     |
| <u>OTHER PURCHASES</u>                   |                  |                          |                        |         |                   |                          |
| 10-540.05-03-00 Computer Equip/Access/Pr | 500              | 149.99                   | 149.99                 | 30.00   | 350.01            | 0.00                     |
| TOTAL OTHER PURCHASES                    | 500              | 149.99                   | 149.99                 | 30.00   | 350.01            | 0.00                     |
| <u>MAINTENANCE</u>                       |                  |                          |                        |         |                   |                          |
| 10-540.06-31-00 Computer Maintenance     | 600              | 0.00                     | 59.95                  | 9.99    | 540.05            | 0.00                     |
| TOTAL MAINTENANCE                        | 600              | 0.00                     | 59.95                  | 9.99    | 540.05            | 0.00                     |
| <u>OTHER EXPENDITURES</u>                |                  |                          |                        |         |                   |                          |
| 10-540.09-05-00 Newsletter/Website       | 4,000            | 0.00                     | 1,983.20               | 49.58   | 2,016.80          | 0.00                     |
| 10-540.09-05-01 Website Maintenance      | 1,200            | 0.00                     | 0.00                   | 0.00    | 1,200.00          | 0.00                     |
| TOTAL OTHER EXPENDITURES                 | 5,200            | 0.00                     | 1,983.20               | 38.14   | 3,216.80          | 0.00                     |
| TOTAL CHANNEL 2 & WEBSITE                | 17,600           | 1,049.99                 | 9,243.14               | 52.52   | 8,356.86          | 9,744.20                 |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

10 -General Fund

TRANSFERS OUT

75.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED       | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------------|-------------------|--------------------------|
| <u>TRANSFERS-OTHER SOURCES</u>           |                  |                          |                        |              |                   |                          |
| 10-550.20-04-00 Transfer to Reserve Fund | 317,000          | 26,416.66                | 237,749.98             | 75.00        | 79,250.02         | 0.00                     |
| 10-550.20-21-00 Transfer to Debt Service | <u>221,000</u>   | <u>18,416.66</u>         | <u>165,749.98</u>      | <u>75.00</u> | <u>55,250.02</u>  | <u>0.00</u>              |
| TOTAL TRANSFERS-OTHER SOURCES            | <u>538,000</u>   | <u>44,833.32</u>         | <u>403,499.96</u>      | <u>75.00</u> | <u>134,500.04</u> | <u>0.00</u>              |
| TOTAL TRANSFERS OUT                      | 538,000          | 44,833.32                | 403,499.96             | 75.00        | 134,500.04        | 0.00                     |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

10 -General Fund  
 IT  
 EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|   | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|---|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <u>PERSONNEL</u>                          |                  |                          |                        |        |                   |                          |
| 10-555.01-52-00 Information Technology S  | 25,500           | 783.75                   | 15,604.25              | 61.19  | 9,895.75          | 14,874.94                |
| 10-555.01-53-00 Specialized Support Cont  | 0                | 0.00                     | 0.00                   | 0.00   | 0.00              | 1,975.00                 |
| TOTAL PERSONNEL                           | 25,500           | 783.75                   | 15,604.25              | 61.19  | 9,895.75          | 16,849.94                |
| <u>INSURANCE</u>                          |                  |                          |                        |        |                   |                          |
| 10-555.02-01-00 Equipment                 | 0                | 0.00                     | 494.35                 | 0.00   | 494.35            | 957.11                   |
| 10-555.02-02-00 Software                  | 19,100           | 381.65                   | 11,496.47              | 60.19  | 7,603.53          | 1,368.62                 |
| 10-555.02-04-00 Domain Registrations      | 175              | 0.00                     | 125.00                 | 71.43  | 50.00             | 0.00                     |
| TOTAL INSURANCE                           | 19,275           | 381.65                   | 12,115.82              | 62.86  | 7,159.18          | 2,325.73                 |
| <u>MAINTENANCE</u>                        |                  |                          |                        |        |                   |                          |
| 10-555.06-01-00 Maintenance & Repair      | 2,125            | 354.00                   | 1,593.00               | 74.96  | 532.00            | 0.00                     |
| TOTAL MAINTENANCE                         | 2,125            | 354.00                   | 1,593.00               | 74.96  | 532.00            | 0.00                     |
| TOTAL IT                                  | 46,900           | 1,519.40                 | 29,313.07              | 62.50  | 17,586.93         | 19,175.67                |
| TOTAL EXPENDITURES                        | 4,220,510        | 323,255.97               | 2,872,998.36           | 68.07  | 1,347,511.64      | 2,663,237.74             |
| EXCESS REVENUES OVER/(UNDER) EXPENDITURE( | 331,710)         | 88,128.69)               | 497,187.15             |        | 0.00              | 640,217.39               |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

30 -Sewer Service Fund  
 FINANCIAL SUMMARY

75.00% OF FISCAL YEAR COMPLETED

|   | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED        | BUDGET<br>BALANCE   | PRIOR FY<br>YEAR TO DATE |
|---|------------------|--------------------------|------------------------|---------------|---------------------|--------------------------|
| <u>REVENUE SUMMARY</u>                    |                  |                          |                        |               |                     |                          |
| OTHER REVENUE                             | 1,017,530        | 98,245.23                | 817,272.17             | 80.32         | 200,257.83          | 700,522.78               |
| INTEREST INCOME                           | 2,000            | 387.14                   | 3,233.92               | 161.70        | ( 1,233.92)         | 4,860.10                 |
| MISCELLANEOUS REVENUE                     | 0                | 0.00                     | 1,000.00               | 0.00          | ( 1,000.00)         | 0.00                     |
| TRANSFERS IN                              | <u>275,478</u>   | <u>0.00</u>              | <u>294,984.41</u>      | <u>107.08</u> | <u>( 19,506.41)</u> | <u>0.00</u>              |
| TOTAL REVENUES                            | <u>1,295,008</u> | <u>98,632.37</u>         | <u>1,116,490.50</u>    | <u>86.21</u>  | <u>178,517.50</u>   | <u>705,382.88</u>        |
| <u>EXPENDITURE SUMMARY</u>                |                  |                          |                        |               |                     |                          |
| ADMINISTRATIVE                            | <u>1,288,764</u> | <u>50,014.21</u>         | <u>547,550.52</u>      | <u>42.49</u>  | <u>741,213.48</u>   | <u>785,483.16</u>        |
| TOTAL EXPENDITURES                        | <u>1,288,764</u> | <u>50,014.21</u>         | <u>547,550.52</u>      | <u>42.49</u>  | <u>741,213.48</u>   | <u>785,483.16</u>        |
| EXCESS REVENUES OVER/(UNDER) EXPENDITURES | 6,244            | 48,618.16                | 568,939.98             |               | ( 562,695.98)       | ( 80,100.28)             |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

30 -Sewer Service Fund

FINANCIAL SUMMARY

75.00% OF FISCAL YEAR COMPLETED

| REVENUES                               | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED   | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|----------|-------------------|--------------------------|
| <u>OTHER REVENUE</u>                   |                  |                          |                        |          |                   |                          |
| 30-41501-00 Sewer Charges              | 968,760          | 9,123.43                 | 53,426.60              | 5.51     | 915,333.40        | 662,052.78               |
| 30-41501-01 Sewer Charges - Data Tech  | 0                | 80,036.80                | 708,565.57             | 0.00 (   | 708,565.57)       | 0.00                     |
| 30-41502-00 Sewer Tap Fees             | 22,500           | 4,500.00                 | 27,000.00              | 120.00 ( | 4,500.00)         | 19,500.00                |
| 30-41502-01 Sewer Impact Fees          | 21,000           | 4,200.00                 | 25,200.00              | 120.00 ( | 4,200.00)         | 18,200.00                |
| 30-41503-00 Mo Am Bill Collection pymt | 650              | 0.00                     | 0.00                   | 0.00     | 650.00            | 0.00                     |
| 30-41504-00 Grinder Pump Admin Fee     | 4,620            | 385.00                   | 3,080.00               | 66.67    | 1,540.00          | 770.00                   |
| TOTAL OTHER REVENUE                    | 1,017,530        | 98,245.23                | 817,272.17             | 80.32    | 200,257.83        | 700,522.78               |
| <u>INTEREST INCOME</u>                 |                  |                          |                        |          |                   |                          |
| 30-41701-00 Interest Income            | 2,000            | 387.14                   | 3,233.92               | 161.70 ( | 1,233.92)         | 4,860.10                 |
| TOTAL INTEREST INCOME                  | 2,000            | 387.14                   | 3,233.92               | 161.70 ( | 1,233.92)         | 4,860.10                 |
| <u>MISCELLANEOUS REVENUE</u>           |                  |                          |                        |          |                   |                          |
| 30-41805-00 Water Service Fees         | 0                | 0.00                     | 1,000.00               | 0.00 (   | 1,000.00)         | 0.00                     |
| TOTAL MISCELLANEOUS REVENUE            | 0                | 0.00                     | 1,000.00               | 0.00 (   | 1,000.00)         | 0.00                     |
| <u>TRANSFERS IN</u>                    |                  |                          |                        |          |                   |                          |
| 30-41902-00 Trnsfer from Sewer CIP     | 275,478          | 0.00                     | 294,984.41             | 107.08 ( | 19,506.41)        | 0.00                     |
| TOTAL TRANSFERS IN                     | 275,478          | 0.00                     | 294,984.41             | 107.08 ( | 19,506.41)        | 0.00                     |
| TOTAL REVENUE                          | 1,295,008        | 98,632.37                | 1,116,490.50           | 86.21    | 178,517.50        | 705,382.88               |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

30 -Sewer Service Fund

ADMINISTRATIVE

75.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <b>PERSONNEL</b>                         |                  |                          |                        |        |                   |                          |
| 30-501.01-01-00 Salaries                 | 12,500           | 660.24                   | 7,414.77               | 59.32  | 5,085.23          | 6,851.19                 |
| 30-501.01-21-00 FICA & Medicare          | 956              | 50.52                    | 567.25                 | 59.34  | 388.75            | 310.99                   |
| TOTAL PERSONNEL                          | 13,456           | 710.76                   | 7,982.02               | 59.32  | 5,473.98          | 7,162.18                 |
| <b>INSURANCE</b>                         |                  |                          |                        |        |                   |                          |
| 30-501.02-01-00 Hazard & Liability       | 4,500            | 0.00                     | 3,677.65               | 81.73  | 822.35            | 3,507.20                 |
| TOTAL INSURANCE                          | 4,500            | 0.00                     | 3,677.65               | 81.73  | 822.35            | 3,507.20                 |
| <b>UTILITIES</b>                         |                  |                          |                        |        |                   |                          |
| 30-501.03-01-00 Telephone & Voicemail    | 2,400            | 216.81                   | 1,487.24               | 61.97  | 912.76            | 1,560.53                 |
| 30-501.03-02-00 Electricity              | 35,000           | 3,218.47                 | 26,803.63              | 76.58  | 8,196.37          | 29,136.78                |
| 30-501.03-04-00 Water                    | 3,500            | 710.11                   | 1,501.55               | 42.90  | 1,998.45          | 5,022.73                 |
| 30-501.03-06-00 Wi-Fi                    | 480              | 39.99                    | 279.93                 | 58.32  | 200.07            | 359.90                   |
| 30-501.03-09-00 Trash Hauling            | 600              | 59.42                    | 207.97                 | 34.66  | 392.03            | 666.40                   |
| TOTAL UTILITIES                          | 41,980           | 2,824.58                 | 30,280.32              | 72.13  | 11,699.68         | 36,746.34                |
| <b>CAPITAL EXPENDITURES</b>              |                  |                          |                        |        |                   |                          |
| 30-501.04-31-00 Equipment & Machinery    | 20,007           | 0.00                     | 5,110.55               | 25.54  | 14,896.45         | 861.76                   |
| 30-501.04-61-00 Pump Station Improvement | 285,000          | 0.00                     | 2,530.22               | 0.89   | 282,469.78        | 0.00                     |
| TOTAL CAPITAL EXPENDITURES               | 305,007          | 0.00                     | 7,640.77               | 2.51   | 297,366.23        | 861.76                   |
| <b>OTHER PURCHASES</b>                   |                  |                          |                        |        |                   |                          |
| 30-501.05-01-00 Office Supplies          | 100              | 34.44                    | 51.63                  | 51.63  | 48.37             | 6.45                     |
| 30-501.05-02-00 Postage                  | 10,000           | 996.57                   | 5,958.53               | 59.59  | 4,041.47          | 4,075.78                 |
| 30-501.05-04-00 Printing                 | 100              | 0.00                     | 0.00                   | 0.00   | 100.00            | 9.60                     |
| TOTAL OTHER PURCHASES                    | 10,200           | 1,031.01                 | 6,010.16               | 58.92  | 4,189.84          | 4,091.83                 |
| <b>MAINTENANCE</b>                       |                  |                          |                        |        |                   |                          |
| 30-501.06-01-00 Building Main & Repair   | 10,000           | 0.00                     | 3,565.95               | 35.66  | 6,434.05          | 3,575.51                 |
| 30-501.06-12-00 Pump Stations Maintenanc | 25,000           | 2,448.72                 | 3,712.44               | 14.85  | 21,287.56         | 27,164.01                |
| 30-501.06-21-00 Vehicle Repair & Mainten | 500              | 0.00                     | 0.00                   | 0.00   | 500.00            | 758.07                   |
| 30-501.06-21-02 Tractor/Lawn Mowing Equi | 300              | 257.96                   | 936.88                 | 312.29 | 636.88            | 326.11                   |
| 30-501.06-22-00 Vehicle Gas & Oil        | 3,000            | 90.10                    | 858.11                 | 28.60  | 2,141.89          | 1,564.94                 |
| 30-501.06-22-01 Equipment Gas & Oil      | 1,500            | 0.00                     | 137.84                 | 9.19   | 1,362.16          | 29.29                    |
| 30-501.06-33-00 Software Support Agreeme | 2,170            | 0.00                     | 0.00                   | 0.00   | 2,170.00          | 0.00                     |
| 30-501.06-42-00 Line Maintenance         | 80,000           | 0.00                     | 1,273.20               | 1.59   | 78,726.80         | 2,980.38                 |
| 30-501.06-99-00 Other Maintenance        | 89,000           | 0.00                     | 1,612.50               | 1.81   | 87,387.50         | 0.00                     |
| TOTAL MAINTENANCE                        | 211,470          | 2,100.66                 | 12,096.92              | 5.72   | 199,373.08        | 36,398.31                |
| <b>CITY SERVICES</b>                     |                  |                          |                        |        |                   |                          |
| 30-501.07-34-00 Line Repairs             | 25,000           | 1,440.00                 | 4,796.77               | 19.19  | 20,203.23         | 2,926.00                 |
| 30-501.07-42-00 One Call Utility Locatin | 2,000            | 339.14                   | 1,855.03               | 92.75  | 144.97            | 650.00                   |
| 30-501.07-42-01 One Call Equipment & Sup | 400              | 0.00                     | 0.00                   | 0.00   | 400.00            | 6.99                     |
| 30-501.07-82-00 KC Water Depart          | 63,000           | 0.00                     | 30,343.67              | 48.16  | 32,656.33         | 27,298.37                |
| 30-501.07-91-00 Odor Control             | 19,000           | 0.00                     | 9,063.29               | 47.70  | 9,936.71          | 11,033.90                |
| TOTAL CITY SERVICES                      | 109,400          | 1,779.14                 | 46,058.76              | 42.10  | 63,341.24         | 41,915.26                |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

30 -Sewer Service Fund

ADMINISTRATIVE

75.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

|   | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED   | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|---|------------------|--------------------------|------------------------|----------|-------------------|--------------------------|
| <b>PROFESSIONAL FEES</b>                  |                  |                          |                        |          |                   |                          |
| 30-501.08-01-00 Attorney Fees             | 2,500            | 0.00                     | 7,048.80               | 281.95 ( | 4,548.80)         | 0.00                     |
| 30-501.08-03-00 Engineering Fees          | 11,000           | 0.00                     | 1,600.00               | 14.55    | 9,400.00          | 192.00                   |
| 30-501.08-04-00 Management Contract       | 275,395          | 22,949.58                | 206,546.22             | 75.00    | 68,848.78         | 197,943.75               |
| 30-501.08-06-00 Administration Fee        | 100,000          | 8,333.33                 | 74,999.99              | 75.00    | 25,000.01         | 74,999.97                |
| 30-501.08-07-00 Credit Card Fees          | 0                | 92.98                    | 92.98                  | 0.00 (   | 92.98)            | 0.00                     |
| TOTAL PROFESSIONAL FEES                   | 388,895          | 31,375.89                | 290,287.99             | 74.64    | 98,607.01         | 273,135.72               |
| <b>OTHER EXPENDITURES</b>                 |                  |                          |                        |          |                   |                          |
| 30-501.09-21-00 Miscellaneous             | 1,500            | 5.00                     | 4,409.83               | 293.99 ( | 2,909.83)         | 105.10                   |
| 30-501.09-22-00 DNR Fees                  | 1,800            | 0.00                     | 0.00                   | 0.00     | 1,800.00          | 1,367.71                 |
| TOTAL OTHER EXPENDITURES                  | 3,300            | 5.00                     | 4,409.83               | 133.63 ( | 1,109.83)         | 1,472.81                 |
| <b>BOND/LEASE PAYMENTS</b>                |                  |                          |                        |          |                   |                          |
| 30-501.10-03-00 Sewer Revenue Fees        | 0                | 0.00                     | 0.00                   | 0.00     | 0.00              | 260.79                   |
| 30-501.10-04-00 System Renewal Lease      | 0                | 0.00                     | 9,227.94               | 0.00 (   | 9,227.94)         | 9,227.94                 |
| TOTAL BOND/LEASE PAYMENTS                 | 0                | 0.00                     | 9,227.94               | 0.00 (   | 9,227.94)         | 9,488.73                 |
| <b>SYSTEM RENEWAL PROJECT</b>             |                  |                          |                        |          |                   |                          |
| 30-501.12-11-00 SRF Principal             | 0                | 11,666.67                | 105,000.03             | 0.00 (   | 105,000.03)       | 105,000.03               |
| 30-501.12-11-01 SRF Interest              | 0                | 2,721.82                 | 24,514.38              | 0.00 (   | 24,514.38)        | 25,398.39                |
| 30-501.12-11-02 SRF Administration Fee    | 0                | 0.00                     | 363.75                 | 0.00 (   | 363.75)           | 124.00                   |
| TOTAL SYSTEM RENEWAL PROJECT              | 0                | 14,388.49                | 129,878.16             | 0.00 (   | 129,878.16)       | 130,522.42               |
| <b>TRANSFERS-OTHER SOURCES</b>            |                  |                          |                        |          |                   |                          |
| 30-501.20-01-01 Transfer to 10 Year CIP   | 0                | 0.00                     | 0.00                   | 0.00     | 0.00              | 216,749.97               |
| 30-501.20-02-02 Trans to Debt Serv (for   | 18,456           | 0.00                     | 0.00                   | 0.00     | 18,456.00         | 0.00                     |
| 30-501.20-02-03 Trans to Debt Serv (for   | 182,100          | 0.00                     | 0.00                   | 0.00     | 182,100.00        | 0.00                     |
| 30-501.20-42-00 Transfer to Equipment Fu  | 0                | 0.00                     | 0.00                   | 0.00     | 0.00              | 23,430.63                |
| TOTAL TRANSFERS-OTHER SOURCES             | 200,556          | 0.00                     | 0.00                   | 0.00     | 200,556.00        | 240,180.60               |
| TOTAL ADMINISTRATIVE                      | 1,288,764        | 50,014.21                | 547,550.52             | 42.49    | 741,213.48        | 785,483.16               |
| TOTAL EXPENDITURES                        | 1,288,764        | 50,014.21                | 547,550.52             | 42.49    | 741,213.48        | 785,483.16               |
| =====                                     |                  |                          |                        |          |                   |                          |
| EXCESS REVENUES OVER/(UNDER) EXPENDITURES | 6,244            | 48,618.16                | 568,939.98             |          | 0.00 (            | 80,100.28)               |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

40 -Transportation Fund  
FINANCIAL SUMMARY

75.00% OF FISCAL YEAR COMPLETED

|   | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED       | BUDGET<br>BALANCE    | PRIOR FY<br>YEAR TO DATE |
|---|------------------|--------------------------|------------------------|--------------|----------------------|--------------------------|
| <u>REVENUE SUMMARY</u>                          |                  |                          |                        |              |                      |                          |
| TAXES   | 122,600          | 0.00                     | 121,709.17             | 99.27        | 890.83               | 119,630.46               |
| SALES TAXES                                     | 679,000          | 62,703.61                | 457,117.52             | 67.32        | 221,882.48           | 476,491.98               |
| OTHER REVENUE                                   | 0                | 0.00                     | 10,000.00              | 0.00         | ( 10,000.00)         | 0.00                     |
| MISCELLANEOUS REVENUE                           | 0                | 8,675.00                 | 8,675.00               | 0.00         | ( 8,675.00)          | 900.00                   |
| TRANSFERS IN                                    | 0                | 4,300.00                 | 4,300.00               | 0.00         | ( 4,300.00)          | 0.00                     |
| <b>TOTAL REVENUES</b>                           | <b>801,600</b>   | <b>75,678.61</b>         | <b>601,801.69</b>      | <b>75.08</b> | <b>199,798.31</b>    | <b>597,022.44</b>        |
| <u>EXPENDITURE SUMMARY</u>                      |                  |                          |                        |              |                      |                          |
| STREET DEPARTMENT                               | 608,050          | 43,267.43                | 233,200.69             | 38.35        | 374,849.31           | 16,642.93                |
| TRANSFERS                                       | 355,000          | 29,583.33                | 266,249.99             | 75.00        | 88,750.01            | 551,999.97               |
| <b>TOTAL EXPENDITURES</b>                       | <b>963,050</b>   | <b>72,850.76</b>         | <b>499,450.68</b>      | <b>51.86</b> | <b>463,599.32</b>    | <b>568,642.90</b>        |
| <b>EXCESS REVENUES OVER/(UNDER) EXPENDITURE</b> | <b>161,450</b>   | <b>2,827.85</b>          | <b>102,351.01</b>      |              | <b>( 263,801.01)</b> | <b>28,379.54</b>         |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

40 -Transportation Fund

FINANCIAL SUMMARY

75.00% OF FISCAL YEAR COMPLETED

REVENUES

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <u>TAXES</u>                             |                  |                          |                        |        |                   |                          |
| 40-41006-00 Parkville Special Rd Distric | 122,600          | 0.00                     | 121,709.17             | 99.27  | 890.83            | 119,630.46               |
| TOTAL TAXES                              | 122,600          | 0.00                     | 121,709.17             | 99.27  | 890.83            | 119,630.46               |
| <u>SALES TAXES</u>                       |                  |                          |                        |        |                   |                          |
| 40-41404-00 City Transportation Sales Ta | 400,000          | 50,069.90                | 329,970.17             | 82.49  | 70,029.83         | 299,657.83               |
| 40-41405-00 Motor Fuel Tax               | 141,000          | 12,633.71                | 105,725.29             | 74.98  | 35,274.71         | 104,526.50               |
| 40-41406-00 County Trans Sales Tax       | 138,000          | 0.00                     | 21,422.06              | 15.52  | 116,577.94        | 72,307.65                |
| TOTAL SALES TAXES                        | 679,000          | 62,703.61                | 457,117.52             | 67.32  | 221,882.48        | 476,491.98               |
| <u>OTHER REVENUE</u>                     |                  |                          |                        |        |                   |                          |
| 40-41504-00 Curb/Sidewalk Cost Share     | 0                | 0.00                     | 10,000.00              | 0.00   | ( 10,000.00)      | 0.00                     |
| TOTAL OTHER REVENUE                      | 0                | 0.00                     | 10,000.00              | 0.00   | ( 10,000.00)      | 0.00                     |
| <u>INTEREST INCOME</u>                   |                  |                          |                        |        |                   |                          |
| <u>MISCELLANEOUS REVENUE</u>             |                  |                          |                        |        |                   |                          |
| 40-41802-00 Leased Properties            | 0                | 400.00                   | 400.00                 | 0.00   | ( 400.00)         | 900.00                   |
| 40-41805-00 Sale of Transportation Equip | 0                | 8,275.00                 | 8,275.00               | 0.00   | ( 8,275.00)       | 0.00                     |
| TOTAL MISCELLANEOUS REVENUE              | 0                | 8,675.00                 | 8,675.00               | 0.00   | ( 8,675.00)       | 900.00                   |
| <u>TRANSFERS IN</u>                      |                  |                          |                        |        |                   |                          |
| 40-41901-00 Refunds and Other Revenue    | 0                | 4,300.00                 | 4,300.00               | 0.00   | ( 4,300.00)       | 0.00                     |
| TOTAL TRANSFERS IN                       | 0                | 4,300.00                 | 4,300.00               | 0.00   | ( 4,300.00)       | 0.00                     |
| <u>TRANSFERS</u>                         |                  |                          |                        |        |                   |                          |
| TOTAL REVENUE                            | 801,600          | 75,678.61                | 601,801.69             | 75.08  | 199,798.31        | 597,022.44               |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

40 -Transportation Fund  
ADMINISTRATION  
EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|                             | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|-----------------------------|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <u>INSURANCE</u>            |                  |                          |                        |        |                   |                          |
| <u>CAPITAL EXPENDITURES</u> |                  |                          |                        |        |                   |                          |

CITY OF PARKVILLE  
REVENUE AND EXPENSE REPORT  
AS OF: SEPTEMBER 30TH, 2014

40 -Transportation Fund  
STREET DEPARTMENT  
EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|  | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|--|------------------|--------------------------|------------------------|--------|-------------------|--------------------------|
| <u>CAPITAL EXPENDITURES</u>              |                  |                          |                        |        |                   |                          |
| 40-520.04-71-00 Street Programs          | 0                | 0.00                     | 26.95                  | 0.00   | ( 26.95)          | 0.00                     |
| 40-520.04-81-00 Crack Seal Project       | 20,000           | 14,053.00                | 15,314.05              | 76.57  | 4,685.95          | 5,305.30                 |
| 40-520.04-82-00 Slurry Seal Project      | 95,000           | 0.00                     | 0.00                   | 0.00   | 95,000.00         | 10,970.00                |
| 40-520.04-83-00 Street Striping          | 10,000           | 0.00                     | 0.00                   | 0.00   | 10,000.00         | 0.00                     |
| 40-520.04-85-00 Asphalt Overlay Program  | 120,000          | 0.00                     | 0.00                   | 0.00   | 120,000.00        | 0.00                     |
| 40-520.04-85-01 Equipment                | 50,000           | 8,275.00                 | 8,353.70               | 16.71  | 41,646.30         | 0.00                     |
| 40-520.04-90-00 Curb & Sidewalk Program  | 0                | 0.00                     | 7,783.50               | 0.00   | ( 7,783.50)       | 367.63                   |
| TOTAL CAPITAL EXPENDITURES               | 295,000          | 22,328.00                | 31,478.20              | 10.67  | 263,521.80        | 16,642.93                |
| <u>MAINTENANCE</u>                       |                  |                          |                        |        |                   |                          |
| 40-520.06-01-00 Building Maintenance & R | 2,300            | 153.85                   | 1,464.80               | 63.69  | 835.20            | 0.00                     |
| 40-520.06-21-00 Vehicle & Equipment Main | 10,500           | 834.80                   | 3,858.21               | 36.74  | 6,641.79          | 0.00                     |
| 40-520.06-22-00 Vehicle & Equipment Gas  | 25,500           | 942.00                   | 17,264.03              | 67.70  | 8,235.97          | 0.00                     |
| TOTAL MAINTENANCE                        | 38,300           | 1,930.65                 | 22,587.04              | 58.97  | 15,712.96         | 0.00                     |
| <u>CITY SERVICES</u>                     |                  |                          |                        |        |                   |                          |
| 40-520.07-20-00 Emergency Snow Removal   | 30,000           | 0.00                     | 17,361.53              | 57.87  | 12,638.47         | 0.00                     |
| 40-520.07-32-00 Storm Sewers - General R | 2,500            | 0.00                     | 0.00                   | 0.00   | 2,500.00          | 0.00                     |
| 40-520.07-33-00 Street Repair Materials  | 15,000           | 0.00                     | 5,232.51               | 34.88  | 9,767.49          | 0.00                     |
| 40-520.07-41-00 Street Lights - Electric | 210,250          | 19,008.78                | 147,496.28             | 70.15  | 62,753.72         | 0.00                     |
| 40-520.07-44-00 Street Signs             | 2,000            | 0.00                     | 374.63                 | 18.73  | 1,625.37          | 0.00                     |
| 40-520.07-45-00 Street Sweeping          | 8,000            | 0.00                     | 6,780.00               | 84.75  | 1,220.00          | 0.00                     |
| 40-520.07-52-00 Tree Trimming & Removal  | 4,000            | 0.00                     | 1,853.00               | 46.33  | 2,147.00          | 0.00                     |
| 40-520.07-60-00 Rental Equipment         | 2,000            | 0.00                     | 37.50                  | 1.88   | 1,962.50          | 0.00                     |
| TOTAL CITY SERVICES                      | 273,750          | 19,008.78                | 179,135.45             | 65.44  | 94,614.55         | 0.00                     |
| <u>OTHER EXPENDITURES</u>                |                  |                          |                        |        |                   |                          |
| 40-520.09-21-00 Miscellaneous            | 1,000            | 0.00                     | 0.00                   | 0.00   | 1,000.00          | 0.00                     |
| TOTAL OTHER EXPENDITURES                 | 1,000            | 0.00                     | 0.00                   | 0.00   | 1,000.00          | 0.00                     |
| TOTAL STREET DEPARTMENT                  | 608,050          | 43,267.43                | 233,200.69             | 38.35  | 374,849.31        | 16,642.93                |

CITY OF PARKVILLE  
 REVENUE AND EXPENSE REPORT  
 AS OF: SEPTEMBER 30TH, 2014

40 -Transportation Fund

TRANSFERS

EXPENDITURES

75.00% OF FISCAL YEAR COMPLETED

|   | ANNUAL<br>BUDGET | PERIOD TO DATE<br>ACTUAL | YEAR TO DATE<br>ACTUAL | % USED       | BUDGET<br>BALANCE | PRIOR FY<br>YEAR TO DATE |
|---|------------------|--------------------------|------------------------|--------------|-------------------|--------------------------|
| <u>TRANSFERS-OTHER SOURCES</u>            |                  |                          |                        |              |                   |                          |
| 40-550.20-10-00 Transfer to General Fund  | 355,000          | 29,583.33                | 266,249.99             | 75.00        | 88,750.01         | 468,749.97               |
| 40-550.20-42-00 Transfer to MERF          | <u>0</u>         | <u>0.00</u>              | <u>0.00</u>            | <u>0.00</u>  | <u>0.00</u>       | <u>83,250.00</u>         |
| TOTAL TRANSFERS-OTHER SOURCES             | <u>355,000</u>   | <u>29,583.33</u>         | <u>266,249.99</u>      | <u>75.00</u> | <u>88,750.01</u>  | <u>551,999.97</u>        |
| TOTAL TRANSFERS                           | 355,000          | 29,583.33                | 266,249.99             | 75.00        | 88,750.01         | 551,999.97               |
| TOTAL EXPENDITURES                        | 963,050          | 72,850.76                | 499,450.68             | 51.86        | 463,599.32        | 568,642.90               |
| EXCESS REVENUES OVER/(UNDER) EXPENDITURE( | 161,450)         | 2,827.85                 | 102,351.01             |              | 0.00              | 28,379.54                |



BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2014

21 -River Park Bond Retirement

| ACCOUNT#           | TITLE  |                   |                   |
|--------------------|--|-------------------|-------------------|
| <b>ASSETS</b>      |  |                   |                   |
| =====              |  |                   |                   |
| 11002              | River Prk Dev Bank Acct                                | 154,211.45        |                   |
|                    |  | <u>154,211.45</u> |                   |
|                    |  |                   | <u>154,211.45</u> |
|                    |  |                   | =====             |
|                    | <b>TOTAL ASSETS</b>                                    |                   | <b>154,211.45</b> |
| <b>LIABILITIES</b> |  |                   |                   |
| =====              |  |                   |                   |
| <b>EQUITY</b>      |  |                   |                   |
| =====              |  |                   |                   |
| 30001              | FUND BALANCE   | 151,644.18        |                   |
|                    | <b>TOTAL BEGINNING EQUITY</b>                          | <u>151,644.18</u> |                   |
|                    | TOTAL REVENUE  | 323,929.77        |                   |
|                    | TOTAL EXPENSES   | <u>321,362.50</u> |                   |
|                    | <b>TOTAL SURPLUS/(DEFICIT)</b>                         | <b>2,567.27</b>   |                   |
|                    | <b>TOTAL EQUITY &amp; SURPLUS/(DEFICIT)</b>            | <u>154,211.45</u> |                   |
|                    | <b>TOTAL LIABILITIES, EQUITY &amp; SURPLUS/DEFICIT</b> |                   | <u>154,211.45</u> |
|                    |  |                   | =====             |

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2014

22 -Capital Project Bonds

| ACCOUNT#           | TITLE  |                     |                     |
|--------------------|--|---------------------|---------------------|
| <b>ASSETS</b>      |  |                     |                     |
| =====              |  |                     |                     |
| 11002              | Cash   | 318,285.31          |                     |
| 12000              | Claim on Cash  | 45,048.51           |                     |
| 14010              | Lease Revenue Fund                                     | 0.47                |                     |
| 14012              | Reserve Fund   | 642,814.02          |                     |
| 15001              | Receivables - Taxes/Fees                               | 119.35              |                     |
|                    |  | <u>1,006,267.66</u> |                     |
|                    | <b>TOTAL ASSETS</b>                                    |                     | <u>1,006,267.66</u> |
| =====              |  |                     |                     |
| <b>LIABILITIES</b> |  |                     |                     |
| =====              |  |                     |                     |
| 21000              | Deferred Revenue                                       | 119.35              |                     |
|                    | <b>TOTAL LIABILITIES</b>                               | <u>119.35</u>       |                     |
| =====              |  |                     |                     |
| <b>EQUITY</b>      |  |                     |                     |
| =====              |  |                     |                     |
| 30001              | Fund Balance   | 328,438.21          |                     |
| 30005              | Restricted for Debt Retirement                         | 640,000.00          |                     |
|                    | <b>TOTAL BEGINNING EQUITY</b>                          | <u>968,438.21</u>   |                     |
|                    | <b>TOTAL REVENUE</b>                                   | 505,832.60          |                     |
|                    | <b>TOTAL EXPENSES</b>                                  | <u>468,122.50</u>   |                     |
|                    | <b>TOTAL SURPLUS/(DEFICIT)</b>                         | 37,710.10           |                     |
|                    | <b>TOTAL EQUITY &amp; SURPLUS/(DEFICIT)</b>            | <u>1,006,148.31</u> |                     |
|                    | <b>TOTAL LIABILITIES, EQUITY &amp; SURPLUS/DEFICIT</b> |                     | <u>1,006,267.66</u> |
| =====              |  |                     |                     |

## BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2014

23 -Brush Creek NID

ACCOUNT# TITLE

## ASSETS

|                                 |            |            |
|---------------------------------|------------|------------|
| 12000 Claim on Cash             | 52.80      |            |
| 14011 Debt Service Fund         | 16.28      |            |
| 14012 Debt Service Reserve Fund | 398,228.02 |            |
| 14021 Cost of Issuance Expenses | 3,870.60   |            |
|                                 |            | 402,167.70 |
|                                 |            | -----      |
| TOTAL ASSETS                    |            | 402,167.70 |
|                                 |            | =====      |

## LIABILITIES

|                               |                 |       |
|-------------------------------|-----------------|-------|
| 24000 Long Term Bonds Payable | ( 4,506,327.67) |       |
|                               |                 | ----- |
| TOTAL LIABILITIES             | ( 4,506,327.67) |       |
|                               |                 | ----- |

## EQUITY

|   |               |            |
|---|---------------|------------|
| 30001 Fund Balance                          | ( 372,438.87) |            |
|   |               | -----      |
| TOTAL BEGINNING EQUITY                      | ( 372,438.87) |            |
|   |               | -----      |
| TOTAL REVENUE                               | 5,602,592.70  |            |
| TOTAL EXPENSES                              | 321,658.46    |            |
|   |               | -----      |
| TOTAL SURPLUS/(DEFICIT)                     | 5,280,934.24  |            |
|   |               | -----      |
| TOTAL EQUITY & SURPLUS/(DEFICIT)            | 4,908,495.37  |            |
|   |               | -----      |
| TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT |               | 402,167.70 |
|   |               | =====      |

## BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2014

24 -Brink Meyer Road NID

ACCOUNT# TITLE

## ASSETS

=====

|       |                              |            |                   |
|-------|------------------------------|------------|-------------------|
| 12000 | Claim on Cash                | 22.20      |                   |
| 14011 | Brink Myer Note Fund (D S F) | 290,289.69 |                   |
| 14012 | Brink Meyer Bond Fund        | 32.51      |                   |
| 14021 | Cost of Issuance Expenses    | 1,258.45   |                   |
|       |                              |            | <u>291,602.85</u> |

TOTAL ASSETS

291,602.85

## LIABILITIES

=====

|       |                         |                 |  |
|-------|-------------------------|-----------------|--|
| 24000 | Long Term Bonds Payable | ( 3,675,000.00) |  |
|       | TOTAL LIABILITIES       | ( 3,675,000.00) |  |

## EQUITY

=====

|       |                                   |              |  |
|-------|-----------------------------------|--------------|--|
| 30001 | Fund Balance                      | 358,407.35   |  |
|       | TOTAL BEGINNING EQUITY            | 358,407.35   |  |
|       | TOTAL REVENUE                     | 4,079,521.13 |  |
|       | TOTAL EXPENSES                    | 471,325.63   |  |
|       | TOTAL SURPLUS/ (DEFICIT)          | 3,608,195.50 |  |
|       | TOTAL EQUITY & SURPLUS/ (DEFICIT) | 3,966,602.85 |  |

TOTAL LIABILITIES, EQUITY &amp; SURPLUS/DEFICIT

291,602.85

AS OF: SEPTEMBER 30TH, 2014

30 -Sewer Service Fund

| ACCOUNT#                                    | TITLE |               |                     |
|---|-------|---------------|---------------------|
| <b>ASSETS</b>                               |       |               |                     |
| =====                                       |       |               |                     |
| 11002 Sewer Fund Cash in Bank               |       | 7,670.90      |                     |
| 11003 Cash                                  |       | 875,849.20    |                     |
| 11005 MM Bank Lib                           |       | 203,429.46    |                     |
| 12000 Sewer Service Claim on Cash           | (     | 272.80)       |                     |
| 15000 Receivables                           |       | 105,140.68    |                     |
| 17001 Property, Plant, Equipment            |       | 2,319,461.96  |                     |
| 17005 Accumulated Depreciation              | (     | 2,853,765.98) |                     |
| 17014 Equipment                             |       | 1,850,516.67  |                     |
| 18000 Prepaid Insurance                     |       | 593.04        |                     |
|   |       |               | <u>2,508,623.13</u> |
| TOTAL ASSETS                                |       |               | <u>2,508,623.13</u> |
| =====                                       |       |               |                     |
| <b>LIABILITIES</b>                          |       |               |                     |
| =====                                       |       |               |                     |
| 22001 AP Pending (Due to Pooled)            |       | 7,816.95      |                     |
| 24010 LT Leases Payable                     |       | 179,612.82    |                     |
| 26000 Customer Deposits                     |       | 13,485.00     |                     |
|   |       |               | <u>200,914.77</u>   |
| TOTAL LIABILITIES                           |       |               | <u>200,914.77</u>   |
| =====                                       |       |               |                     |
| <b>EQUITY</b>                               |       |               |                     |
| =====                                       |       |               |                     |
| 30001 Fund Balance                          |       | 1,738,768.38  |                     |
|   |       |               | <u>1,738,768.38</u> |
| TOTAL BEGINNING EQUITY                      |       |               | <u>1,738,768.38</u> |
| TOTAL REVENUE                               |       |               | 1,116,490.50        |
| TOTAL EXPENSES                              |       |               | 547,550.52          |
|   |       |               | <u>568,939.98</u>   |
| TOTAL SURPLUS/(DEFICIT)                     |       |               | <u>568,939.98</u>   |
| TOTAL EQUITY & SURPLUS/(DEFICIT)            |       |               | <u>2,307,708.36</u> |
| TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT |       |               | <u>2,508,623.13</u> |
| =====                                       |       |               |                     |

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2014

33 -Sewer Capital Improvement

| ACCOUNT#           | TITLE  |                      |                   |
|--------------------|--|----------------------|-------------------|
| <b>ASSETS</b>      |  |                      |                   |
| =====              |  |                      |                   |
| 17002              | Insutiform Sewer Infrastructur                         | 244,732.86           |                   |
| 17003              | Aeration System Sewer Equipmnt                         | 182,062.00           |                   |
|                    |  | <u>426,794.86</u>    |                   |
|                    | <b>TOTAL ASSETS</b>                                    |                      | <u>426,794.86</u> |
|                    |  |                      | =====             |
| <b>LIABILITIES</b> |  |                      |                   |
| =====              |  |                      |                   |
| <b>EQUITY</b>      |  |                      |                   |
| =====              |  |                      |                   |
| 30001              | Fund Balance   | 763,638.47           |                   |
|                    | <b>TOTAL BEGINNING EQUITY</b>                          | <u>763,638.47</u>    |                   |
|                    | <b>TOTAL EXPENSES</b>                                  | 336,843.61           |                   |
|                    | <b>TOTAL SURPLUS/(DEFICIT)</b>                         | <u>( 336,843.61)</u> |                   |
|                    | <b>TOTAL EQUITY &amp; SURPLUS/(DEFICIT)</b>            |                      | <u>426,794.86</u> |
|                    | <b>TOTAL LIABILITIES, EQUITY &amp; SURPLUS/DEFICIT</b> |                      | <u>426,794.86</u> |
|                    |  |                      | =====             |

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2014

34 -SRF Fund

ACCOUNT# TITLE

ASSETS

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

LIABILITIES

|                               |              |              |
|-------------------------------|--------------|--------------|
| =====                         |              |              |
| 24000 Long-Term Bonds Payable | 2,005,000.00 |              |
| 24001 Bond Issue Premium      | 94,132.65    |              |
|                               |              | 2,099,132.65 |
|                               |              | -----        |
| TOTAL LIABILITIES             |              | 2,099,132.65 |

EQUITY

|   |            |              |
|---|------------|--------------|
| =====                                       |            |              |
| 30001 Fund Balance                          | 740,073.00 |              |
|   |            | 740,073.00   |
|   |            | -----        |
| TOTAL BEGINNING EQUITY                      |            | 740,073.00   |
|   |            | -----        |
| TOTAL EQUITY & SURPLUS/(DEFICIT)            |            | 740,073.00   |
|   |            | -----        |
| TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT |            | 2,839,205.65 |
|   |            | =====        |

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2014

40 -Transportation Fund

| ACCOUNT#   | TITLE                          |                   |                   |
|--|--------------------------------|-------------------|-------------------|
| <b>ASSETS</b>  |                                |                   |                   |
| =====  |                                |                   |                   |
| 12000  | Claim on Cash                  | 274,821.21        |                   |
| 15000  | Receivables - General          | 49,812.78         |                   |
| 15001  | Receivable Held in Escrow Acct | 10,833.00         |                   |
|  |                                | <u>335,466.99</u> |                   |
|  |                                |                   | <u>335,466.99</u> |
|  |                                |                   | =====             |
| <b>LIABILITIES</b>                                     |                                |                   |                   |
| =====  |                                |                   |                   |
| 22001  | A/P Pending (Due to Pooled)    | 9,788.22          |                   |
| 22500  | Liability in Held in Escrow Ac | 10,833.00         |                   |
|  |                                | <u>20,621.22</u>  |                   |
| <b>EQUITY</b>  |                                |                   |                   |
| =====  |                                |                   |                   |
| 30001  | Fund Balance                   | 212,494.76        |                   |
|  |                                | <u>212,494.76</u> |                   |
| <b>TOTAL REVENUE</b>                                   |                                |                   |                   |
| <b>TOTAL EXPENSES</b>                                  |                                |                   |                   |
|  |                                | <u>102,351.01</u> |                   |
|  |                                |                   | <u>314,845.77</u> |
| <b>TOTAL LIABILITIES, EQUITY &amp; SURPLUS/DEFICIT</b> |                                |                   |                   |
|  |                                |                   | <u>335,466.99</u> |
|  |                                |                   | =====             |

C I T Y O F P A R K V I L L E  
RESERVED FUND SUMMARY  
AS OF: SEPTEMBER 30TH, 2014

|                              | This Month       |                 | Cumulative        |                  | Fund<br>Balance     |
|------------------------------|------------------|-----------------|-------------------|------------------|---------------------|
|                              | Income           | Expenses        | Income            | Expenses         |                     |
| 42 -Municipal Equip Res Fund | ( 8,275.00)      | 0.00            | 0.00              | 0.00             | 3,280.68            |
| 45 -Fewson Project Fund      | 1,849.62         | 4.00            | 5,236.48          | 52.50            | 562,198.26          |
| 46 -Guest Room Tax Fund      | 601.92           | 0.00            | 2,660.00          | 5,000.00         | ( 28.38)            |
| 50 -Emergency Reserve Fund   | 26,416.66        | 0.00            | 237,749.98        | 0.00             | 1,308,715.59        |
| 60 -Nature Sanctuary Fund    | ( 868.36)        | 4,225.00        | 2,637.81          | 4,225.00         | 39,234.15           |
| 63 -Park Donations           | 0.00             | 0.00            | 305.40            | 0.00             | 45,767.24           |
| 80 -Court Recoupment Fees    | 301.50           | 0.00            | 2,713.50          | 0.00             | 38,223.50           |
| 81 -Police Training Fees-LET | 364.00           | 0.00            | 2,428.00          | 0.00             | 45,808.78           |
| 91 -TIF Development Fund     | 22,644.29        | 0.00            | 171,185.99        | 5.00             | 183,525.74          |
| 95 -Capital Projects Fund    | 0.00             | 3,107.34        | 24,948.40         | 81,788.72        | 12,763.69           |
| <b>TOTAL</b>                 | <b>43,034.63</b> | <b>7,336.34</b> | <b>449,865.56</b> | <b>91,071.22</b> | <b>2,239,489.25</b> |

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

City of Parkville  
Cash & Investments Balance Report  
As of September 30, 2014

**General Fund #10**

|  |                                     |
|--|-------------------------------------|
| Cash on Hand                             | 181.31                              |
| Total Cash Accounts*                     | 1,155,183.66                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$1,155,364.97</u></u></b> |

**Transportation Fund #40**

|  |                                   |
|--|-----------------------------------|
| Total Cash Accounts*                     | 265,032.99                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$265,032.99</u></u></b> |

**River Park Bond Retirement Fund #21**

|  |                                   |
|--|-----------------------------------|
| Total Cash Accounts*                     | 154,211.45                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$154,211.45</u></u></b> |

**TIF Development Fund #91**

|  |                                   |
|--|-----------------------------------|
| Total Cash Accounts*                     | 183,525.74                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$183,525.74</u></u></b> |

**Capital Project Bonds Fund #22**

|  |                                     |
|--|-------------------------------------|
| Total Cash Accounts*                     | 363,333.82                          |
| Reserve Fund Account                     | 642,814.02                          |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$1,006,147.84</u></u></b> |

**Parkville Market Place Fund #92**

|  |                                 |
|--|---------------------------------|
| Total Cash Account                       | 9,404.18                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$9,404.18</u></u></b> |

**Brush Creek NID Fund #23**

|  |                                   |
|--|-----------------------------------|
| Total Cash Accounts*                     | 3,939.68                          |
| Reserve Fund Account                     | 398,228.02                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$402,167.70</u></u></b> |

**Capital Projects Fund #95**

|  |                                  |
|--|----------------------------------|
| Total Cash Accounts*                     | 12,763.69                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$12,763.69</u></u></b> |

**Brink Meyer Road NID Fund #24**

|  |                                   |
|--|-----------------------------------|
| Total Cash Accounts*                     | 1,290.96                          |
| Reserve Fund Account                     | 290,289.69                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$291,580.65</u></u></b> |

**Major Projects in Progress Fund #96**

|  |                                  |
|--|----------------------------------|
| Total Cash Accounts*                     | 88,866.01                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$88,866.01</u></u></b> |

**Sewer Service Fund #30**

|  |                                     |
|--|-------------------------------------|
| Total Cash Accounts*                     | 1,078,859.81                        |
| <b>Fund Cash &amp; Investments Total</b> | <b><u><u>\$1,078,859.81</u></u></b> |

\* Net of the amount owed (if any) to or from Pooled Cash Bank Acc Fund 31

|   |
|---|
| Unaudited Financial Report to be used for Budgetary Management Purposes |
|---|

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

**ITEM 4H**  
For 10-20-14  
Special Board of Aldermen Meeting

| 1<br>CLASSIFICATION OF OFFENSES  | 2<br>OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDING "UNFOUNDED" AND ATTEMPTS) | 3<br>UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS | 4<br>NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS) | 5<br>TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6) | 6<br>NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE |
|--|--|---|---|--|--|
| 1. CRIMINAL HOMICIDE   |  |   |   |  |  |
| a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault if homicide reported, submit Supplemental Homicide Report) | 11   |   |   | 00   |  |
| b. MANSLAUGHTER BY NEGLIGENCE  | 12   |   |   | 00   |  |
| 2. FORCIBLE RAPE TOTAL   | 20   | 3   | 3   | 0  | 2  |
| a. Rape by Force   | 21   | 3   | 3   |  | 2  |
| b. Attempts to commit Forcible Rape  | 22   |   |   |  |  |
| 3. ROBBERY TOTAL   | 30   |   |   | 01   |  |
| a. Firearm   | 31   |   |   |  |  |
| b. Knife or Cutting Instrument   | 32   |   |   |  |  |
| c. Other Dangerous Weapon  | 33   |   |   |  |  |
| d. Strong-Arm ( Hands, Fists, Feet, Etc. )   | 34   |   |   |  |  |
| 4. ASSAULT TOTAL   | 40   | 11  | 11  | 11   | 11   |
| a. Firearm   | 41   |   |   |  |  |
| b. Knife or Cutting Instrument   | 42   |   |   |  |  |
| c. Other Dangerous Weapon  | 43   |   |   |  |  |
| d. Hands, Fists, Feet, Etc. - Aggravated injury  | 44   | 1   | 1   |  | 1  |
| e. Other Assaults - Simple, Not Aggravated   | 45   | 10  | 10  |  | 10   |
| 5. BURGLARY TOTAL  | 50   | 7   | 7   | 11   | 1  |
| a. Forcible Entry  | 51   | 5   | 5   |  | 1  |
| b. Unlawful Entry - No Force   | 52   | 2   | 2   |  |  |
| c. Attempted Forcible Entry  | 53   |   |   |  |  |
| 6. LARCENY - THEFT TOTAL<br>( Except Motor Vehicle Theft )   | 60   | 67  | 67  | 69   | 41   |
| 7. MOTOR VEHICLE THEFT TOTAL   | 70   |   |   |  |  |
| a. Autos   | 71   |   |   |  |  |
| b. Trucks and Buses  | 72   |   |   |  |  |
| c. Other Vehicles  | 73   |   |   |  |  |
| GRAND TOTAL  | 77   | 88  | 88  | 95   | 55   |

Prior 3yrs.  
Average

January 2014

Month and Year of Report

thru  
August 2014

Parkville Police Department

Agency and State

Mo0830100

Agency Identifier

5700.00

Population

October 13, 2014

Date

Kevin Davis

Major

Prepared By

Chief K. L. Chasman

Title

Chief, Commissioner, Sheriff, or Superintendent

**PROPERTY STOLEN BY CLASSIFICATION**

| CLASSIFICATION  | NUMBER OF ACTUAL OFFENSES (COLUMN 4 Return A) | Monetary Value of Property Stolen |
|---|---|-----------------------------------|
| <b>1. MURDER AND NONNEGLIGENT MANSLAUGHTER</b>                | 12  |                                   |
| <b>2. FORCIBLE RAPE</b>                                       | 20  | 3                                 |
| <b>3. ROBBERY</b>   |   |                                   |
| (a) HIGHWAY (Streets, alleys, etc.)                           | 31  |                                   |
| (b) COMMERCIAL HOUSE (except c, d and f)                      | 32  |                                   |
| (c) GAS OR SERVICE STATION                                    | 33  |                                   |
| (d) CONVENIENCE STORE   | 34  |                                   |
| (e) RESIDENCE (anywhere on premises)                          | 35  |                                   |
| (f) BANK  | 36  |                                   |
| (g) MISCELLANEOUS   | 37  |                                   |
| <b>TOTAL ROBBERY</b>  | 30  |                                   |
| <b>5. BURGLARY - BREAKING AND ENTERING</b>                    |   |                                   |
| (a) RESIDENCE (dwelling)                                      |   |                                   |
| (1) NIGHT (6 p.m. - 6 a.m.)                                   | 51  | 2                                 |
| (2) DAY (6 a.m. - 6 p.m.)                                     | 52  |                                   |
| (3) UNKNOWN   | 53  | 1                                 |
| (b) NON-RESIDENCE (store, office, etc.)                       |   |                                   |
| (1) NIGHT (6 p.m. - 6 a.m.)                                   | 54  | 4                                 |
| (2) DAY (6 a.m. - 6 p.m.)                                     | 55  |                                   |
| (3) UNKNOWN   | 56  |                                   |
| <b>TOTAL BURGLARY</b>   | 50  | 7                                 |
| <b>6. LARCENY - THEFT (Except Motor Vehicle Theft)</b>        |   |                                   |
| (a) \$200 AND OVER  | 61  | 19                                |
| (b) \$50 TO \$200   | 62  | 19                                |
| (c) UNDER \$50  | 63  | 29                                |
| <b>TOTAL LARCENY (Same as Item 6X)</b>                        | 60  | 67                                |
| <b>7. MOTOR VEHICLE THEFT (Including Alleged Joy Riding)</b>  | 70  |                                   |
| <b>GRAND TOTAL - ALL ITEMS</b>                                | 77  | 84                                |
| <b>ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT</b> |   |                                   |
| <b>6X. NATURE OF LARCENIES UNDER ITEM 6</b>                   |   |                                   |
| (a) POCKET-PICKING  | 81  |                                   |
| (b) PURSE SNATCHING   | 82  |                                   |
| (c) SHOPLIFTING   | 83  | 29                                |
| (d) FROM MOTOR VEHICLE (except e)                             | 84  | 16                                |
| (e) MOTOR VEHICLE PARTS AND ACCESSORIES                       | 85  | 1                                 |
| (f) BICYCLES  | 86  |                                   |
| (g) FROM BUILDING (except c and h)                            | 87  | 5                                 |
| (h) FROM ANY COIN-OPERATED MACHINES (parking meters etc.)     | 88  |                                   |
| (i) ALL OTHERS  | 89  | 16                                |
| <b>TOTAL LARCENIES (Same as Item 6)</b>                       | 80  | 69                                |
| <b>7X. MOTOR VEHICLES RECOVERED</b>                           |   |                                   |
| (a) STOLEN LOCALLY AND RECOVERED LOCALLY                      | 91  | Prior 3yrs.<br>Average            |
| (b) STOLEN LOCALLY AND RECOVERED BY ANOTHER JURISDICTION      | 92  |                                   |
| (c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)     | 90  |                                   |
| (d) STOLEN IN OTHER JURISDICTION AND RECOVERED LOCALLY        | 93  |                                   |

*January 2014 thru August 2014*

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

Date: October 21, 2014

Prepared By:  
Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:  
Matthew Chapman  
Finance/Human Resources Director

ISSUE:

Approval of Accounts Payable Invoices, Insurance Payments, 1<sup>st</sup> of the Month Checks, Electronic Funds Transfer (EFT) Payments, Credit and Debit Card Processing Fees, and Payroll Expenditures from 10/1/2014 – 10/14/2014.

BACKGROUND:

Attached are the statements of approved payments, per the City's Purchasing Policy, for the period from October 1, 2014, through October 14, 2014. All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of city funds.

BUDGET IMPACT:

|                              |                     |
|------------------------------|---------------------|
| Accounts Payable             | \$144,750.24        |
| Insurance Payments           | \$0.00              |
| 1 <sup>st</sup> of the Month | \$2,391.67          |
| EFT Payments                 | \$1,721.30          |
| Processing Fees              | \$237.51            |
| Payroll                      | \$43,581.04         |
| <b>TOTAL</b>                 | <b>\$192,681.76</b> |

ALTERNATIVES:

1. Approve the release of funds.
2. Deny the release of funds and provide further direction to City Administration.
3. Deny any portion of the release of funds and provide further direction to City Administration.

STAFF RECOMMENDATION:

Staff recommends the release of funds as summarized in the attached statements.

SUGGESTED MOTION:

I move to appropriate \$192,681.76 of city funds to pay salaries and accounts.

ATTACHMENTS:

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

PACKET: 04856 Federal Withholdings - 10/3/14

VENDOR SET: 01

BANK : PY Pooled Cash PY Related AP

| VENDOR | NAME / I.D.       | DESC                | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT     | CHECK NO# | CHECK AMOUNT |
|--------|-------------------|---------------------|------------|------------|----------|------------|-----------|--------------|
| 00044  | Park Bank         |                     |            |            |          |            |           |              |
|        | I-T1 201410024048 | Federal Withholding | D          | 10/03/2014 |          | 6,934.16CR | 000000    |              |
|        | I-T3 201410024048 | FICA W/H            | D          | 10/03/2014 |          | 7,996.60CR | 000000    |              |
|        | I-T4 201410024048 | Medicare W/H        | D          | 10/03/2014 |          | 1,870.10CR | 000000    | 16,800.86    |

\* \* T O T A L S \* \*

|                     | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---------------------|-----|-----------|-----------|---------------|
| REGULAR CHECKS:     | 0   | 0.00      | 0.00      | 0.00          |
| HANDWRITTEN CHECKS: | 0   | 0.00      | 0.00      | 0.00          |
| PRE-WRITE CHECKS:   | 0   | 0.00      | 0.00      | 0.00          |
| DRAFTS:             | 1   | 0.00      | 16,800.86 | 16,800.86     |
| VOID CHECKS:        | 0   | 0.00      | 0.00      | 0.00          |
| NON CHECKS:         | 0   | 0.00      | 0.00      | 0.00          |
| CORRECTIONS:        | 0   | 0.00      | 0.00      | 0.00          |
| REGISTER TOTALS:    | 1   | 0.00      | 16,800.86 | 16,800.86     |

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04858 Regular Payments 10/13/14  
 VENDOR SET: 01  
 BANK : AP Pooled Cash Regular AP

| VENDOR | NAME / I.D.                | DESC             | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT      | CHECK NO# | CHECK AMOUNT |
|--------|----------------------------|------------------|------------|------------|----------|-------------|-----------|--------------|
| 00012  | Carquest Auto Parts Store  |                  |            |            |          |             |           |              |
|        | I-Sept 14 Stmt             | Sept 14 Stmt     | R          | 10/13/2014 |          | 250.57CR    | 032920    | 250.57       |
| 00159  | Missouri American Water    |                  |            |            |          |             |           |              |
|        | I-Due 10/24/14             | Due 10/24/14     | R          | 10/13/2014 |          | 150.43CR    | 032921    | 150.43       |
| 00218  | Platte County Sheriff's D  |                  |            |            |          |             |           |              |
|        | I-10/7                     | POST Training-81 | R          | 10/13/2014 |          | 85.00CR     | 032922    | 85.00        |
| 01614  | KCPL                       |                  |            |            |          |             |           |              |
|        | I-Due 10/17/14             | Due 10/17/14     | D          | 10/14/2014 |          | 17,462.13CR | 000000    | 17,462.13    |
| 02057  | Lowe's Accounts Receivable |                  |            |            |          |             |           |              |
|        | I-Sept 14 Stmt             | Sept 14 Stmt     | D          | 10/14/2014 |          | 750.60CR    | 000000    | 750.60       |

\* \* T O T A L S \* \*

|                     | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---------------------|-----|-----------|-----------|---------------|
| REGULAR CHECKS:     | 3   | 0.00      | 486.00    | 486.00        |
| HANDWRITTEN CHECKS: | 0   | 0.00      | 0.00      | 0.00          |
| PRE-WRITE CHECKS:   | 0   | 0.00      | 0.00      | 0.00          |
| DRAFTS:             | 2   | 0.00      | 18,212.73 | 18,212.73     |
| VOID CHECKS:        | 0   | 0.00      | 0.00      | 0.00          |
| NON CHECKS:         | 0   | 0.00      | 0.00      | 0.00          |
| CORRECTIONS:        | 0   | 0.00      | 0.00      | 0.00          |
| REGISTER TOTALS:    | 5   | 0.00      | 18,698.73 | 18,698.73     |

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04809 EOM Benifits-VSP 10/14/14

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

| VENDOR | NAME / I.D.  | DESC   | CHECK TYPE       | CHECK DATE   | DISCOUNT | AMOUNT                                     | CHECK NO#                            | CHECK AMOUNT       |
|--------|--|--|------------------|--|----------|--|--------------------------------------|--------------------|
| 01849  | Fleet Services - Police<br>I-38327512                              | Fuel-PD  | D                | 10/21/2014   |          | 3,838.83CR                                 | 000000                               | 3,838.83           |
| 01850  | Fleet Services - General Account<br>I-38315360                     | Fuel   | D                | 10/21/2014   |          | 1,950.75CR                                 | 000000                               | 1,950.75           |
| 00014  | Chucks Parkville Garage<br>I-32575                                 | Tire Reapir-PK   | R                | 10/21/2014   |          | 20.00CR                                    | 032923                               | 20.00              |
| 00016  | Above & Beyond<br>I-13341  | Algicide-PK  | R                | 10/21/2014   |          | 35.90CR                                    | 032924                               | 35.90              |
| 00084  | McConnell & Associates Co<br>I-86414                               | Tack Coat-TP   | R                | 10/21/2014   |          | 147.55CR                                   | 032925                               | 147.55             |
| 00107  | Platte Rental & Supply<br>I-14001                                  | Chain-PK   | R                | 10/21/2014   |          | 31.98CR                                    | 032926                               | 31.98              |
| 00150  | Vance Bros Inc<br>I-115980<br>I-116021<br>I-OR#429702              | Asphalt Mix-PK<br>Asphalt Mix-TP<br>Asphalt Mix-TP                                   | R<br>R<br>R      | 10/21/2014<br>10/21/2014<br>10/21/2014               |          | 180.00CR<br>202.50CR<br>135.00CR           | 032927<br>032927<br>032927           | <br><br>517.50     |
| 00154  | T-Ray Specialties Inc.<br>I-26163<br>I-26197<br>I-26198<br>I-26220 | Frieght Charge-ST<br>Depot Fountain Dye-PK<br>Coffee Cups, Gloves-ST<br>Sanitizer-ST | R<br>R<br>R<br>R | 10/21/2014<br>10/21/2014<br>10/21/2014<br>10/21/2014 |          | 15.65CR<br>172.80CR<br>54.69CR<br>103.31CR | 032928<br>032928<br>032928<br>032928 | <br><br><br>346.45 |
| 00156  | Dave's Foreign Car Repair LLC<br>I-130,644                         | Oil Change-PD  | R                | 10/21/2014   |          | 35.00CR                                    | 032929                               | 35.00              |
| 00218  | Platte County Sheriff's D<br>I-2014-0659<br>I-Sept 2014            | Prisoner Med Bill-CT<br>Prisoner Housing-CT  | R<br>R           | 10/21/2014<br>10/21/2014                             |          | 5.50CR<br>455.00CR                         | 032930<br>032930                     | <br>460.50         |
| 00232  | Hunt Martin Materials<br>I-14057217                                | Rock for Pinecrest-SW  | R                | 10/21/2014   |          | 199.68CR                                   | 032931                               | 199.68             |
| 00256  | Bruce D. Culley, CPA, P.C<br>I-6533                                | 2013 Audit-AD  | R                | 10/21/2014   |          | 11,040.00CR                                | 032932                               | 11,040.00          |

PACKET: 04809 EOM Benifits-VSP  
 VENDOR SET: 01  
 BANK : AP Pooled Cash Regular AP

| VENDOR | NAME / I.D.                                   | DESC                     | CHECK<br>TYPE | CHECK<br>DATE | DISCOUNT | AMOUNT      | CHECK<br>NO# | CHECK<br>AMOUNT |
|--------|---|--------------------------|---------------|---------------|----------|-------------|--------------|-----------------|
| 00314  | Pitney Bowes-Purchase Power<br>I-Sept 14 Stmt | Postage                  | R             | 10/21/2014    |          | 400.00CR    | 032933       | 400.00          |
| 00496  | Gunter Pest Management, Inc.<br>I-1108757     | Pest Control-AD          | R             | 10/21/2014    |          | 50.00CR     | 032934       | 50.00           |
| 00593  | Alliance Water Resources,<br>I-6195           | WWTP Contract-SW         | R             | 10/21/2014    |          | 22,949.58CR | 032935       | 22,949.58       |
| 00723  | Missouri One Call System<br>I-4090265         | Sewer Locates-SW         | R             | 10/21/2014    |          | 295.10CR    | 032936       | 295.10          |
| 00725  | Good Times Carstar<br>I-RO#019030             | Car Repair-PD            | R             | 10/21/2014    |          | 676.80CR    | 032937       | 676.80          |
| 00797  | Blue Valley Public Safety<br>I-10210          | Warning Siren Maint-PW   | R             | 10/21/2014    |          | 606.00CR    | 032938       | 606.00          |
| 00838  | The Work Zone, Inc.<br>I-36556                | Gloves-ST                | R             | 10/21/2014    |          | 83.40CR     | 032939       | 83.40           |
| 00934  | Allen's Water Service<br>I-57882              | Water-ST                 | R             | 10/21/2014    |          | 200.00CR    | 032940       | 200.00          |
| 00942  | McKeever's Price Chopper<br>I-Sept 14 Stmt    | Sept 14 Stmt             | R             | 10/21/2014    |          | 195.85CR    | 032941       | 195.85          |
| 00977  | Curious Eye Productions<br>I-065-014          | Meeting Production-C2    | R             | 10/21/2014    |          | 950.00CR    | 032942       | 950.00          |
| 01083  | UMB Bank, N.A.<br>I-10/25/14                  | 2004C Bond Payment       | R             | 10/21/2014    |          | 14,389.99CR | 032943       | 14,389.99       |
| 01163  | North Hills Engineering, Inc<br>I-1405        | Norco Eng Services-AD,SW | R             | 10/21/2014    |          | 6,526.00CR  | 032944       | 6,526.00        |
| 01349  | K & R's GT Muffler & Brake LLC<br>I-12852     | Muffler Reapir-PK        | R             | 10/21/2014    |          | 233.60CR    | 032945       | 233.60          |
| 01390  | Riss Lake Homes Association<br>I-Oct 2014     | Ginder Pump Transfer-AD  | R             | 10/21/2014    |          | 27,683.37CR | 032946       | 27,683.37       |

PACKET: 04809 EOM Benefits-VSP

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

| VENDOR | NAME / I.D.   | DESC   | CHECK<br>TYPE | CHECK<br>DATE                          | DISCOUNT | AMOUNT                           | CHECK<br>NO#               | CHECK<br>AMOUNT |
|--------|---|--|---------------|--|----------|----------------------------------|----------------------------|-----------------|
| 01393  | Hydro-Dyne Engineering Inc<br>I-11075                                 | Part Repairs-SW  | R             | 10/21/2014                             |          | 1,020.93CR                       | 032947                     | 1,020.93        |
| 01483  | Missouri Department of Revenue<br>I-43193                             | Sales Tac Report-AD  | R             | 10/21/2014                             |          | 35.00CR                          | 032948                     | 35.00           |
| 01538  | The Victor L. Phillips, Co.<br>I-WK85064                              | Loader Repair-PK   | R             | 10/21/2014                             |          | 1,318.77CR                       | 032949                     | 1,318.77        |
| 01651  | Monarch Engineering, Inc.<br>I-745                                    | UPN ROW Observation-PW   | R             | 10/21/2014                             |          | 2,110.00CR                       | 032950                     | 2,110.00        |
| 01701  | Platte County Citizen<br>I-9/24/14                                    | Streets Dept Laborer Ad-ST   | R             | 10/21/2014                             |          | 17.00CR                          | 032951                     | 17.00           |
| 01766  | American Waste Systems, Inc.<br>I-230315<br>I-230381                  | Porta Potty-NS<br>Porta Potties-PK   | R<br>R        | 10/21/2014<br>10/21/2014               |          | 109.58CR<br>300.00CR             | 032952<br>032952           | 409.58          |
| 01888  | Kevin Chrisman<br>I-Exp Report 10/2/14                                | Exp Report 10/2/14   | R             | 10/21/2014                             |          | 16.30CR                          | 032953                     | 16.30           |
| 01896  | KC Wireless Inc<br>I-43716<br>I-43717                                 | Police Crusier Installs-PD<br>Light Bar Removal-PD                             | R<br>R        | 10/21/2014<br>10/21/2014               |          | 3,149.38CR<br>40.00CR            | 032954<br>032954           | 3,189.38        |
| 02018  | Ace ImageWear<br>I-0342359<br>I-330128<br>I-339042                    | Shop Rags, Etc-ST<br>Shop Rags-PK<br>Shop Rags-PK                              | R<br>R<br>R   | 10/21/2014<br>10/21/2014<br>10/21/2014 |          | 56.65CR<br>29.00CR<br>29.00CR    | 032955<br>032955<br>032955 | 114.65          |
| 02025  | Capital Electric Construction Co Inc<br>I-24923<br>I-24928<br>I-24933 | Service Call WWTP-SW<br>Service call at 45-SW<br>Service Call National Pine-SW | R<br>R<br>R   | 10/21/2014<br>10/21/2014<br>10/21/2014 |          | 200.00CR<br>280.00CR<br>872.50CR | 032956<br>032956<br>032956 | 1,352.50        |
| 02055  | City of Kansas City, Missouri<br>I-10/2                               | MML Greg, Nan, Diane-AD  | R             | 10/21/2014                             |          | 105.00CR                         | 032957                     | 105.00          |
| 02131  | Heritage Tractor, Inc.<br>I-1356081<br>I-137670                       | Blade-PK<br>Tractor Repair-PK  | R<br>R        | 10/21/2014<br>10/21/2014               |          | 16.14CR<br>902.12CR              | 032958<br>032958           | 918.26          |

PACKET: 04809 EOM Benefits-VSP

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

| VENDOR | NAME / I.D.                                | DESC                  | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT   | CHECK NO# | CHECK AMOUNT |
|--------|--|-----------------------|------------|------------|----------|----------|-----------|--------------|
| 02168  | Gail Gene Derr<br>I-867499                 | Cemetery Maint-AD     | R          | 10/21/2014 |          | 497.50CR | 032959    | 497.50       |
| 02175  | eNet<br>I-3958                             | Server Backup-IT      | R          | 10/21/2014 |          | 177.00CR | 032960    | 177.00       |
| 02248  | Hi-Gene's Janitorial Service<br>I-42959    | Janitorial Service-AD | R          | 10/21/2014 |          | 797.50CR | 032961    | 797.50       |
| 02271  | Payless Office Products, Inc.<br>I-2545587 | Copy Paper-AD         | R          | 10/21/2014 |          | 157.45CR | 032962    | 157.45       |

| * * T O T A L S * * |     |           |            |               |
|---------------------|-----|-----------|------------|---------------|
|                     | NO# | DISCOUNTS | CHECK AMT  | TOTAL APPLIED |
| REGULAR CHECKS:     | 40  | 0.00      | 100,311.07 | 100,311.07    |
| HANDWRITTEN CHECKS: | 0   | 0.00      | 0.00       | 0.00          |
| PRE-WRITE CHECKS:   | 0   | 0.00      | 0.00       | 0.00          |
| DRAFTS:             | 2   | 0.00      | 5,789.58   | 5,789.58      |
| VOID CHECKS:        | 0   | 0.00      | 0.00       | 0.00          |
| NON CHECKS:         | 0   | 0.00      | 0.00       | 0.00          |
| CORRECTIONS:        | 0   | 0.00      | 0.00       | 0.00          |
| REGISTER TOTALS:    | 42  | 0.00      | 106,100.65 | 106,100.65    |

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04866 Regular Payments 10/14/14 #2

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

| VENDOR | NAME / I.D.        | DESC                         | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT     | CHECK NO# | CHECK AMOUNT |
|--------|--------------------|------------------------------|------------|------------|----------|------------|-----------|--------------|
| 00101  | Petty Cash         |                              |            |            |          |            |           |              |
|        | I-Ghost Stories 14 | Ghost Stories 2014 Change-AD | R          | 10/21/2014 |          | 450.00CR   | 032966    | 450.00       |
| 02151  | DG Electric, LLC   |                              |            |            |          |            |           |              |
|        | I-10/7/14          | 10/7/14 Settlement Agreement | R          | 10/21/2014 |          | 2,700.00CR | 032967    | 2,700.00     |

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---------------------|-----|-----------|-----------|---------------|
| REGULAR CHECKS:     | 2   | 0.00      | 3,150.00  | 3,150.00      |
| HANDWRITTEN CHECKS: | 0   | 0.00      | 0.00      | 0.00          |
| PRE-WRITE CHECKS:   | 0   | 0.00      | 0.00      | 0.00          |
| DRAFTS:             | 0   | 0.00      | 0.00      | 0.00          |
| VOID CHECKS:        | 0   | 0.00      | 0.00      | 0.00          |
| NON CHECKS:         | 0   | 0.00      | 0.00      | 0.00          |
| CORRECTIONS:        | 0   | 0.00      | 0.00      | 0.00          |
| REGISTER TOTALS:    | 2   | 0.00      | 3,150.00  | 3,150.00      |

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04864 Monthly Checks 11/1/14

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

| VENDOR | NAME / I.D.               | DESC                 | CHECK<br>TYPE | CHECK<br>DATE | DISCOUNT | AMOUNT     | CHECK<br>NO# | CHECK<br>AMOUNT |
|--------|---------------------------|----------------------|---------------|---------------|----------|------------|--------------|-----------------|
| 00100  | Peter M. Schloss          |                      |               |               |          |            |              |                 |
|        | I-Nov2014-Prosecuto       | City Prosecutor      | R             | 10/01/2014    |          | 1,450.00CR | 032963       | 1,450.00        |
| 00577  | Sarah E Recker, Law Offic |                      |               |               |          |            |              |                 |
|        | I-Nov2014-Pub Defen       | Public Defender      | R             | 10/01/2014    |          | 541.67CR   | 032964       | 541.67          |
| 01221  | Andrew Coulson            |                      |               |               |          |            |              |                 |
|        | I-Nov2014-Asst Pros       | Assistant Prosecutor | R             | 10/01/2014    |          | 400.00CR   | 032965       | 400.00          |

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---------------------|-----|-----------|-----------|---------------|
| REGULAR CHECKS:     | 3   | 0.00      | 2,391.67  | 2,391.67      |
| HANDWRITTEN CHECKS: | 0   | 0.00      | 0.00      | 0.00          |
| PRE-WRITE CHECKS:   | 0   | 0.00      | 0.00      | 0.00          |
| DRAFTS:             | 0   | 0.00      | 0.00      | 0.00          |
| VOID CHECKS:        | 0   | 0.00      | 0.00      | 0.00          |
| NON CHECKS:         | 0   | 0.00      | 0.00      | 0.00          |
| CORRECTIONS:        | 0   | 0.00      | 0.00      | 0.00          |
| REGISTER TOTALS:    | 3   | 0.00      | 2,391.67  | 2,391.67      |

| Accounts Payable Credit Card Report 10/14/14 |       |        |       |        |
|--|-------|--------|-------|--------|
| Accounts:                                    | 1     | 2      | Sewer | Total  |
| Monthly Charges:                             | 70.56 | 113.58 | 53.37 | 237.51 |

PACKET: 04862 EFT November 1 2014

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----        | ITM DATE                    | BANK CODE | -----DESCRIPTION-----            | GROSS DISCOUNT | P.O. # G/L ACCOUNT | --ACCOUNT NAME-- | DISTRIBUTION |
|---------------------|-----------------------------|-----------|----------------------------------|----------------|--------------------|------------------|--------------|
| =====               |                             |           |                                  |                |                    |                  |              |
| 01-02223            | David Jones*                |           |                                  |                |                    |                  |              |
| I-Nov2014-Allowance | 11/01/2014                  |           | Monthly Allowance                | 45.00          |                    |                  |              |
|                     | AP                          |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                             |           | Monthly Allowance                |                | 10 501.01-32-00    | Exp Allowance-B  | 45.00        |
|                     |                             |           | === VENDOR TOTALS ===            | 45.00          |                    |                  |              |
| =====               |                             |           |                                  |                |                    |                  |              |
| 01-02224            | David Rittman*              |           |                                  |                |                    |                  |              |
| I-Nov2014-Allowance | 11/01/2014                  |           | Monthly Allowance                | 45.00          |                    |                  |              |
|                     | AP                          |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                             |           | Monthly Allowance                |                | 10 501.01-32-00    | Exp Allowance-B  | 45.00        |
|                     |                             |           | === VENDOR TOTALS ===            | 45.00          |                    |                  |              |
| =====               |                             |           |                                  |                |                    |                  |              |
| 01-01885            | Diane Driver*               |           |                                  |                |                    |                  |              |
| I-Nov2014-Allowance | 11/01/2014                  |           | Allowance                        | 45.00          |                    |                  |              |
|                     | AP                          |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                             |           | Allowance                        |                | 10 501.01-32-00    | Exp Allowance-B  | 45.00        |
|                     |                             |           | === VENDOR TOTALS ===            | 45.00          |                    |                  |              |
| =====               |                             |           |                                  |                |                    |                  |              |
| 01-02229            | Greg Plumb*                 |           |                                  |                |                    |                  |              |
| I-Nov2014-Allowance | 11/01/2014                  |           | Monthly Allowance                | 45.00          |                    |                  |              |
|                     | AP                          |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                             |           | Monthly Allowance                |                | 10 501.01-32-00    | Exp Allowance-B  | 45.00        |
|                     |                             |           | === VENDOR TOTALS ===            | 45.00          |                    |                  |              |
| =====               |                             |           |                                  |                |                    |                  |              |
| 01-02201            | ICMA Retirement Coproration |           |                                  |                |                    |                  |              |
| I-ICM201409184046   | 9/19/2014                   |           | 457 DEF COMP                     | 166.15         |                    |                  |              |
|                     | AP                          |           | DUE: 9/19/2014 DISC: 9/19/2014   |                | 1099: N            |                  |              |
|                     |                             |           | 457 DEF COMP                     |                | 10 501.01-22-00    | Retirement       | 166.15       |
| I-ICM201410024048   | 10/03/2014                  |           | 457 DEF COMP                     | 166.15         |                    |                  |              |
|                     | AP                          |           | DUE: 10/03/2014 DISC: 10/03/2014 |                | 1099: N            |                  |              |
|                     |                             |           | 457 DEF COMP                     |                | 10 501.01-22-00    | Retirement       | 166.15       |
| I-Nov2014-Retiremen | 11/01/2014                  |           | Lauren Palmer Retirement         | 554.00         |                    |                  |              |
|                     | AP                          |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                             |           | Lauren Palmer Retirement         |                | 10 501.01-22-00    | Retirement       | 554.00       |
|                     |                             |           | === VENDOR TOTALS ===            | 886.30         |                    |                  |              |

PACKET: 04862 EFT November 1 2014

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----        | ITM DATE           | BANK CODE | -----DESCRIPTION-----            | GROSS DISCOUNT | P.O. #<br>G/L ACCOUNT | --ACCOUNT NAME-- | DISTRIBUTION |
|---------------------|--------------------|-----------|----------------------------------|----------------|-----------------------|------------------|--------------|
| 01-01886            | Jim Werner*        |           |                                  |                |                       |                  |              |
| I-Nov2014-Allowance | 11/01/2014         |           |                                  | 45.00          |                       |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N               |                  |              |
|                     |                    |           | Allowance                        |                | 10 501.01-32-00       | Exp Allowance-B  | 45.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 45.00          |                       |                  |              |
| 01-02045            | Kari Lamer*        |           |                                  |                |                       |                  |              |
| I-Nov2014-Allowance | 11/01/2014         |           | Monthly Expense Allowance        | 45.00          |                       |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N               |                  |              |
|                     |                    |           | Monthly Expense Allowance        |                | 10 501.01-32-00       | Exp Allowance-B  | 45.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 45.00          |                       |                  |              |
| 01-01887            | Kendall Welch*     |           |                                  |                |                       |                  |              |
| I-Nov2014-Allowance | 11/01/2014         |           | Allowance                        | 45.00          |                       |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N               |                  |              |
|                     |                    |           | Allowance                        |                | 10 501.01-32-00       | Exp Allowance-B  | 45.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 45.00          |                       |                  |              |
| 01-01681            | Kevin Chrisman*    |           |                                  |                |                       |                  |              |
| I-Nov2014-Reimburse | 11/01/2014         |           | Cell Phone Reimbursement         | 40.00          |                       |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N               |                  |              |
|                     |                    |           | Cell Phone Reimbursement         |                | 10 505.03-05-00       | Mobile Phones &  | 40.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 40.00          |                       |                  |              |
| 01-02125            | Kevin D. Humiston* |           |                                  |                |                       |                  |              |
| I-Nov2014-Allowance | 11/01/2014         |           | Monthly Expense Allowance        | 45.00          |                       |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N               |                  |              |
|                     |                    |           | Monthly Expense Allowance        |                | 10 510.01-32-00       | Expense Allow -  | 45.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 45.00          |                       |                  |              |
| 01-02119            | Kevin E. Davis*    |           |                                  |                |                       |                  |              |
| I-Nov2014-Reimburse | 11/01/2014         |           | Cell Phone Reimbursement         | 25.00          |                       |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N               |                  |              |
|                     |                    |           | Cell Phone Reimbursement         |                | 10 505.03-05-00       | Mobile Phone &   | 25.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 25.00          |                       |                  |              |

PACKET: 04862 EFT November 1 2014

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----        | ITM DATE           | BANK CODE | -----DESCRIPTION-----            | GROSS DISCOUNT | P.O. # G/L ACCOUNT | --ACCOUNT NAME-- | DISTRIBUTION |
|---------------------|--------------------|-----------|----------------------------------|----------------|--------------------|------------------|--------------|
| 01-02142            | Lauren Palmer*     |           |                                  |                |                    |                  |              |
| I-Nov2014-Allowance | 11/01/2014         |           | Auto Allowance                   | 100.00         |                    |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                    |           | Auto Allowance                   |                | 10 501.01-33-00    | Auto Allow-City  | 100.00       |
|                     |                    |           | === VENDOR TOTALS ===            | 100.00         |                    |                  |              |
| 01-00193            | Marc Sportsman*    |           |                                  |                |                    |                  |              |
| I-Nov2014-Allowance | 11/01/2014         |           | Monthly Expense Allowance        | 45.00          |                    |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                    |           | Monthly Expense Allowance        |                | 10 501.01-32-00    | Exp Allowance-B  | 45.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 45.00          |                    |                  |              |
| 01-01239            | Nan Johnston*      |           |                                  |                |                    |                  |              |
| I-Nov2014-Allowance | 11/01/2014         |           | Monthly Expense Allowance        | 45.00          |                    |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                    |           | Monthly Expense Allowance        |                | 10 501.01-32-00    | Expense Allowan  | 45.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 45.00          |                    |                  |              |
| 01-01033            | Sean Ackerson*     |           |                                  |                |                    |                  |              |
| I-Nov2014-Allowance | 11/01/2014         |           | Auto allowance                   | 200.00         |                    |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: Y            |                  |              |
|                     |                    |           | Auto allowance                   |                | 10 518.01-31-00    | Expense Allow.   | 200.00       |
|                     |                    |           | === VENDOR TOTALS ===            | 200.00         |                    |                  |              |
| 01-02191            | Timothy Blakeslee* |           |                                  |                |                    |                  |              |
| I-Nov2014-Allowance | 11/01/2014         |           | Cell Phone Allowance             | 10.00          |                    |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                    |           | Cell Phone Allowance             |                | 10 501.01-01-00    | Salaries         | 10.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 10.00          |                    |                  |              |
| 01-01729            | Toni Rizutti*      |           |                                  |                |                    |                  |              |
| I-Nov2014-Reimburse | 11/01/2014         |           | Cell Phone Reimbursement         | 10.00          |                    |                  |              |
|                     | AP                 |           | DUE: 11/01/2014 DISC: 11/01/2014 |                | 1099: N            |                  |              |
|                     |                    |           | Cell Phone Reimbursement         |                | 10 510.03-05-00    | Mobile Phone &   | 10.00        |
|                     |                    |           | === VENDOR TOTALS ===            | 10.00          |                    |                  |              |
|                     |                    |           | === PACKET TOTALS ===            | 1,721.30       |                    |                  |              |

VENDOR SET: 01 City of Parkville  
 BANK: AP Pooled Cash Regular AP  
 DATE RANGE: 10/13/2014 THRU 99/99/9999

| VENDOR I.D. | NAME                      | STATUS | CHECK DATE                      | AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|---------------------------|--------|---------------------------------|--------|----------|----------|--------------|--------------|
| 00012       | Carquest Auto Parts Store |        |                                 |        |          |          |              |              |
|             | I-Sept 14 Stmt            |        |                                 |        |          |          |              |              |
|             | Sept 14 Stmt              | R      | 10/13/2014                      |        |          | 032920   |              |              |
| 10          | 525.05-21-00              |        | Equipment & Handtools           | 9.27   |          |          |              |              |
| 40          | 520.06-22-00              |        | Vehicle & Equipment Gas & Oil   | 147.49 |          |          |              |              |
| 10          | 505.06-21-00              |        | Vehicle Repair & Maintenance    | 29.90  |          |          |              |              |
| 10          | 505.06-21-00              |        | Vehicle Repair & Maintenance    | 4.40   |          |          |              |              |
| 40          | 520.06-21-00              |        | Vehicle & Equipment Maintenance | 12.50  |          |          |              |              |
| 10          | 525.06-22-01              |        | Equipment Gas & Oil             | 42.79  |          |          |              |              |
| 10          | 525.05-21-00              |        | Equipment & Handtools           | 4.22   |          |          |              | 250.57       |

| * * T O T A L S * * | NO | INVOICE AMOUNT    | DISCOUNTS | CHECK AMOUNT |
|---------------------|----|-------------------|-----------|--------------|
| REGULAR CHECKS:     | 1  | 250.57            | 0.00      | 250.57       |
| HAND CHECKS:        | 0  | 0.00              | 0.00      | 0.00         |
| DRAFTS:             | 0  | 0.00              | 0.00      | 0.00         |
| EFT:                | 0  | 0.00              | 0.00      | 0.00         |
| NON CHECKS:         | 0  | 0.00              | 0.00      | 0.00         |
| VOID CHECKS:        | 0  | VOID DEBITS 0.00  |           |              |
|                     |    | VOID CREDITS 0.00 | 0.00      | 0.00         |

TOTAL ERRORS: 0

\*\* G/L ACCOUNT TOTALS \*\*

| G/L ACCOUNT     | NAME                            | AMOUNT |
|-----------------|---------------------------------|--------|
| 10 505.06-21-00 | Vehicle Repair & Maintenance    | 34.30  |
| 10 525.05-21-00 | Equipment & Handtools           | 13.49  |
| 10 525.06-22-01 | Equipment Gas & Oil             | 42.79  |
|                 | *** FUND TOTAL ***              | 90.58  |
| 40 520.06-21-00 | Vehicle & Equipment Maintenance | 12.50  |
| 40 520.06-22-00 | Vehicle & Equipment Gas & Oil   | 147.49 |
|                 | *** FUND TOTAL ***              | 159.99 |

| VENDOR SET: 01 | BANK: AP | TOTALS: | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|----------------|----------|---------|----|----------------|-----------|--------------|
|                |          |         | 1  | 250.57         | 0.00      | 250.57       |
| BANK: AP       | TOTALS:  |         | 1  | 250.57         | 0.00      | 250.57       |
| REPORT TOTALS: |          |         | 1  | 250.57         | 0.00      | 250.57       |

VENDOR SET: 01 City of Parkville  
 BANK: AP Pooled Cash Regular AP  
 DATE RANGE: 10/13/2014 THRU 99/99/9999

| VENDOR I.D. | NAME                       | STATUS | CHECK DATE   | AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|----------------------------|--------|--|--------|----------|----------|--------------|--------------|
| 02057       | Lowe's Accounts Receivable |        |  |        |          |          |              |              |
|             | I-Sept 14 Stmt             |        | D 10/14/2014                                       |        |          | 000000   |              |              |
| 10          | 535.06-01-00               |        | Building Maintenance & Repair Concrete Supplies-NS | 37.02  |          |          |              |              |
| 10          | 501.06-01-00               |        | Building Maint & Repair Recycle Bin Cable, B       | 61.43  |          |          |              |              |
| 10          | 535.06-01-00               |        | Building Maintenance & Repair Lumber and Screws-NS | 652.15 |          |          |              | 750.60       |

| * * T O T A L S * * |  | NO            | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|---------------------|--|---------------|----------------|-----------|--------------|
| REGULAR CHECKS:     |  | 0             | 0.00           | 0.00      | 0.00         |
| HAND CHECKS:        |  | 0             | 0.00           | 0.00      | 0.00         |
| DRAFTS:             |  | 1             | 750.60         | 0.00      | 750.60       |
| EFT:                |  | 0             | 0.00           | 0.00      | 0.00         |
| NON CHECKS:         |  | 0             | 0.00           | 0.00      | 0.00         |
| VOID CHECKS:        |  | 0 VOID DEBITS | 0.00           |           |              |
|                     |  | VOID CREDITS  | 0.00           | 0.00      | 0.00         |

TOTAL ERRORS: 0

\*\* G/L ACCOUNT TOTALS \*\*

| G/L ACCOUNT     | NAME                          | AMOUNT |
|-----------------|-------------------------------|--------|
| 10 501.06-01-00 | Building Maint & Repair       | 61.43  |
| 10 535.06-01-00 | Building Maintenance & Repair | 689.17 |
|                 | *** FUND TOTAL ***            | 750.60 |

| VENDOR SET: 01 | BANK: AP | TOTALS: | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|----------------|----------|---------|----|----------------|-----------|--------------|
|                |          |         | 1  | 750.60         | 0.00      | 750.60       |
| BANK: AP       | TOTALS:  |         | 1  | 750.60         | 0.00      | 750.60       |
| REPORT TOTALS: |          |         | 1  | 750.60         | 0.00      | 750.60       |

VENDOR SET: 01 City of Parkville  
 BANK: AP Pooled Cash Regular AP  
 DATE RANGE: 10/13/2014 THRU 99/99/9999

| VENDOR I.D. | NAME                                       | STATUS | CHECK DATE           | AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--|--------|----------------------|--------|----------|----------|--------------|--------------|
| 00942       | McKeever's Price Chopper                   |        |                      |        |          |          |              |              |
|             | I-Sept 14 Stmt                             |        |                      |        |          |          |              |              |
|             | Sept 14 Stmt                               | R      | 10/21/2014           |        |          | 032941   |              |              |
| 10          | 501.09-21-00 Misc-Other                    |        | Staff Rec-AD         | 17.46  |          |          |              |              |
| 10          | 520.05-21-00 Handtools                     |        | Ice-PD               | 13.94  |          |          |              |              |
| 10          | 501.09-21-00 Misc-Other                    |        | Staff Retreat Drinks | 12.34  |          |          |              |              |
| 10          | 520.05-21-00 Handtools                     |        | Ice, Cleanign Supp-S | 72.90  |          |          |              |              |
| 10          | 501.09-21-00 Misc-Other                    |        | Lunch w/ Lauren-AD   | 8.87   |          |          |              |              |
| 10          | 510.09-21-00 Miscellaneous                 |        | Court Snacks-CR      | 13.87  |          |          |              |              |
| 10          | 505.05-01-00 Office Supplies & Consumables |        | Coffee, Suger, Ect-P | 56.47  |          |          |              | 195.85       |

| * * T O T A L S * * | NO | INVOICE AMOUNT    | DISCOUNTS | CHECK AMOUNT |
|---------------------|----|-------------------|-----------|--------------|
| REGULAR CHECKS:     | 1  | 195.85            | 0.00      | 195.85       |
| HAND CHECKS:        | 0  | 0.00              | 0.00      | 0.00         |
| DRAFTS:             | 0  | 0.00              | 0.00      | 0.00         |
| EFT:                | 0  | 0.00              | 0.00      | 0.00         |
| NON CHECKS:         | 0  | 0.00              | 0.00      | 0.00         |
| VOID CHECKS:        | 0  | VOID DEBITS 0.00  |           |              |
|                     |    | VOID CREDITS 0.00 | 0.00      | 0.00         |

TOTAL ERRORS: 0

\*\* G/L ACCOUNT TOTALS \*\*

| G/L ACCOUNT     | NAME                          | AMOUNT |
|-----------------|-------------------------------|--------|
| 10 501.09-21-00 | Misc-Other                    | 38.67  |
| 10 505.05-01-00 | Office Supplies & Consumables | 56.47  |
| 10 510.09-21-00 | Miscellaneous                 | 13.87  |
| 10 520.05-21-00 | Handtools                     | 86.84  |
|                 | *** FUND TOTAL ***            | 195.85 |

| VENDOR SET: 01 | BANK: AP | TOTALS: | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|----------------|----------|---------|----|----------------|-----------|--------------|
|                |          |         | 1  | 195.85         | 0.00      | 195.85       |
| BANK: AP       | TOTALS:  |         | 1  | 195.85         | 0.00      | 195.85       |
| REPORT TOTALS: |          |         | 1  | 195.85         | 0.00      | 195.85       |

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

Date: Thursday, October 9, 2014

Prepared By:  
Melissa McChesney  
City Clerk

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Review of the proposed 2015 budget for the Parkville Commons Community Improvement District.

BACKGROUND:

Ordinance No. 2345 established the Parkville Commons Community Improvement District (PC-I CID) on June 5, 2007. The Missouri Community Improvement District Act, RSMo Section 67.1401 through 67.1571 requires all Community Improvement Districts to submit to the Board of Aldermen a proposed annual budget setting forth expenditures, revenues and rates of assessments and taxes, if any, for the fiscal year. The governing body may review the proposed budget and submit written comments up to 60 days prior to the start of the fiscal year, but such comments are only recommendations. In prior years the PC-I CID budget was submitted to the City Clerk prior to October 1<sup>st</sup> for distribution to the Board of Aldermen. At the Mayor's request, each CID was asked to present its budget at a Board of Aldermen meeting.

BUDGET IMPACT:

There is no impact to the budget.

ALTERNATIVES:

1. Provide additional comments to the Parkville Commons CID.
2. Postpone the item.

POLICY:

RSMo 67.1401 through 67.1571 requires all Community Improvement Districts to submit a proposed annual budget setting forth expenditures, revenues and rates of assessments and taxes for the fiscal year.

SUGGESTED MOTION:

As this is a non-action item, no motion is necessary.

ATTACHMENT:

1. Resolution No. 2014-04 – Proposed 2015 Annual Budget

**RESOLUTION NO. 2014-04**

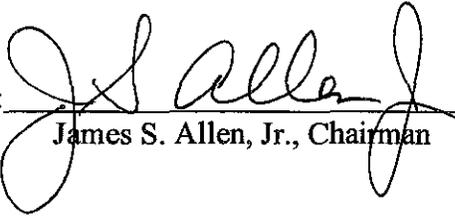
**THE PC-I COMMUNITY IMPROVEMENT DISTRICT**

**RESOLUTION OF THE PC-I COMMUNITY IMPROVEMENT DISTRICT  
("DISTRICT") REGARDING THE 2015 BUDGET.**

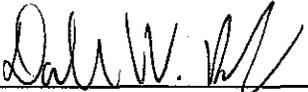
WHEREAS, RSMo. § 67.1471.2 RSMo. § 67.1471.2 provides that no earlier than 180 days, and no later than 90 days prior to the first day of each fiscal year, the District shall submit to the City of Parkville, Missouri, Governing Body a proposed annual budget for comment.

NOW, THEREFORE, BE IT RESOLVED, that the proposed 2015 annual budget of the District attached hereto as Exhibit A is hereby approved, subject to comment by the City of Parkville, Missouri, Governing Body, and that the Chairman and Secretary are authorized and directed to take all further action necessary to submit such budget, adopt or incorporate comments, and to otherwise carry out the purposes and intent of this Resolution. This Resolution shall take effect immediately.

Adopted this 30<sup>th</sup> day of SEPTEMBER, 2014.

By:   
James S. Allen, Jr., Chairman

ATTEST:

  
Dale Brouk, Secretary

**PC-I Community Development District  
Annual Budget 2015  
Actual Results 2014**

|  | <b>Budget<br/>2015</b> | <b>Budget<br/>2014</b> | <b>Actual<br/>2014 (2)</b> |
|--|------------------------|------------------------|----------------------------|
| <b>Revenues</b>  |                        |                        |                            |
| 1% Sales Tax Collections   | 340,000                | 327,500                | 337,500                    |
| Insurance Rebate   | -                      | -                      | -                          |
| <b>Total Revenues</b>  | 340,000                | 327,500                | 337,500                    |
| <b>Expenses</b>  |                        |                        |                            |
| Payment for Neighborhood Improvement District<br>special assessments (1) | 328,750                | 316,250                | 326,250                    |
| Advertising - Local Newspapers - The Landmark                            | 10,000                 | 10,000                 | 10,000                     |
| Directors & Officers Insurance purchased through<br>MOPERM               | 1,000                  | 1,000                  | 1,000                      |
| Legal Fees   | -                      | -                      | -                          |
| Bank Service Charges   | -                      | -                      | -                          |
| <b>Total Expenses</b>  | 339,750                | 327,250                | 337,250                    |
| <b>Excess Expenses over Revenues</b>                                     | 250                    | 250                    | 250                        |

(1) The special assessments have been assessed pursuant to Platte County Commission Order 64-04 and specified on Exhibit C-1 of Bill Number 2345, Ordinance Number 2368 approved by the Parkville Board of Alderman creating the PC-1 Community Improvement District.

(2) The 2014 actual results are based on 9 months of actual revenues and expenses and projected results for the months of October, November and December.

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

Date: October 15, 2014

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

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Ordinance amending Chapter 405 of the Parkville zoning code to rezone 8701 River Park Drive, aka Platte County Parcel # 20-7.0-35-400-005-001.000 from “I-1” Light Industrial District to “OTD” Old Town District. Case # PZ14-31, City of Parkville, owner.

BACKGROUND:

The applicant proposes to rezone 8701 River Park Drive also known as property containing the Parkville train depot and fountain, from “I-1” Light Industrial District to “OTD” Old Town District. The existing zoning appears to date back to the 1960’s when much of the river bottom around downtown was envisioned to be an industrial park. The City acquired the property from Burlington Northern Railroad Company in 1989 and has used the property for various community uses including City Hall, a train museum, Parkville Chamber of Commerce, and a visitor’s center.

With the exception of the depot, most of the non-residential portions of downtown, including the fire station and other properties to the west were rezoned to “OTD” Old Town District in 2001. The proposed rezoning would eliminate the potential for incompatible uses allowed under the industrial zoning. The proposed OTD zoning would be consistent with the OTD zoning for the rest of the non-residential portions of downtown, and would be consistent with the goals and objectives of the Parkville Master Plan and projections of Vision Downtown Parkville.

The Parkville Planning and Zoning Commission held the required public hearing at the October 14, 2014, meeting and concurred with staff’s conclusions that: the proposed zoning is compatible with the zoning, uses and character of the neighborhood and nearby properties; rezoning does not affect development of the abutting properties; that removal of restrictions imposed by the current zoning district will not significantly affect the neighborhood and nearby property; that denial of the application is not necessitated to protect the public interest; that the proposed zoning is not consistent with the projections of the City’s Master Plan, but is consistent with the goals and objectives of the plan; that the rezoning is consistent with the projections and objectives of the adopted Vision Downtown Parkville; and that the that denial of the application is not required to prevent adverse impacts on the utilities.

BUDGET IMPACT:

There is no anticipated budget impact.

ALTERNATIVES:

1. Approve the rezoning via ordinance as recommended by the Commission.
2. Approve the rezoning via ordinance subject to other conditions.
3. Deny the application.
4. Postpone the application for further consideration.

**STAFF RECOMMENDATION:**

Approve the rezoning by ordinance as recommended by the Planning and Zoning Commission.

**PLANNING AND ZONING COMMISSION RECOMMENDATION:**

The Commission concurred with staff's conclusions and recommendations and unanimously voted (6 to 0) to approve the rezoning.

**POLICY:**

Per Parkville Municipal Code, Chapter 483, all zoning district changes must be approved by the Board of Aldermen by ordinance following receipt of a recommendation and report from the Planning and Zoning Commission. Prior to their recommendation, the Planning and Zoning Commission must first consider the application during a public hearing.

**SUGGESTED MOTION:**

I move that Bill No. 2809, an ordinance amending Chapter 405 of the Parkville zoning code to rezone 8701 River Park Drive also known as Platte County Parcel #20-7.0-35-400-005-001.000 from "I-1" Light Industrial District to "OTD" Old Town District, be approved for first reading.

I move that Bill No. 2809 be approved on first reading and passed to second reading by title only.

I move that Bill No. 2809 be approved on second reading to become Ordinance No. \_\_\_\_\_.

**ATTACHMENTS:**

1. Proposed Ordinance
2. Staff report to Planning Commission
3. Application for zoning district change
4. Aerial maps and site photos.
5. Minutes of the October 14, 2014 Planning and Zoning Commission meeting (by reference)
6. The Parkville Municipal Code including Title IV, Zoning Code, including but not limited to Chapters 440, "I-1" Light Industrial Regulations and "OTD" Old Town District (by reference)
7. The City of Parkville Master Plan, including, but not limited to, Chapter 6, Land Use (by reference)
8. Vision Downtown Parkville (previously referred to as the Parkville Downtown Master Plan) (by reference)
9. A copy of the letter of notice mailed certified mail to property owners within 185 feet of the subject property (by reference)
10. Public hearing notice (by reference)

**AN ORDINANCE AMENDING CHAPTER 405 OF THE PARKVILLE ZONING CODE TO REZONE 8701 RIVER PARK DRIVE ALSO KNOWN AS PLATTE COUNTY PARCEL #27-7.0-35-400-005-001.000 FROM "I-1" LIGHT INDUSTRIAL DISTRICT TO "OTD" OLD TOWN DISTRICT.**

WHEREAS, The City of Parkville submitted an application to rezone 8701 River Park Drive also known as Platte County Parcel #27-7.0-35-400-005-001.000, from "I-1" Light Industrial District to "OTD" Old Town District; and

WHEREAS, notice of a public hearing to be held before the Planning and Zoning Commission was published, mailed and posted in accordance with the Parkville Municipal Code and Missouri Revised Statutes and all property owners within 185 feet of the subject property were given notice of their right to protest the rezoning; and

WHEREAS, on October 14, 2014, the Parkville Planning & Zoning Commission held the required public hearing, considered the rezoning application and recommended approval of the proposed rezoning of the property unanimously by a vote of 6-0; and

WHEREAS, on October 20, 2014 the Board of Aldermen considered and accepted the Planning and Zoning Commission's recommendation; and

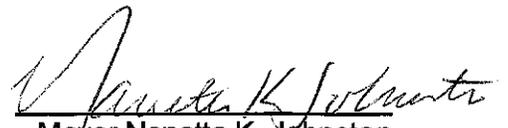
WHEREAS, as of the time of consideration by the Board of Aldermen, no valid protest petition had been submitted.

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

Section 1. Section 405 of the Parkville Zoning Code is hereby amended to rezone 8701 River Park Drive, also known as Platte County Parcel #27-7.0-35-400-005-001.000, to "OTD" Old Town District.

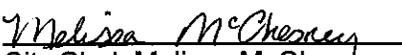
Section 2. This ordinance shall be effective immediately upon its passage and approval.

PASSED and APPROVED this 20<sup>th</sup> day of October 2014.

  
Mayor Nanette K. Johnston

ATTESTED:



  
City Clerk Melissa McChesney



## Staff Analysis

Agenda Item: 4.B

Proposal: Application to rezone 8701 River Park Drive aka Platte County Parcel #20-7.0-35-400-005-001.000, from "I-1" Light Industrial to City "OTD" Old Town District.

Case No: PZ14-31

Applicant: City of Parkville

Owner: City of Parkville

Location: 8701 River Park Drive, Parkville, MO.

Zoning: Existing - "I-1" Light Industrial  
Proposed – "OTD" Old Town District

Parcel #: 20-7.0-35-400-005-001.000

Exhibits:

- A. This staff report
- B. Application for zoning district change
- C. Aerial maps and site photos
- D. Additional exhibits as may be presented at the public hearing

By Reference:

- A. The Parkville Municipal Code including Title IV, Zoning Code, including but not limited to Chapters 440, *"I-1" Light Industrial Regulations and "OTD" Old Town District*.
- B. The City of Parkville Master Plan, including, but not limited to, Chapter 6, *Land Use*.
- C. *Vision Downtown Parkville* (previously referred to as the Parkville Downtown Master Plan)
- D. A copy of the letter of notice mailed certified mail to property owners within 185 feet of the subject property
- E. Public hearing notice

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### Overview

The City of Parkville proposes to rezone 8701 River Park Drive from "I-1" Light Industrial District to "OTD" Old Town District. The property is commonly known as the site of the Parkville train depot and fountain. The subject property is also identified as Platte County parcel number 20-7.0-35-400-005-001.000.

The existing zoning appears to date back to the 1960's when much of downtown was zoned for industrial uses. At that time, downtown and the river bottoms (now English Landing Park and Platte Landing Park) were envisioned to be a large industrial park. The City acquired the

property from Burlington Northern Railroad Company in 1989. At that time the property was home to Parkville City Hall which continued to operate there until the flood of 1993. The property was historically a train depot and after acquisition by the City, the building was restored and served as a train museum and community building. Today the property is home to the Parkville Chamber of Commerce, serves as a visitor's center and is open to the public for viewing during the Chamber's hours of operation.

Besides the depot, most of the non-residential portions of downtown, including the fire station and other properties to the west were rezoned to "OTD" Old Town District in 2001. It is not clear from the City records why the train depot property was not included at that time. It is possible the property was not rezoned because the City was operating the animal shelter there at the time. The shelter was not a permitted use in the OTD zoning. In any case, it is clear that the industrial zoning is inconsistent with the existing and projected use of the property and that the property is better suited to the OTD zoning designation. Although other districts including the Parkland and Conservation and Neighborhood Business districts were considered, City staff concluded that OTD designation was the most logical and appropriate based on surrounding zoning. The OTD's stated intent to "the help preserve, maintain and enhance the character" of downtown which is consistent with the historic character of the depot and the City's intent to preserve that character.

### **Review and Analysis**

The application has been reviewed against the City of Parkville's Municipal Code, including the applicable OTD zoning district regulations, and the City of Parkville Master Plan, including the adopted Future Land Use Plan and other application sections. Neither the City Codes nor State Statutes define how the Planning Commission shall determine if a proposed zoning district change is appropriate. Rather, following is a list of considerations to be used as a guide based on applicable Missouri case law. Following each is City staff's analysis, findings and conclusions. These are not criteria or rules, but rather offered to aid the Planning Commission and to be used along with other relevant considerations to evaluate the application.

#### **1. The zoning, uses and character of the neighborhood and nearby properties, and the compatibility of the proposed zoning with such.**

The subject property is part of the area generally described as downtown Parkville. The properties to the west and northwest are zoned "OTD" Old Town District and contain predominantly non-residential uses, including the fire station, Missouri American Water buildings and the office / commercial uses in downtown. Although many non-historic buildings exist, the area is generally considered historical with many of the buildings dating back to the late 1800's. The OTD zoning and uses permitted in that district would be compatible with the zoning, uses and character of these nearby properties.

The properties to the North are part of the Park University Campus and are zoned "P-EC" Planned Educational Campus. The uses are generally educational and like downtown the campus contains several historic buildings dating back to the late 1800's. Under the P-EC zoning, development on the campus is subject to the adopted campus master plan and receives special design consideration under the plan. A primary consideration is consistency with the campus character. The proposed OTD zoning allows similar consideration for consistency with the character of abutting properties and their character. The proposed OTD zoning and uses permitted in that district would be significantly more compatible with the zoning, uses and character of the campus than the existing industrial zoning which allows incompatible uses and which does not give similar considerations prior

to use or redevelopment. In addition, the campus abuts properties zoned OTD from River Park Drive north to 6<sup>th</sup> Street.

The property to the south is zoned "PLCD" Parkland and Conservation District. This property is part of English Landing Park and contains trails, gazebos, stages and other public parkland, open space and recreational uses. The park abuts other properties zoned OTD. The proposed OTD zoning and permitted uses as are generally compatible with the PLCD zoning. The primary impact, if any would likely be realized from uses outside the building or exterior modifications, both of which would receive special consideration under the OTD zoning, allowing mitigation of impacts if any.

With regard to impacts on abutting properties, public hearing notices were sent to owners of property within 185 feet of the subject property, signs announcing the hearing were posted on site and a notice was published in a local paper all as required by code. As of the date of this report, no comments have been received.

- 2. The suitability of the subject property for the uses to which it has been restricted under the existing zoning regulations and the extent to which removal of restrictions imposed by the current zoning district may affect the neighborhood and nearby property.** The parcel is currently restricted to uses permitted "I-1" Light Industrial zoning district. Although this district allows several uses also permitted in the proposed "OTD" Old Town zoning district, it also allows several uses that would be considered inappropriate in the downtown area. These uses include, laboratories, compounding, manufacturing, and warehousing uses which tend to have a greater impact than the office, commercial and service uses permitted in the OTD district. Rather, removal of the existing industrial zone would be expected to have a positive impact on the abutting and nearby properties and the downtown as a whole.

Again, public hearing notices were sent to owners of property within 185 feet of the subject property, signs announcing the hearing were posted on site and a notice was published in a local paper all as required by code. As of the date of this report, no comments have been received.

- 3. The relative gain, if any, to the public health, safety and welfare due to denial of the application, as compared to the hardship imposed upon the landowner, if any, as a result of denial of the application.** The proposed OTD zoning allows office, commercial and service uses considered compatible in downtown Parkville. Denying the application would have no apparent benefit to the public health, safety and welfare of the area. To the contrary, maintaining the existing light industrial zoning could have a greater impact to the area properties.

Public hearing notices were sent to owners of property within 185 feet of the subject property, signs announcing the hearing were posted on site and a notice was published in a local paper all as required by code. As of the date of this report, no comments have been received.

- 4. Conformance of the requested zoning with the City's Comprehensive Plan, and any other adopted comprehensive plans, neighborhood or sub-area plans in which the property is located or abuts.** The City's adopted Master Plan envisioned the property being parks and open space, reserved for "active and passive parklands, trails, recreation uses, environmentally sensitive areas, natural resources, or any other lands reserved for

permanent open space purposes.” At the time of plan adoption, the City envisioned the depot and fountain as a park-like amenity open for public use. The fountain has remained a park-like setting in accordance with this projection, but since the plan was adopted, the City has re-envisioned the use of the depot which provided a limited public attraction. Today the depot is used by the Chamber of Commerce who opens the facility to the public as a visitor’s center and for tours during Chamber office hours. The City envisions supplementing this attraction and use through other similar partnerships in the future. To that extent the proposed zoning is consistent with the Master Plan projections for the downtown area including eliminating non-compatible uses (currently allowed by the Industrial zoning), preservation of the history and character of the area, and promotion of unique draws.

The recently adopted Vision Downtown Parkville (originally referred to as the Parkville Downtown Master Plan) projected the property as part of the “Downtown Core” as opposed to part of the parkland. Although there are no strategies specific to the depot property alone, the plan calls for eliminating incompatible uses in downtown. To that extent, rezoning from I-1 to OTD would help eliminate the potential for several incompatible uses.

- 5. The adequacy of public utilities and other needed public services and impact of the proposed zoning, if any, on such.** The site is currently served by water, sewer and electric utilities. The proposed rezoning appears to have no impact on public utilities and other needed public services. If any impact, it may be positive since several manufacturing and compounding uses permitted under the existing industrial zoning would be expected to require more water and electricity than the office, commercial and service uses permitted in the OTD. Similarly, sewage and trash would be expected to be much greater for several of the permitted industrial uses.

#### **Staff Conclusion and Recommendation**

Staff concludes: that the proposed zoning is compatible with the zoning, uses and character of the neighborhood and nearby properties; rezoning does not affect development of the abutting properties; that removal of restrictions imposed by the current zoning district will not significantly affect the neighborhood and nearby property; that denial of the application is not necessitated to protect the public interest; that the proposed zoning is not consistent with the projections of the City’s Master Plan, but is consistent with the goals and objectives of the plan; that the rezoning is consistent with the projections and objectives of the adopted Vision Downtown Parkville; and that the that denial of the application is not required to prevent adverse impacts on the utilities. Accordingly, Staff recommends approval of the proposed rezoning to “OTD” Old Town District based on the above findings, conclusions and opinions.

It should be noted that this recommendation is made without knowledge of facts and testimony which may be presented during the required public hearing and that the conclusions herein are subject to change as a result of evaluating additional information.

#### **Necessary Action**

Following consideration of the application, the factors discussed above and any testimony presented during the public hearing, the Planning Commission must recommend approval or denial of the application unless otherwise postponed. Unless postponed, the Planning Commission’s action will be forwarded to the Board of Aldermen along with any explanation thereof for final action at their regularly scheduled meeting on Tuesday, October 21, 2014 at 7:00 pm in the Boardroom at Parkville City Hall.

*End of Memorandum*

---

Sean Ackerson, AICP  
Assistant City Administrator /  
Community Development Director

9-29-14  
Date



Application #: PZ14-28  
 Date Submitted: 9-18-14  
 Public Hearing: 10-14-14  
 Date Approved: \_\_\_\_\_

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0018

**Application for Zoning Map Revision (Rezoning)**

**1. Applicant / Contact Information**

**Applicant(s)**

Name: City of Parkville, Missouri  
 Address: 8880 Clark Ave  
 City, State: Parkville, MO 64152  
 Phone: 816-741-7676 Fax: \_\_\_\_\_  
 E-mail: lpalmer@parkville.mo.gov  
 Engineer / surveyor(s) preparing legal desc.  
 Name: N/A  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Owner(s), if different from applicant**

Name: SAME  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Contact Person**

Name: Lauren Palmer  
 Address: 8880 Clark Ave  
 City, State: Parkville, Missouri 64152  
 Phone: 816-741-7676 Fax: \_\_\_\_\_  
 E-mail: lpalmer@parkville.mo.gov

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that rezoning in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for fines, punishments and revocation of approvals as applicable.

Applicant's Signature (Required) [Signature] Date: 9-18-14  
 Property Owner's Signature (Required) [Signature] Date: 9-18-14

**2. Property Information**

Legal description: Attach a separate sheet with complete writing and graphical legal description of the subject property.

Property address or general description of location: 8701 River Park Drive, Parkville, MO

Parcel ID Number: 20-7.0-35-400-005-001.000

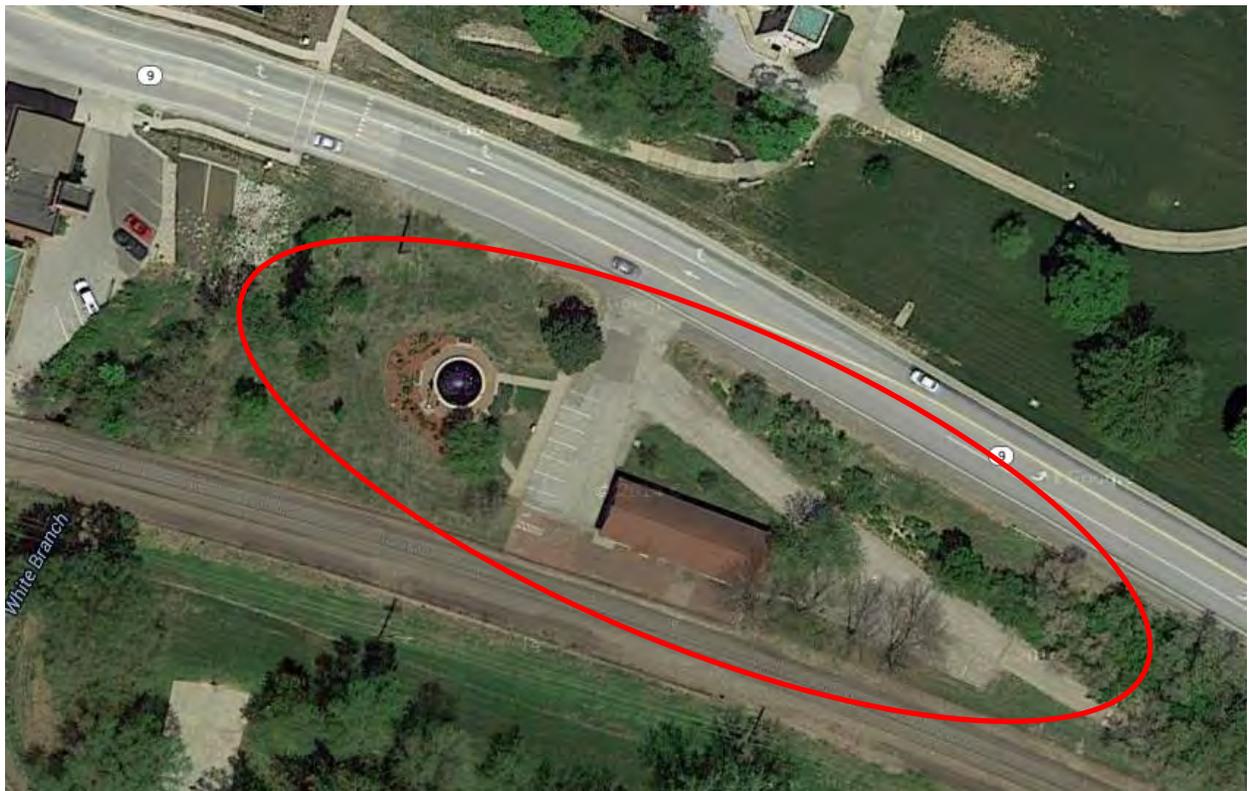
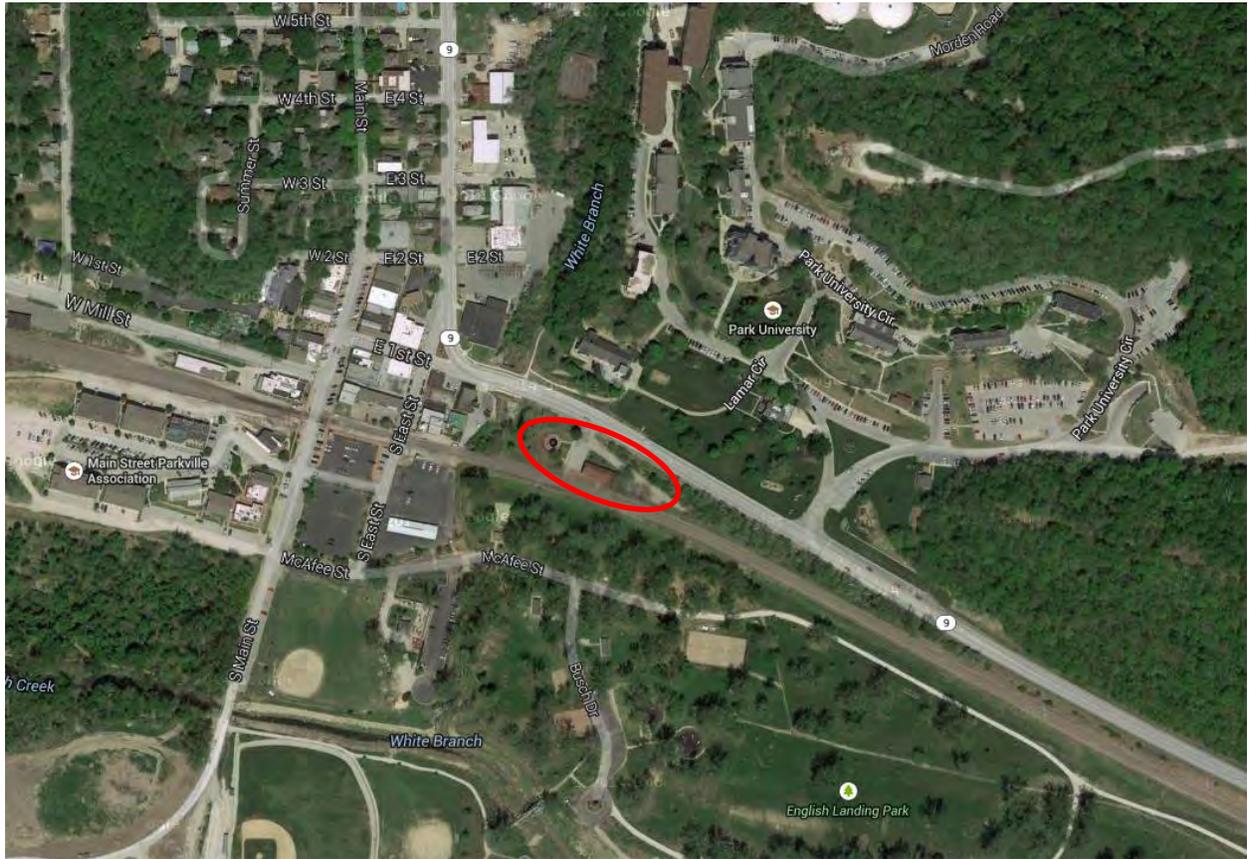
Present zoning: "I-1" Light Industrial Proposed zoning: "OTD" Old Town District

Present use of the property: Public / office / museum

Length of use: 20+ years



**Exhibit C**  
Aerial and site photos





Looking east toward the north (facing River Park Drive)  
and west (facing the fountain) facades.



Looking northeast toward the south (facing English Landing Park)  
and west (facing the fountain) facades.



Looking east from the fountain toward the depot



Similar southeast toward the depot and fountain from River Park Drive

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

Date: Thursday, October 15, 2014

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

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Application to amend the community unit plan for the National Golf Club to allow construction of a private swimming pool in a side-yard setback at 10315 Magnolia Lane – Case No. PZ14-29; Aqua Blue Designs, applicant for Megan McDonald, owner

BACKGROUND:

The applicant is proposing to amend the community unit plan for the National Golf Club to allow construction of a private swimming pool in a side-yard setback at 10315 Magnolia Lane (also known as Lot 23A of the National 7<sup>th</sup> Plat). The applicant proposes to construct the pool west of the existing single-family home on the same lot, extending approximately 30 feet forward of the rear yard.

The property is zoned “R-2 CUP” Single Family District with a Community Unit Plan overlay. The CUP is a planned district overlay and City Code has no provision for a variance or special yard exception to allow the pool in the side yard as with properties outside a planned district. Rather, an amendment to the approved CUP is required. As such, notices of a public hearing had been given as required by Municipal Code for such a plan amendment. In addition, the National’s covenants and restrictions require approval by the National’s architectural review board. The architectural review board granted approval August 28, 2014.

The Parkville Planning and Zoning Commission held the required public hearing at the October 14, 2014, meeting and concurred with staff’s conclusions that: the proposed amendment would have no significant impact on abutting or nearby properties; due to the size of the lot and significant side-yard setbacks to remain, the spirit and intent of the zoning code is still met; and all other applicable regulations can be met.

BUDGET IMPACT:

With the exception of application and permit fees and any incremental increases from real estate and personal property taxes, there is no budgetary impact.

ALTERNATIVES:

1. Approve the application via ordinance as recommended by the Commission.
2. Approve the application via ordinance subject to specified conditions.
3. Deny the application.
4. Postpone consideration.

STAFF RECOMMENDATION:

Staff recommends approval of the proposed CUP amendment as submitted.

PLANNING COMMISSION RECOMMENDATION:

The Planning and Zoning Commission considered the application at the October 14, 2014, meeting and concurred with staff conclusions and recommendation regarding the proposed

**ITEM 6B**  
*For 10-20-14*  
**Special Board of Aldermen Meeting**

application. The Commission recommended approval of the application as submitted by a vote of 6 to 0.

POLICY:

Per Parkville Municipal Code, Chapter 459, changes in the community unit plan are to be approved by the Board of Aldermen following consideration by the Planning Commission at a public hearing. Since the community unit plan is a zoning overlay, amendments are approved by ordinance as with the original approval.

SUGGESTED MOTION:

I move that Bill No. 2810, an ordinance amending the community unit plan for the National Golf Club to allow construction of a private swimming pool in a side-yard setback at 10315 Magnolia Lane, be approved for first reading.

I move that Bill No. 2810 be approved on first reading and passed to second reading by title only.

I move that Bill No. 2810 be approved on second reading to become Ordinance No. \_\_\_\_\_.

ATTACHMENTS:

1. Proposed Ordinance
2. Staff report to the Planning and Zoning Commission
3. Development Plan application
4. Two drawings prepared by Aqua Blue Designs, last dated August 20, 2014, showing the subject lot, existing residential structure and proposed pool and stamped as approved by the National Architectural Review Board.
5. Lot area showing areas where a pool can be approved (by staff)
6. Aerial and site photos (by staff)
7. Minutes of the October 14, 2014 Planning and Zoning Commission meeting
8. The Parkville Municipal Code including Title IV, Zoning Code, including but not limited to: Chapters 415, "*R-2*" *Single-Family Residential District Regulations*; 459, *Large-Scale Developments -- The Community Unit Plan*; 467, *Height, Area, and Bulk Requirements*; and 483, *Changes and Amendments* (by reference)
9. A copy of the letter of notice mailed certified mail to property owners within 185 feet of the subject property (by reference)
10. Public hearing notice published in the Platte County Landmark (by reference)

**AN ORDINANCE AMENDING THE COMMUNITY UNIT PLAN OF THE NATIONAL SUBDIVISION TO ALLOW CONSTRUCTION OF A SWIMMING POOL IN A SIDE-YARD FOR PROPERTY LOCATED AT 10315 MAGNOLIA LANE**

WHEREAS, the applicants propose to construct a private swimming pool in the side-yard of 10315 Magnolia Lane, also known as Platte County parcel number 20-8.0-27-100-003-026.000 and Lot 23A, The National 7<sup>th</sup> Plat, Replat of Lots 23 and 24; and

WHEREAS, the pool is proposed to be located in accordance with the drawing prepared by Aqua Blue Designs, Inc. and last revised August 20, 2014 and approved by the National's architectural review board on August 28, 2014, attached hereto and incorporated herein by reference as Exhibit A; and

WHEREAS, a notice of the public hearing was posted, mailed and published as required and no comments were received for or against the application; and

WHEREAS, at their October 14, 2013 meeting, the Planning and Zoning Commission held a public hearing, considered the above referenced application and concluded that the swimming pool has no impact on abutting properties or The National's golf course, the spirit and intent of the zoning code is still met and all other applicable regulations can still be met; and

WHEREAS, the Planning and Zoning Commission recommended approval by a vote of 6 to 0.

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

SECTION 1. The Community Unit Plan of The National Subdivision is hereby amended to allow a swimming pool in the side-yard of 10315 Magnolia Lane in accordance with Exhibit A, attached hereto and incorporated herein by reference.

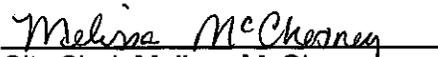
SECTION 2. This amendment is subject to issuance of any necessary building permit prior to the construction of the swimming pool.

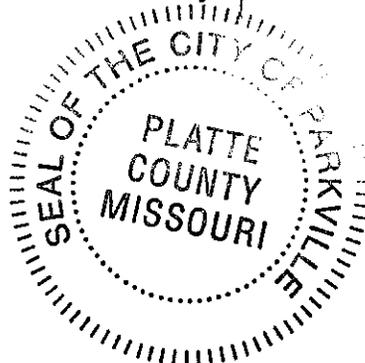
SECTION 3. This ordinance shall be effective immediately upon its passage and approval.

PASSED and APPROVED this 20<sup>th</sup> day of October 2014.

  
Mayor Nanette K. Johnson

ATTESTED:

  
City Clerk Melissa McChesney





## Staff Analysis

Agenda Item: 4.A

Application: Application to amend the community unit plan for the National Golf Club to allow construction of a private swimming pool in a side-yard setback at 10315 Magnolia Lane.

Case No: PZ14-29

Applicant: Aqua Blue Designs on behalf of Megan McDonald

Location: 10315 Magnolia Lane, Parkville, MO

Property owner: Megan McDonald

Zoning: "R-2 CUP" Single Family Residential District with Community Unit Plan overlay

Parcel #: 20-8.0-27-100-003-026.000

Exhibits:

- A. This staff report
- B. Development Plan application
- C. Two drawings prepared by Aqua Blue Designs, last dated August 20, 2014, showing the subject lot, existing residential structure and proposed pool and stamped as approved by the National Architectural Review Board.
- D. Lot area showing areas where a pool can be approved (by staff)
- E. Aerial and site photos (by staff)
- F. Additional exhibits as may be presented during the meeting

By reference:

- A. The Parkville Municipal Code including Title IV, Zoning Code, including but not limited to: Chapters 415, "R-2" *Single-Family Residential District Regulations*; 459, *Large-Scale Developments -- The Community Unit Plan*; 467, *Height, Area, and Bulk Requirements*; and 483, *Changes and Amendments*
- B. A copy of the letter of notice mailed certified mail to property owners within 185 feet of the subject property
- C. Public hearing notice published in the Platte County Landmark

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### Overview

The applicant is proposing to amend the community unit plan for the National Golf Club to allow construction of a private swimming pool in a side-yard setback at 10315 Magnolia Lane (also known as Lot 23A of the National 7<sup>th</sup> Plat). The applicant proposes to construct the pool west of the existing single-family home on the same lot, extending approximately 30 feet forward of the rear yard.

Per Parkville Municipal Code, Section 475.030, *Modification of Area Regulations*, B, *Accessory Buildings and Structures*, subsection 4 "swimming pools and home barbecue grills may occupy a rear yard, provided both side and rear yards conform to the side yard requirements for the

district in which they are located.” Per Section 400.030 the rear yard is defined as “a yard extending across the rear of the lot between the side lot lines and measured between the rear lot line and the rear of the main building or any projection other than steps, unenclosed porches or entrance-ways.” Exhibit D shows the rear yard area, where the pool would be allowed without exception, in green. The applicants have previously stated that building the pool in the rear-yard is not feasible due to their need for the pool to be ADA accessible. They concluded that the elevations would not allow this accessibility. Instead, they proposed to construct the pool to the west of the existing home in the side yard so access can be provided from the same elevation as the existing deck (see Exhibits C and E for proposed pool locations and Exhibit D identifying the side yard).

The property is zoned “R-2 CUP” Single Family District with a Community Unit Plan overlay. The CUP is a planned district overlay and City Code has no provision for a variance or special yard exception to allow the pool in the side yard as with properties outside a planned district. Rather, an amendment to the approved CUP is required. As such, notices of a public hearing have been given as required by municipal code for such a plan amendment. In addition, the National’s covenants and restrictions require approval by the National’s architectural review board.

This application is subject to a public hearing before the Planning and Zoning Commission. All hearing notices have been mailed, posted and published as required. As of the date of this report, no public comments have been received.

### **Analysis and Comments**

The application has been reviewed against the City of Parkville’s Municipal Codes, including the R-2 zoning district regulations and CUP regulations, as well as the previously approved development plans, plats and amendments thereto.

As described above, the Municipal Code restricts pools to rear-yards. Rear-yard setbacks are adopted to provide separation between units, privacy and private open space within a lot. The rear yards are required to be deeper than side yards and are intended for uses and activities that might otherwise have impacts to abutting and nearby properties, including noise or visual impacts. Uses like pools, storage sheds, accessory parking, play equipment, grills, and other outdoor activities are typically restricted to rear-yards. In contrast, few of these uses are permitted in the much narrower side yards which are generally intended for minimum separation between units for safety and access. Pools would not typically be permitted in side yards for these reasons.

The subject lot is a combination of two lots previously platted as Lots 23 and 24 of the National 7<sup>th</sup> Plat. Lot 24 was an undeveloped lot abutting the City sewer pump station. In 2013, the applicant acquired Lot 24 and combined it with Lot 23 into a new Lot 23A. The existing home was previously constructed on Lot 23, leaving lot 24 as the side yard of the new Lot 23A. As opposed to the 10’ minimum side-yard setback required in the R-2 district, the Lot 23A has an approximately 100’ to 130’ side-yard, providing more than adequate room for a pool. As such, the primary considerations are whether the intent to provide separation and privacy can be met.

With regard to separation, with the addition of the proposed pool, the remaining side yard would be approximately 60’ to 85’ wide. This provides more than adequate separation for safety and access. With regard to privacy, the most likely property to be impacted is the abutting parcel to the west. This property is currently vacant, but could be developed in the future. If developed, allowing the pool in the side yard would likely place the pool closer than if restricted to the rear yard. However, due to the size of Lot 23A the separation proposed would still be greater than typically expected between a pool and the abutting residential structure on conventional lots.

In addition to separation, view and the loss of any privacy should be considered. The slopes between the street and the rear of the property work to help screen a pool in the side yard. The pool deck is estimated to sit approximately 10 feet lower than the abutting street, greatly limiting any view to the pool from the abutting properties to the north (see photos in Exhibit E). Due to the grades and the location of the sewer pump station, any construction on the lot to the west is most likely to take place toward the front of the lot. With the exception of basement floors, living space would generally be expected to be above the pool minimizing visual impacts and loss of privacy. In addition to being positioned on the lot in a way to minimize views, landscaping or a privacy fence could be proposed to provide additional screening, if necessary.

**Staff Conclusion and Recommendation**

Based on the application and supporting information submitted to date staff concludes: that the proposed amendment would have no significant impact on abutting or nearby properties; that due to the size of the lot and significant side-yard setbacks to remain, the spirit and intent of the zoning code is still met; and that all other applicable regulations can be met. Staff recommends approval of the proposed CUP amendment as submitted. This recommendation is made, subject to any additional conditions the Planning Commission determines are necessary, if any, to mitigate impacts to abutting or area property owners.

It should be noted that this recommendation is made without the benefit of any additional information that may be provided during the public hearing. Staff reserves the right to amend this recommendation as appropriate based on any new evidence.

**Necessary Action**

Following consideration of the application and supporting information, the factors discussed above and any testimony presented during the public hearing, the Planning Commission should recommend approval, approval with conditions, or denial, or postpone the application for further consideration. If approved subject to conditions, the conditions should be noted for the record. Unless postponed, the Planning Commission’s action will be forwarded to the Board of Aldermen on Tuesday, October 21, 2014 for final action.

|                                |                 |
|--------------------------------|-----------------|
|                                | <u>10-07-14</u> |
| Sean Ackerson, AICP            | Date            |
| Assistant City Administrator / |                 |
| Community Development Director |                 |



Case No: P214-29  
Date Submitted: 9-5-14  
Hearing Date: 10-14-14

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7678 • FAX (816) 741-0018

**Application for Planned District Development Permit**

**1. Applicant / Contact Information**

**Applicant(s)**

Name: AquaBlax Designs, Inc  
Address: 4216 Dr. Greaves Rd.  
City, State: Grandview, MO  
Phone: 816-767-1300 Fax: 816-761-6087  
E-mail: norm@lovethethepool.com

**Owner(s), if different from applicant**

Name: Megan McDonald  
Address: 10315 Magnolia Ln.  
City, State: Parkville, MO  
Phone: 614-602-9365 Fax: ---  
E-mail: mcdrad@earthlink.net

**Engineer and/or surveyor(s) preparing plat**

Name: Norm Whitted  
Address: 4216 Dr. Greaves Rd ←  
City, State: Grandview, MO  
Phone: 816-767-1300 Fax: 816-761-6087  
E-mail: norm@lovethethepool.com

**Contact Person**

Name: Norm Whitted  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that development in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for the retraction of this permit.

**Applicant's Signature** (Required) [Signature] Date: 9-4-14

**Property Owner's Signature** (Required) [Signature] Date: 9-24-14

**2. Property Information**

Planned zoning district: R-2 20-8.0-21-100-003-026.000

Address or location: 10315 Magnolia Ln.  
If no address issued, submit legal

Proposed use(s): Swimming Pool in side yard

Gross acreage: ~ this is one existing Lot. Net acreage: \_\_\_\_\_  
Open space acreage: \_\_\_\_\_ Lot coverage (non-res): \_\_\_\_\_  
Residential Lots: \_\_\_\_\_ Residential density (units/acre): \_\_\_\_\_

Is proposal an alteration to an existing building or new construction?  existing  new

**3. Public Improvements**

Are any public improvements required for this project? No.



Case No: P214-29  
Date Submitted: 9-5-14  
Hearing Date: \_\_\_\_\_

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64162 • (816) 741-7676 • FAX (816) 741-0013

Explain: \_\_\_\_\_

Please note below other comments or factors relating to the proposed development:

Ms. McDonald wishes to construct a swimming pool in the side yard of her existing house. She has purchased the lot adjacent where the pool would be located. Total, there is 0.73 acres in the new lot. This lot was purchased with the pool in mind. Pool would not be visible from street because of extremely steep slope down from the street level.

4. Checklist of required submittals

- Completed application.
- Nonrefundable application fee of \$300.00. (\$75.00 for minor modifications/improvements)
- Certified list of property owners within 185' of subject property
- Fifteen (15) copies 24" x 36" size, or larger, one (1) 11 x 17 size copy, and one (1) electronic copy (pdf format) of the development plan showing features associated with the site such as structures, parking, access, loading areas and signage. The site plan should also show the accurate dimensions of the property and any features.
- Fifteen (15) copies 24" x 36" size, or larger, one (1) 11 x 17 size copy, and one (1) electronic copy (pdf format) of the floor plan and elevation views of the structure (2 complete sets of sealed building plans must be submitted to the Building Safety Division of the Community Development Department and the South Platte Fire Protection District for code compliance review before construction can occur).
- Fifteen (15) paper copies and one (1) electronic copy (pdf format) of any supporting documentation desired for presentation to the Planning Commission. Please note: after approval by the Planning Commission, 30 (thirty) copies of the 11 x 17 plan and any supporting information will be required to submit to the Board of Aldermen.
- Authorization signature of the applicant and owner of record of the property.
- If subject to covenants and/or deed restrictions, signed approval of the association/entity enforcing such.

For City Use Only

Application accepted as complete by: Sean Ackerson CD 9/5/14  
Name / Title Date

Application fee payment:  Check # 1650  M.O.  Cash \$ 75.00

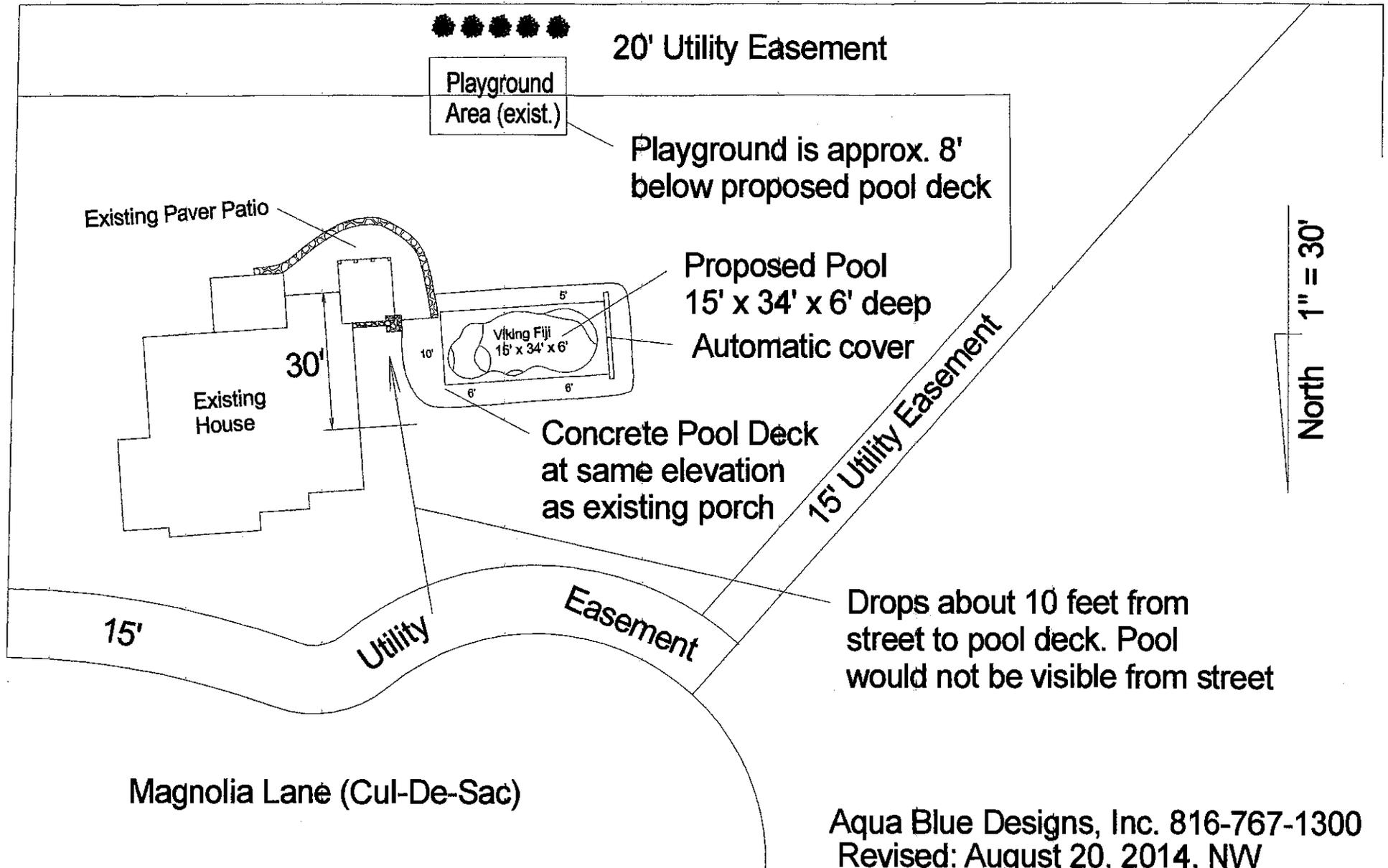
Final reimbursable costs payment (if applicable). Date of Action: \_\_\_\_\_

Planning Commission Action:  Approved  Approved with Conditions  Denied  
Date of Action: \_\_\_\_\_  
Conditions if any: \_\_\_\_\_

Board of Aldermen Action:  Approved  Approved with Conditions  Denied  
Date of Action: \_\_\_\_\_  
Conditions if any: \_\_\_\_\_

McDonald Residence  
10315 Magnolia Lane  
Parkville, MO 64152

Lot 23A, The National - Seventh Plat,  
Replat of Lots 23 & 24



McDonald Residence  
 10315 Magnolia Lane  
 Parkville, MO 64152

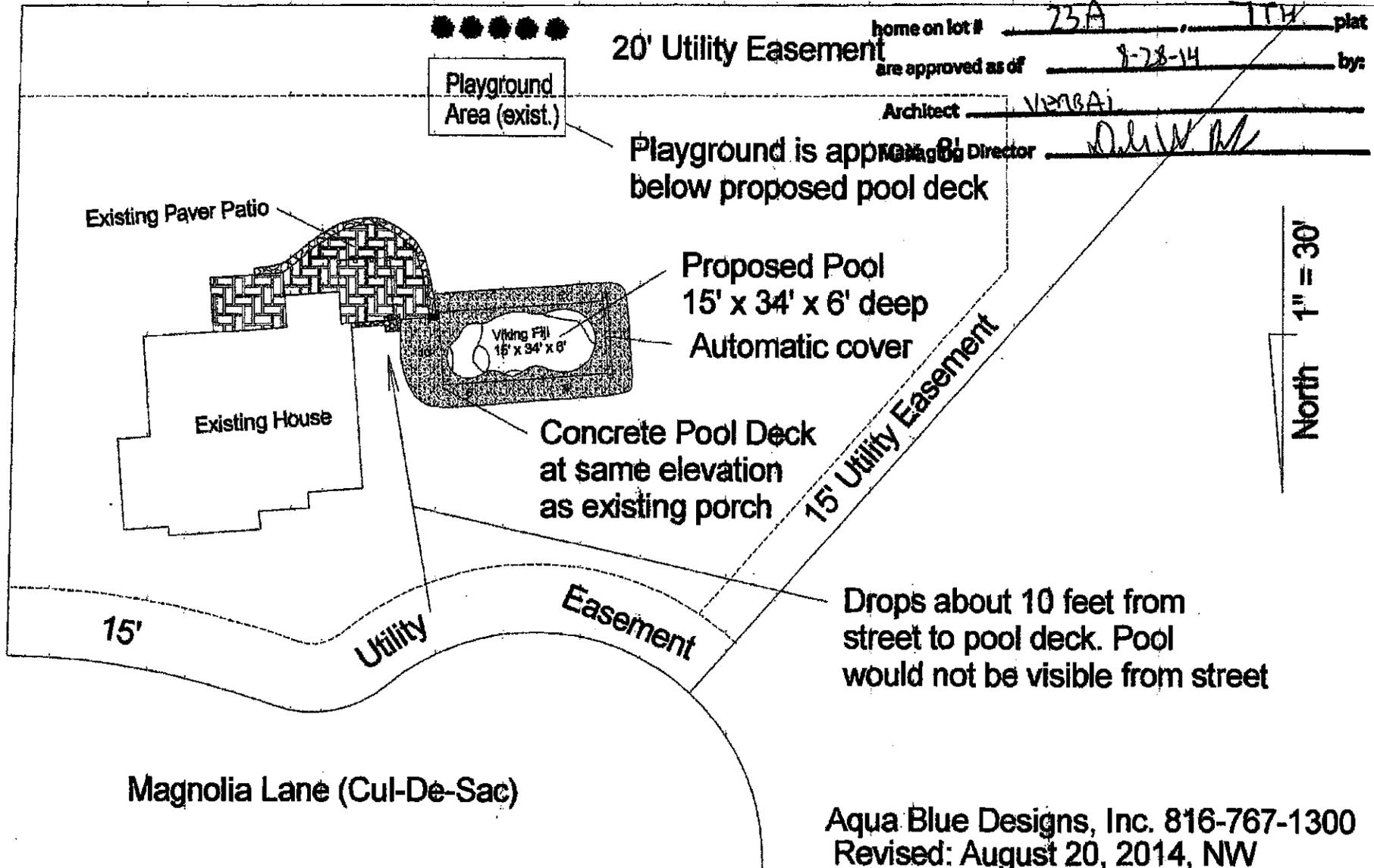
Lot 23A, The National - Seventh Plat,  
 Replat of Lots 23 & 24



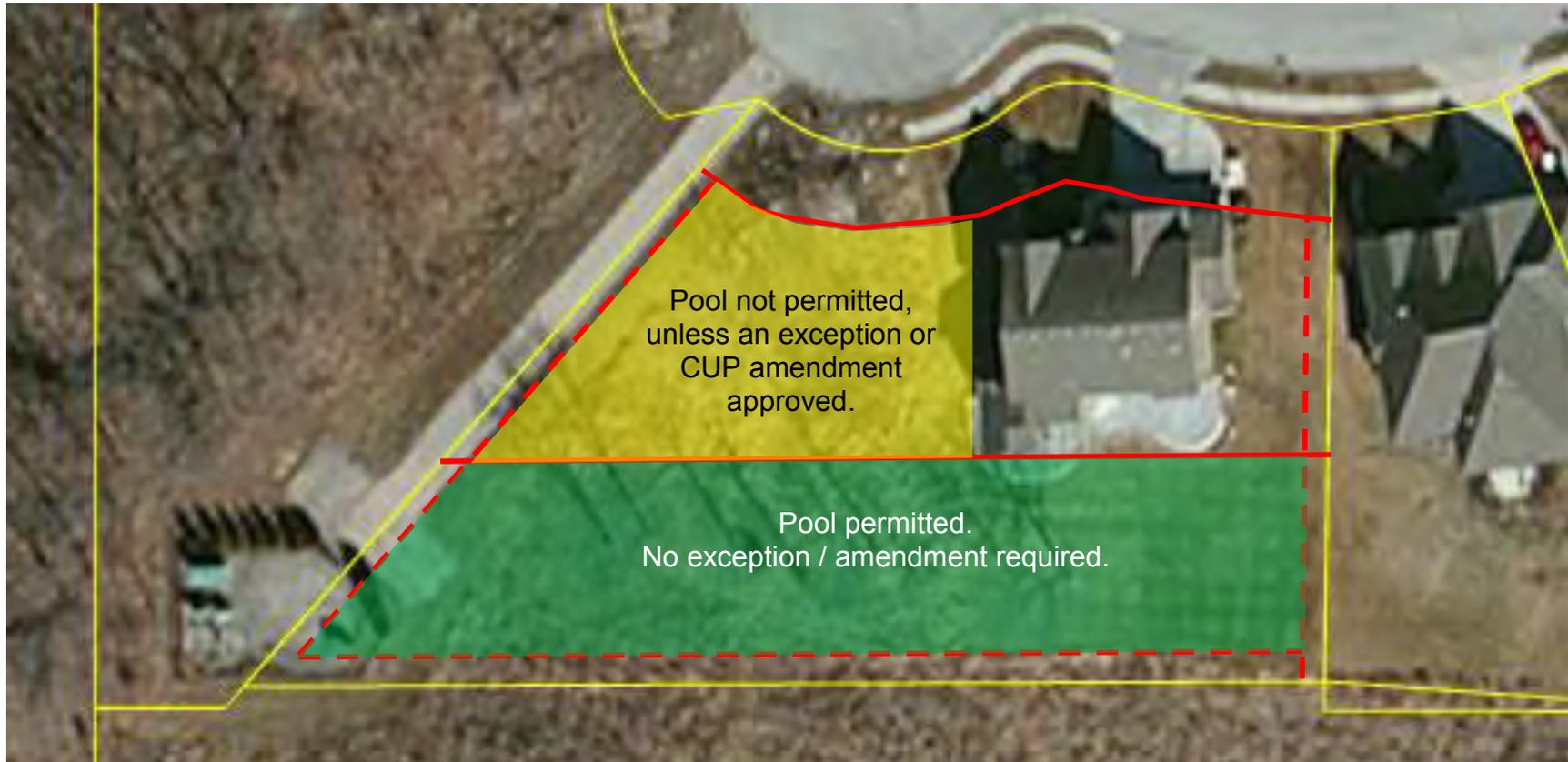
Architectural Review Board  
 FINAL APPROVAL

These plans submitted and dated for construction of a

home on lot # 23A, 1TH plat  
 are approved as of 8-28-14 by:  
 Architect VERBAJ  
 Manager/Director [Signature]



Aqua Blue Designs, Inc. 816-767-1300  
 Revised: August 20, 2014, NW



**Section 475.030, Modification of Area Regulations, B, Accessory Buildings and Structures, 4:** Swimming pools and home barbecue grills may occupy a rear yard; provided both side and rear yards conform to the side yard requirements for the district in which they are located.

**Section 400.030, Definitions, Rear Yard:** A yard extending across the rear of the lot between the side lot lines and measured between the rear lot line and the rear of the main building or any projection other than steps, unenclosed porches or entrance-ways.

**Note:** Exception requires approval following a public hearing. Notice mailed to property owners within 185 and posted on site and in paper. Process takes approximately 45 days from date of application. Would also require approval of the National HOA / architectural review board. If desired, I would recommend starting with HOA / architectural review board.

Exhibit E - Aerial and site photos  
PZ14-29



Looking south from center of Magnolia Lane eyebrow toward pool location.  
Pool elevation cannot be seen from eye level.

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

Date: October 14, 2014

Prepared By:  
Lauren Palmer  
City Administrator

Reviewed By:  
Kevin Chrisman  
Police Chief

ISSUE:

Approve an ordinance to amend Section 355.050 of the Municipal Code relating to emergency snow routes.

BACKGROUND:

The City has had emergency snow routes in place for many years. The relevant section of the Municipal Code was last updated in 1990. The snow routes are set for heavily trafficked streets through downtown Parkville that historically experience overnight parking (see Attachment 2). When the city has accumulation of snow or ice, the ordinance prohibits parking on designated emergency snow routes. The purpose of the ordinance is to ensure staff can complete necessary snow and ice control operations without obstruction.

The ordinance requires that emergency snow routes be posted with special signage at intervals at least every 300 feet. The City does not currently have signs posted and, therefore, has not enforced the ordinance in many years. Staff is planning to install the appropriate signage in November in advance of the upcoming winter season. This prompted a review of the current snow route ordinance. Staff prepared a revised ordinance to make minor modifications to wording and format. The only major substantive change is that the snow route parking restriction will be adjusted from 10:00 p.m. to 7:00 a.m. to midnight to 6:00 a.m. This will allow additional time for downtown residents and patrons to move their vehicles. The six-hour restriction is deemed to be adequate for staff to complete the necessary snow and ice operations in the area.

BUDGET IMPACT:

There is no direct budget impact associated with approval of this ordinance. The City will have some costs involved with fabricating the new snow route signs, but adequate funds are available in the streets division operating budget.

ALTERNATIVES:

1. Approve an ordinance to amend the section of the Municipal Code pertaining to emergency snow routes.
2. Approve the ordinance with modifications suggested by the Board of Aldermen.
3. Do not approve the ordinance.
4. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the ordinance.

POLICY:

All changes to the Municipal Code must be approved by the Board of Aldermen by ordinance.

SUGGESTED MOTION:

I move that Bill No. 2811, an ordinance repealing and replacing Section 355.050 of the Municipal Code relating to emergency snow routes, be approved for first reading.

I move that Bill No. 2811 be approved on first reading and passed to second reading by title only.

I move that Bill No. 2811 be approved on second reading to become Ordinance No. \_\_\_\_\_.

ATTACHMENTS:

1. Ordinance
2. Snow routes map
3. Map of proposed locations for snow route signs
4. Sample snow route signage

**AN ORDINANCE REPEALING AND REPLACING SECTION 355.050 OF THE MUNICIPAL CODE OF THE CITY OF PARKVILLE, MISSOURI ENTITLED "EMERGENCY SNOW ROUTES"**

**WHEREAS**, the parking and operation of vehicles on certain streets covered by or anticipating heavy accumulation of snow or ice is a matter affecting the health, safety and welfare of the citizens of Parkville, for the reason that parked vehicles impede snow and ice removal and response operations and cause serious traffic congestion.

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

Section 1. That existing Section 355.050 of the Municipal Code of the City of Parkville, Missouri, is hereby repealed.

Section 2. That Section 355.050, entitled "Emergency Snow Routes" of the Municipal Code of the City of Parkville, Missouri, is newly created to read as follows:

**Section 355.050 Emergency Snow Routes**

- A. A parking prohibition from 12:00 A.M. until 6:00 A.M. shall automatically go into effect on any part of any emergency snow route on which there has been an accumulation of snow or ice of (1) inch or more. Once in effect, a prohibition under this Section shall remain in effect until snow removal operations are completed or until terminated by order of the City Administrator or Mayor. While the prohibition is in effect, no person shall park or allow any parked vehicle on any portion of an emergency snow route.
- B. On each street designated by this Section as an emergency snow route, the City Administrator shall cause to be posted special signs at intervals not exceeding three hundred (300) feet with the wording "Emergency Snow Route" or some similar language. These signs shall be distinctive and uniform in appearance and shall be plainly readable to persons traveling on the street or highway.
- C. Sworn personnel of the Police Department are hereby authorized to remove or cause to be removed a vehicle from the street or highway when the vehicle is parked on part of an emergency snow route on which a parking prohibition is in effect or when the vehicle is parked in violation of any parking ordinance or provision of law and is interfering or about to interfere with snow and ice removal and response operations. The removal, impounding and return of obstructing vehicles from the emergency snow route shall be at the owner's expense.
- D. The following streets are hereby established as emergency snow routes within the City:

Main Street from 3rd Street to the railroad tracks; and  
1st Street from Main Street to Highway 9; and  
East Street from 2nd Street to the railroad tracks.

- E. Any owner or operator of a vehicle who shall violate the provisions of this Section shall be deemed guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500.00) or imprisonment of not more than ninety (90) days in jail or both.

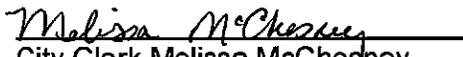
Section 3. This ordinance is effective upon its passage and approval.

PASSED and APPROVED this 20<sup>th</sup> day of October 2014.

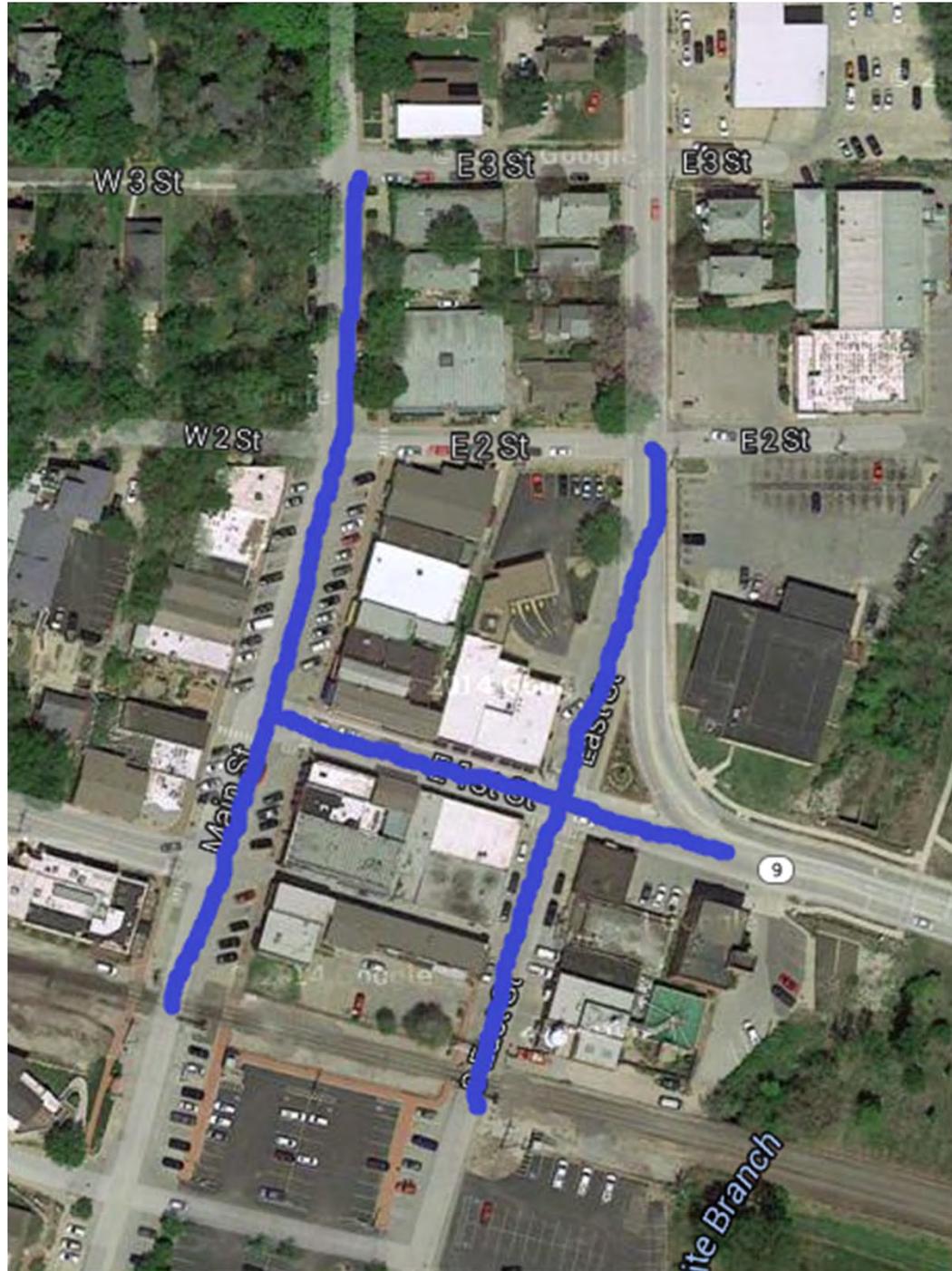


  
Mayor Nanette K. Johnston

ATTESTED:

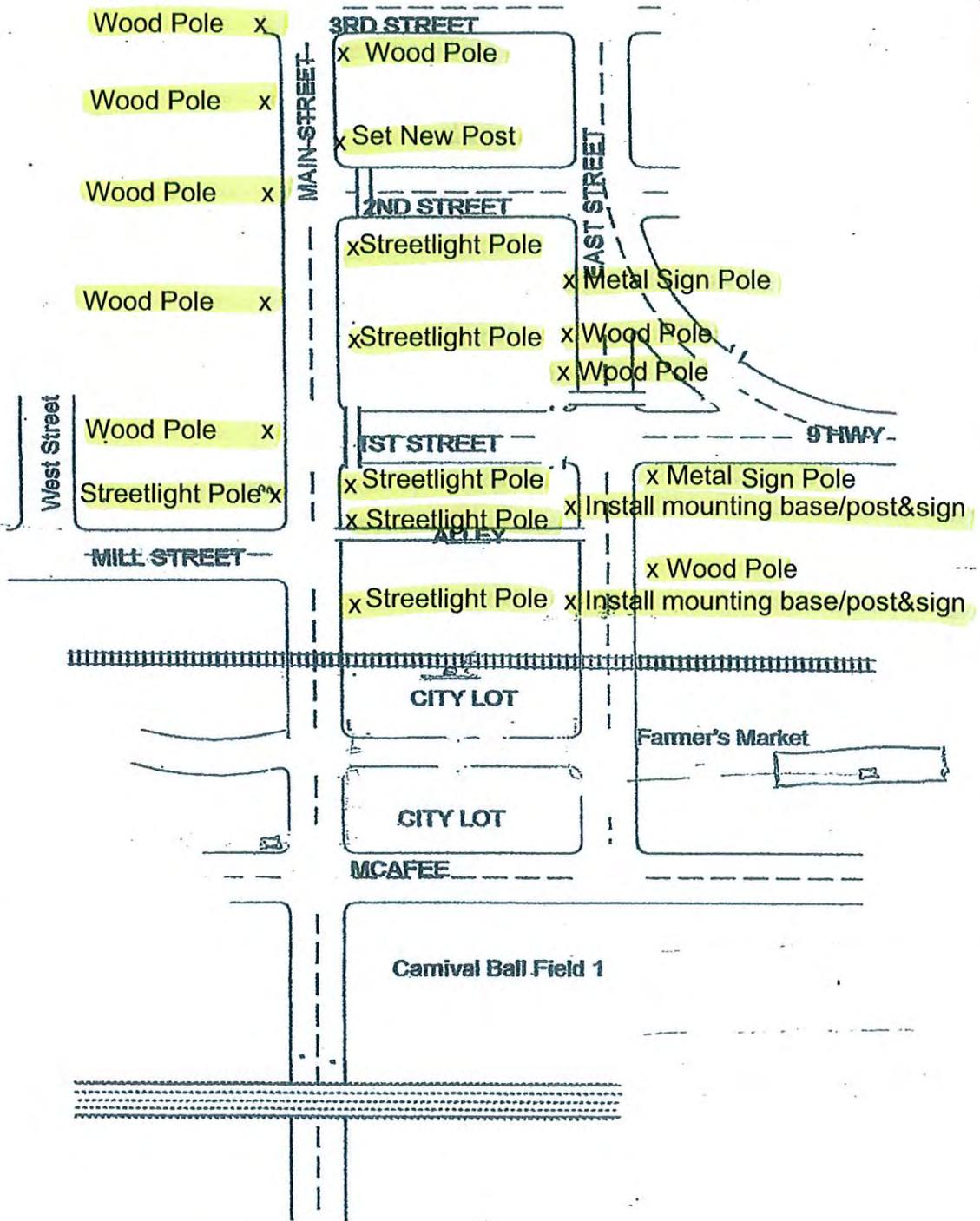
  
City Clerk Melissa McChesney

**Snow  
Emergency  
Routes in  
Downtown  
Parkville**



CITY OF PARKVILLE

EMERGENCY SNOW ROUTE  
SIGN PLACEMENT 2014-2015





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

Date: Thursday, October 16, 2014

Prepared By:  
Matthew Chapman  
Finance/HR Director

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

An ordinance employing Mr. Tim MacNerland as a full-time laborer assigned to the Street Division of the Public Works Department.

BACKGROUND:

Staff recommends hiring Mr. MacNerland as a full-time laborer assigned to the Street Division of the Public Works Department. Mr. MacNerland worked with Alan Schank, Streets Director of Operations, in a temporary role and was found to be a hardworking, reliable employee. Mr. MacNerland was interviewed for the open Streets Department position and was determined to be the best candidate.

This is a replacement position that is budgeted in 2014. The position is budgeted in the Streets Division (520) of the General Fund (10). However, the Street Division personnel expenses are supported by a \$355,000 transfer from the Transportation Fund (40).

Staff recommends proceeding with this hire. The Streets Division is already operating at below minimum staffing levels with four laborers and the supervisory position of operations director. Leaving this position vacant would reduce the street crew by 20% and would negatively impact service delivery for street maintenance programs over the winter.

BUDGET IMPACT:

Should Mr. MacNerland be hired as a full-time laborer for the Streets Division, his salary would be \$25,500 per year with benefits. This position is budgeted in the General Fund in 2014 in the Streets Division respectively.

ALTERNATIVES:

1. Approve the hiring ordinance for Mr. MacNerland to be a full-time laborer assigned to the Street Division.
2. Do not hire Mr. MacNerland.
3. Postpone this item.

STAFF RECOMMENDATION:

Approve the attached ordinance and hire Tim MacNerland as a full-time laborer assigned to the Street Division of the Public Works Department.

POLICY:

The Board of Aldermen must approve all hiring by ordinance.

SUGGESTED MOTION:

I move that Bill No. 2812, an ordinance employing Tim MacNerland as a full-time streets laborer for the City of Parkville, be approved for first reading.

---

**Item 6D**  
*For 10-20-14*  
**Special Board of Aldermen Meeting**

I move that Bill No. 2812 be approved on first reading and passed to second reading by title only.

I move that Bill No. 2812 be approved on second reading to become Ordinance No. \_\_\_\_.

ATTACHMENTS:

1. Hiring Ordinance as Streets Division Laborer
-

**AN ORDINANCE EMPLOYING TIM MACNERLAND AS A FULL-TIME LABORER FOR THE STREETS DIVISION OF THE PUBLIC WORKS DEPARTMENT.**

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

SECTION 1. That Tim MacNerland is hired as a full-time Laborer for the Streets Division of the Public Works Department, with an annual salary of \$25,500 per year.

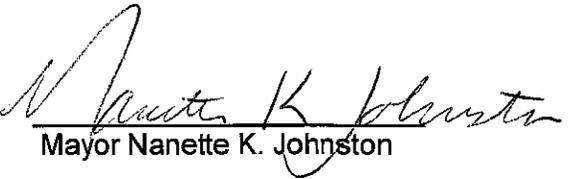
SECTION 2. That Mr. MacNerland shall be subject to and shall receive all benefits as applicable to full-time employees in accordance with the City's adopted personnel policy, as may be amended by the Board.

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

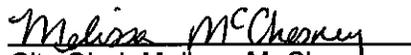
SECTION 4. This ordinance shall be effective upon passage and approval.

PASSED and APPROVED this 20<sup>th</sup> day of October 2014.



  
Mayor Nanette K. Johnston

ATTESTED:

  
City Clerk Melissa McChesney

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

Date: October 17, 2014

Prepared By:  
Matthew Chapman  
Finance/HR Director

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

An ordinance adjusting the salary for Curtis Whitby.

BACKGROUND:

Tim MacNerland will be hired, pending Board of Aldermen approval on October 20<sup>th</sup>, 2014, at a starting salary of \$25,500. Curtis Whitby was hired on May 20, 2014 at a starting salary of \$25,000. Both employees will work as laborers in the Streets Division of the Public Works Department. To ensure equity among comparable employees, staff recommends adjusting the salary for Mr. Whitby to \$25,500.

BUDGET IMPACT:

These positions are budgeted in the Streets Division (520) of the General Fund (10). This is a replacement of an existing, budgeted position.

ALTERNATIVES:

1. Approve an ordinance to adjust the salary of Mr. Whitby to \$25,500.
2. Reject the ordinance.
3. Postpone this item.

STAFF RECOMMENDATION:

Approve the attached ordinance and raise the annual salary of Mr. Whitby to \$25,500.

POLICY:

The Board of Aldermen must approve all salary adjustments by ordinance.

SUGGESTED MOTION:

I move that Bill No. 2813, an ordinance to set the annual salary for Curtis Whitby at \$25,500, be approved for first reading.

I move that Bill No. 2813 be approved on first reading and passed to second reading by title only.

I move that Bill No. 2813 be approved on second reading to become Ordinance No. \_\_\_\_\_.

ATTACHMENT:

1. Ordinance
-

**AN ORDINANCE RAISING THE SALARY FOR MR. CURTIS WHITBY, LABORER FOR THE STREETS DIVISION OF THE PUBLIC WORKS DEPARTMENT FROM \$25,000 PER YEAR TO \$25,500 PER YEAR.**

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

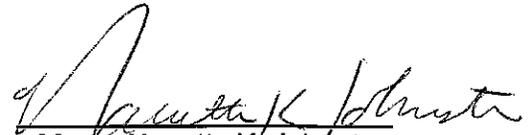
SECTION 1. That Mr. Curtis Whitby who is currently employed as full-time laborer for the Streets Division of the Public Works Department will have his compensation increased from \$25,000 to \$25,500 per year.

SECTION 2. That all other conditions of employment as established in Ordinance No. 2749 will remain the same.

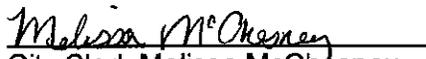
SECTION 3. This ordinance shall be effective upon passage and approval.

PASSED and APPROVED this 20<sup>th</sup> day of October, 2014.



  
Mayor Nanette K. Johnston

ATTESTED:

  
City Clerk Melissa McChesney