



**Finance Committee Meeting**  
**February 22, 2016 – 8:00 a.m.**  
Executive Chambers - Boardroom

**Minutes**

**1. CALL TO ORDER**

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

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Mayor Nan Johnston and Diane Driver
- **Aldermen Present:** Dave Rittman and Greg Plumb
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Tim Blakeslee, City Treasurer Steve Berg and Community Development Department Assistant Kelly Yulich
- **Others Present:** Tina Welch and John Freshnock, WSKF Architecture

**2. FINANCIAL UPDATES**

**3. ACTION ITEMS**

**A. Approve the minutes from the February 8, 2016 meeting**

**Diane Driver moved to approve the February 8, 2016 minutes. Nan Johnston seconded; motion passed 3-0.**

Marc Sportsman joined the meeting at 8:07 a.m.

**B. Authorize staff to negotiate the scope and fee with the low bidder, Gunter Construction, for the English Landing Park restroom project**

Public Works Director Alysen Abel stated that in March 2015 the City received an Outreach Grant from Platte County Parks and Recreation for improvements to the English Landing Park restrooms. She said that in July 2015 the Board of Aldermen approved a professional services contract with Williams, Spurgeon, Kuhl & Freshnock (WSKF) for the architectural services for the restrooms and storage building. Design concepts were presented to the Community Land and Recreation Board and the Board of Aldermen for approval prior to commencement of the bidding process. The architect's estimate to construct the restroom was \$197,871. The bidding closed on February 9 and seven responses were received. The bids came back much higher than the anticipated architect's estimate to construct the facility. Abel stated that Mr. Freshnock with WSKF was present to answer any questions.

The Finance Committee discussed and asked questions of Mr. Freshnock regarding the estimates and alternatives for the restroom project. Further discussion focused on creating a committee to reevaluate the needs for the restroom and the Finance Committee requested that the review committee report to the Board of Aldermen and keep them informed of its findings.

**Driver moved to recommend that the Board of Aldermen reject all bids for the English Landing Park Restroom project. Sportsman seconded; motion passed 4-0.**

**C. Approve a work authorization with FTC Equipment, LLC for the replacement of the Spirit Fountain Pump**

Public Works Director Alysen Abel stated that in October, the pump that operates the Spirit Fountain stopped working. Staff contacted FTC Equipment, LLC to evaluate the damage and

receive an estimate for the repairs. FTC was not able to fully evaluate the damaged pump due to the excessive damage. The company determined it is more cost effective to purchase a new pump rather than repair the existing pump. The Finance Committee discussed the current age of the existing pump and the time frame a new pump could be installed.

**Driver moved to approve a work authorization with FTC Equipment LLC., for the replacement of the Spirit Fountain Pump in the amount of \$2,759. Sportsman seconded; motion passed 4-0.**

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

City Treasurer Steve Berg stated that state statutes and city ordinances required the City Treasurer to produce a semi-annual financial report that summarized revenues and expenses for a six-month period. The last report was produced in July for the first half of 2015 and the report for the second half of 2015 was ready for review and publication in a local newspaper as required by law. The report was completed in mid-February and included all revenues and expenditures expected to be credited and charged to 2015, but did not include year-end adjustments, which would be part of the audit process. To reduce publication costs, an abbreviated version of the report would be published in the newspaper that directed readers to the City's website for additional information. Berg prepared an expanded version of the report for the website that included additional information, including a full year version of the report.

**Driver moved recommend the Semi-Annual Financial Report for the second half of 2015 to the Board of Aldermen. Sportsman seconded; motion passed 4-0.**

**E. Approve a professional services agreement with Reserve Advisors to complete a long-range facility maintenance plan and capital cost reserve study**

Assistant to the City Administrator Tim Blakeslee provided a background of City Hall and said one of the goals set by the Board of Aldermen was to identify basic services and infrastructure maintenance, along with critical success factors. One of the infrastructure goals was to regularly conduct a comprehensive capital needs assessment, with direction from the Board of Aldermen to properly take care of city-owned property. In December 2015, staff issued a request for proposals (RFP) to assess the condition of Parkville City Hall. Three companies responded to the RFP and a selection committee made up of City staff reviewed the proposals and selected Reserve Advisors based on its work with similar projects, the cost to complete the investigation and positive references.

The proposed product was a comprehensive study by experienced engineers who inspected City Hall, held interviews with City officials and collected documents. Following the inspection, Reserve Advisors determined the realistic remaining life of each system identified and replacement alternatives and cost. The report also included a condition assessment to extend the life of certain systems and a funding plan to meet the prescribed replacement schedule. The cost of the project was \$4,300 and Blakeslee stated that for an additional \$2,800 the vendor could include all the other City-owned buildings.

The Finance Committee discussed the additional fee to include the additional City-owned buildings and recommended to include them all in the recommendation to the Board of Aldermen.

**Driver moved to approve a professional services agreement with Reserve Advisors to complete a long-range facility maintenance plan and capital cost reserve for \$7,500 to cover all facilities. Sportsman seconded; motion passed 4-0.**

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

Assistant to the City Administrator Tim Blakeslee stated that Microsoft Exchange was a calendar and email service that ran exclusively on the Microsoft Windows server product line. The City operated on Exchange 2007 and Microsoft would cease its support in April 2017, meaning that

the security flaws and other bugs would no longer be fixed by Microsoft. Implementation of Exchange 2013 offered the City more stability and functionality over what was available with the 2007 version.

Prior to 2013, a project was initiated to implement Exchange 2013 across the City's internal information technology network and the appropriate Exchange 2013 software and licenses were purchased by the City at that time. In an attempt to accommodate the switch, staff purchased used/refurbished server hardware equipment but determined that it was not capable of handling the increased requirements of Exchange 2013. In addition, due to the aging computer equipment and various email programs that were in place, staff was limited to installing the aged Exchange 2007 server.

Staff recommended purchasing a new server to facilitate completion of the implementation of the Exchange 2013 software already owned by the City. The cost of the new server equipment with a five year warranty was \$4,925.95 and staff anticipated that the new server would accommodate future software upgrades, including the Exchange 2016 release. Once the software was installed on the new server hardware, the existing server hardware would be repurposed to support the Police Department's Digital Ally VuVault software suite, which enabled law enforcement agencies quick and easy management of digital video evidence.

Due to a miscommunication between staff and the City's information technology service provider eNet, LLC, the new server was already ordered prior to approval by the Finance Committee. As a result, staff asked for retroactive approval to purchase the server to allow the Exchange 2013 upgrade to proceed. If the purchase was not approved, it would be returned minus any shipping and restocking fees.

**Driver moved approve the purchase of a new server to facilitate an upgrade to Microsoft Exchange 2013 in an amount not to exceed \$4,925.95. Sportsman seconded; motion passed 4-0.**

#### 4. NON-ACTION ITEMS

##### A. Quarterly Projects Update

City Administrator Lauren Palmer provided an update on the 2015 pending projects which were all in process and projected to be completed. She also provided an overview of the 2016 projects.

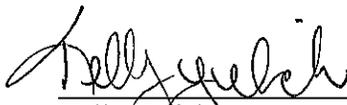
#### 5. UNFINISHED BUSINESS (postponed from prior meetings)

#### 6. OTHER BUSINESS

#### 7. ADJOURNMENT

Chair Werner declared the meeting adjourned at 9:12 a.m.

Submitted by:

  
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Kelly Yulich  
Community Development Department Assistant

March 7, 2016  
Approval Date