2016 Annual Report

Featured Items:

- Message from the City Administrator
- Form of Government/Demographics
- Critical Success Factors
- Financial Summary
- Administration and Court
- Police
- Public Works
- Community Development
VISION STATEMENT

“Parkville will offer an exceptional quality of life for residents and visitors by embracing opportunities to enhance commerce and economic activity, while preserving the community’s historic charm, attractive character, and unique natural environments.”
A Message from City Administrator Joe Parente

Dear Mayor and Board of Aldermen,

I am pleased to present the 2016 Annual Report as required per Section 112.070.F. of the Parkville Municipal Code. This report is intended to record the important events, projects, accomplishments, and statistics of Parkville over the last year. This document helps illustrate how staff time and taxpayer resources were spent in 2016.

Some of 2016’s major accomplishments include the completion of English Landing Park improvements, establishment of 9 Highway Corridor Community Improvement District, adoption of the 2016 Parks Master Plan, creation of new development codes, and receipt of a federal grant in the amount of $966,112 to fund Phase 1 and 2a of the Route 9 Corridor Study.

In July 2015 the Board of Aldermen established Basic Services, Infrastructure, Economic Development, Parks, and Finances as 2016 critical success factors. Staff used these goals along with direction from the Board throughout 2016 as guidance to implement the adopted Vision Statement.

In 2016, the City also saw the successful creation of the 2017 City Budget and 2017-2022 Capital Improvements Program, implementation of the 2016 Street Maintenance Program, expansion of the Parkville Police Community Assistance Fund, creation of new 5K and 10K course markers in the riverfront parks, and continued commercial and residential development. I encourage you to flip though the following pages to see what else Parkville accomplished over the past year.

This document reflects the third year of collecting various performance measures. A full list of 2013 through 2016 performance measures can be found at the end of the 2016 budget document that is available on the City’s website.

I am excited to start as City Administrator in 2017, and continue the efforts to improve the city government. I appreciate the tremendously hard work of our staff, past City Administrator Lauren Palmer, Interim City Administrator Kirk Davis, volunteers, and elected officials in 2016. Parkville is a small community with big ambitions. It is incredible to realize how much was accomplished this past year with a modest staff and city budget. Special thanks to Tim Blakeslee for leading the compilation of this report. I look forward to what Parkville will accomplish in 2017.

Sincerely,

Joe Parente
Form of Government

Parkville operates under a Mayor-City Administrator-Aldermen form of government. The mayor is elected at-large for a three-year term (beginning in 2016) and two board members are elected for two-year terms from each of the City’s four wards.

The Mayor and Board of Aldermen provide leadership in setting and achieving community policy, establishing the budget, and hiring the administrator/department heads. The Mayor and Board are committed to the provision of efficient and quality services essential to the quality of life citizens enjoy in Parkville.

The day-to-day operations of the City’s government are handled by a professional staff headed by the City Administrator. The City Administrator recommends the annual budget, implements policy adopted by the governing body, and supervises department head level positions.

City Demographics

The City of Parkville, Missouri is a fourth-class city, organized and existing under the laws of the State of Missouri. The City is located approximately 10 miles northwest of downtown Kansas City, Missouri in Platte County, Missouri. Platte County, Missouri is in the northwest portion of the State of Missouri.

In 1990, the City had 2,402 residents. In 2000, the City had 4,059 residents, and in 2010, the City had 5,554 residents. The 2015 estimated population for the City is 6,296 residents. The 2015 owner-occupied housing unit was approximately sixty-eight percent.

The average per capita median income from 2011-2015 was $60,917. The median household income from 2011-2015 was $117,955. Median value of owner-occupied housing units from 2011-2015 was $346,900.
FINANCES — Stable finances give us a roadmap for future priorities while guiding staff's allocation of time and resources.

2016 PRIORITIES

BASIC SERVICES — Parkville will be a role model for delivery of city services and will meet citizens on their level with customer service that consistently exceeds expectations.

INFRASTRUCTURE — Maintain existing infrastructure and construct new facilities that support safety, standards, and aesthetics, using cost efficient and best management practices while thinking strategically.

Economic Development — Parkville employs an economic development strategy that supports community and market needs, provides diverse quality development opportunities, and makes strategic use of incentives.

PARKS — Our parks are regionally recognized for diverse use and quality facilities that provide residents and visitors an outdoor destination.

What was accomplished toward this priority?
• Adopted new Development Code via Zoning Code & Subdivision Regulations Update project.
• Rewrote and adopted new Parkville Property Maintenance Code.
• The City began accepting shelter reservations by e-mail and payment by credit card over the phone.

What was accomplished toward this priority?
• The City approved the petition to create the 9 Highway Corridor Community Improvement District to fund improvements on Highway 9 from Highway 45 to Clark Avenue.
• Cleaned and televised 13,745 linear feet the sanitary sewer system through the CCTV program. 2016 focused on The Bluffs and Downtown.

What was accomplished toward this priority?
• The City assisted Parkville EDC with release, review, and recommendation of the request for proposals (RFP) for development of properties within the I-435/45 Corridor.
• Funding was set aside from the 2017 health insurance cost savings to support recommendations that arise to spur development regarding the I-435/45 Corridor ($40,852).

What was accomplished toward this priority?
• The first phase of the English Landing Park restroom renovation was completed. The improvements included Epoxy walls, Tnemec flooring, new plumbing fixtures, upgraded electrical/lighting, ADA stalls, and a new water fountain.
• Completed and adopted the 2016 Parks Master Plan Update. The plan includes an updated vision for the Riverfront Parks.

What was accomplished toward this priority?
• Adopted a 10% sewer rate increase for 2017 in response to emergency issues with the sanitary sewer system. The projected revenue will supply needed funding for critical system improvements.
• Negotiated agreement with Park University for decorative street-lighting in front of Park University.
General Fund (10): The General Fund includes most City activities including Administration, Police, Municipal Court, Community Development, Public Works, Streets, Parks, the Parkville Nature Sanctuary, Public Information, Information Technology, and Capital Outlay.

Debt Service Funds (21-24, 30): The Debt Service Funds summarize the City’s debt obligations. These separate funds are shown together in order to summarize all City debt. They are not one consolidated fund.

Sewer Fund (30): The Sewer Fund is an enterprise fund used to operate and maintain the City’s sanitary sewer system. It is funded by the revenue collected from charges on customers using the service. The sewer department’s day-to-day operations are handled by contract with Alliance Water Resources.

Emergency Reserve Fund (50): The Emergency Reserve Fund is intended to protect the City against emergency costs related to natural disasters, declared states of emergency, or other major unforeseen financial obligations.

Special Revenue Funds: These funds typically have revenues for restricted purposes and include the Transportation Fund, Fewson Fund, Nature Sanctuary Donation Fund, Parks Donation Fund, and the Economic Development Fund, among others.
2% increase in City debt capacity.
2016 Administration Accomplishments

- Completed the 2017 City Budget and 2017-2022 Capital Improvement Program.
- Received a federal grant in the amount of $966,112 to fund Phase 1 and 2a of the Route 9 corridor study.
- Completed the Downtown Entryway Beautification Project.
- Assisted Parkville EDC members in establishment of 9 Highway Corridor Community Improvement District (CID).
- Completed and adopted the 2016 Parks Master Plan. The plan sets a long-term vision and action plan for the park system.
- Adopted a records retention policy to help staff start organizing the City’s records and dispose of documents no longer required to be kept.
- Implemented the City’s new credit card payment system that provides a simplified convenience fee model for administrative transactions.
- Upgraded the City’s enrollment in the Missouri Local Government Employees Retirement System; and renewed employee health insurance benefits at a significantly lower cost than 2015.
- Produced the spring and fall 2016 newsletters supported by advertising. The newsletters were designed and produced by the Platte County Citizen at a limited monetary cost to the City.
- Completed the 2016 Building Reserve Study to plan for future capital improvements and maintenance projects for City buildings.
- The City assisted Parkville EDC with release, review, and recommendation of the request for proposals for development of properties within the 45/I-435 NIDs.
- Updated the business license code to ensure compliance and enhance penalties for non-compliance.
- Completed a homepage redesign of parkvillemo.gov to make it more user friendly.
- The City began a social media campaign with Buddy using the hashtag #BuddyParkerPKV.
2016 Municipal Court Information

Total Citations Processed 1,387
Speeding Citations 518
Unregistered Vehicles 166
Stop Sign Violations 92
Operating a vehicle without insurance 50
Parking violation 46
Shoplifting 24
DWI 19

2016 Human Resources Information

Total salary and benefit expenditures jurisdiction-wide $2,161,441
Full-time regular employees on the payroll 36
Average years of service for all full-time regular jurisdiction employees 7.7
Employee Turnover Rate 19%
Avg. Days to Fill Open Positions 51
Sick Leave Hour Utilization Rate 44%

2016 Finance Information

Non-Sewer Payments Collected by Credit Card $68,209.87
Credit Card Processing Fees Paid $2,410.30
Card Convenience Fee Collected $2,054.05
Convenience Fee Coverage of Processing Fees 85%
2016 Police Accomplishments

- Achieved 100% clearance rate of violent crimes.
- Expanded the Parkville Police Community Assistance Fund. Includes Shop with a Cop, Backpack School Supplies program, Halloween candy bags, and the Senior Luncheon at Park Village Apartments.
- Police Department Officers attended nearly 600 hours of various classroom and hands-on training. The three police sergeants received instructor level training that included the use of speed detection devices, stopsticks, TASERS, and breath instruments.
- Captain Jordan instructed the entire department on use-of-force and deescalation training with the MILO system.
- The Police Department’s website was updated.
- The department transitioned to new handguns and holsters.
- Continued to update the in-car video recording system. The new system downloads remotely to a secure wireless network.
- Bike patrol officers regularly patrolled the parks and neighborhoods and were also heavily involved during special events.
- Made adjustments to patrols as crime trends were identified and continued to maintain a visible presence in the community.
- Achieved Storm Ready designation from the National Weather Service.
- Bow Hunters took a total of 22 deer during the controlled Archery hunt. The Police Department took a total of 19 deer during the December 2016 deer management program.
- Four new officers were hired in 2016. All four have prior law enforcement experience.
- Achieved accurate and timely reporting of all crimes reported to police. Reported monthly to the Board.
- Maintained police vehicle fleet in good working order.
- Detective Hubbell presented 31 cases to the Platte County Prosecutors and assisted in the case regarding explosives that were recovered in Parkville.

<table>
<thead>
<tr>
<th>2016 Police Information</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Police Dispatch Calls for Service</td>
<td>3,158</td>
<td></td>
</tr>
<tr>
<td>Custodial Arrests Per Year</td>
<td>360</td>
<td></td>
</tr>
<tr>
<td>Vehicle Crashes in Parkville</td>
<td>144</td>
<td></td>
</tr>
<tr>
<td>Finger Print Card</td>
<td>137</td>
<td></td>
</tr>
<tr>
<td>Average Turnaround Time per Finger Print Card (hours)</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>Police Report Requests</td>
<td>148</td>
<td></td>
</tr>
<tr>
<td>Average Turnaround Time per Police Report Requests (hours)</td>
<td>0.41</td>
<td></td>
</tr>
<tr>
<td>Police Video Requests</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Average Turnaround Time per Police Video Requests (hours)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Average Mileage per Police Car</td>
<td>23,900</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Part 1 Crime Information</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Part 1 Crimes Taken</td>
<td>132</td>
<td>127</td>
</tr>
<tr>
<td>Total Part 1 Crimes Cleared</td>
<td>70</td>
<td>77</td>
</tr>
<tr>
<td>Criminal Homicide</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Robbery</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Assault</td>
<td>22</td>
<td>28</td>
</tr>
<tr>
<td>Burglary</td>
<td>10</td>
<td>16</td>
</tr>
<tr>
<td>Larceny -Theft</td>
<td>90</td>
<td>75</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Parkville Cleared Violent Crimes</td>
<td>92%</td>
<td>100%</td>
</tr>
<tr>
<td>National Average Cleared Violent Crimes</td>
<td>46%</td>
<td>Not yet Avail.</td>
</tr>
<tr>
<td>Parkville Cleared Property Crimes</td>
<td>44%</td>
<td>49%</td>
</tr>
<tr>
<td>National Average Cleared Property Crimes</td>
<td>19%</td>
<td>Not yet Avail.</td>
</tr>
</tbody>
</table>
2016 Nature Sanctuary Accomplishments

- Purchased a new tractor (pictured lower left) to replace aging donated equipment. The tractor purchase was supported by a donation from the Parkville Rotary Club.

- Joe Ryan hired as Nature Sanctuary Director.

- Worked with a number of Eagle Scouts to make improvements to the Nature Sanctuary Trails. The wet-woods bridge project is pictured to the left.

- Removed a number of hazardous trees in the Parkville Nature Sanctuary and Sullivan Nature Sanctuary.

- Hosted summer Nature Day Camp program. Educated over 50 eager campers about the wildlife and ecosystem of the Nature Sanctuary.

- Hosted the annual Ghost Stories event. Achieved record attendance of over 950.

- Hosted the annual trek with Santa event in December. Estimated attendance of 50 kids and parents.

- Hosted the Youth Volunteer Corps as part of a two week summer volunteer work program.
2016 Public Works Accomplishments

- Completed the 2016 Street Maintenance Program. See chart to the right for details.
- Performed the 2016 street ratings on City streets.
- Completed the first phase of the English Landing Park restroom renovation. The improvements included epoxy walls, Tnemec flooring, new plumbing fixtures, upgraded electrical/lighting, ADA stalls, and a new water fountain. The City received $40,000 from Platte County through an Outreach Grant for the restroom improvements in 2015.
- Approved a use/volunteer agreement with Prodigy Baseball Academy which provides free use of the baseball fields to Prodigy in return for the group to provide field maintenance and improvements.
- Began project for construction of a practice ballfield through a donation from the Friends of Parkville Parks (FOPP) and a City match.
- Applied for and received Platte County Outreach Grants to help construction of Large Dog Park perimeter trail and funding for a new 5k/10k map/course markers.
- Removed and replaced two thousand feet of old asphalt trail with a six foot wide crushed rock trail.
- Approved an ordinance to revise Development Fee Structure associated with the construction of Public Improvements.
- Applied for and received a FEMA Hazard Mitigation Grant that provides a 75% match to raise the Low Water Crossing in English Landing Park.
- Hosted the spring and fall clean-up events. Hosted the Recycling Extravaganza and partnered with Riverside to host the MARC Household Hazardous Waste Event (HHW) in Platte Landing Park.
- Applied for and received a TRIM Grant in the amount of $10,000.
- Received the Tree City USA designation – 26th Anniversary.
- New pump for the Gresham Memorial “Spirit” Fountain was installed.
- Platte Landing Park wetland area mowed 3 times to slow invasive vegetation.

### 2016 Street Maintenance Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lineal Feet of Roadway</td>
<td>210,850</td>
</tr>
<tr>
<td>Total Lineal Feet of Cul-De-Sacs</td>
<td>22,230</td>
</tr>
<tr>
<td>Pounds of crack sealing material applied</td>
<td>15,000</td>
</tr>
<tr>
<td>Feet of concrete curb and gutter replaced</td>
<td>3,072</td>
</tr>
<tr>
<td>Square yards of concrete sidewalk repaired</td>
<td>45</td>
</tr>
<tr>
<td>Feet of roadway mill &amp; overlay completed</td>
<td>8,768</td>
</tr>
<tr>
<td>Square Yards of micro-surface applied</td>
<td>7,400</td>
</tr>
<tr>
<td>Feet of pavement marking installed</td>
<td>35,000</td>
</tr>
<tr>
<td>% of street ratings below a satisfactory level</td>
<td>50.97%</td>
</tr>
</tbody>
</table>

### 2016 Clean-up and Parks Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Hazardous Waste Event Attendance</td>
<td>80</td>
</tr>
<tr>
<td>Household Hazardous Waste Facility Attendance</td>
<td>298</td>
</tr>
<tr>
<td>Recycling Extravaganza Attendance</td>
<td>67</td>
</tr>
<tr>
<td>Clean Up Attendance (Spring and Fall)</td>
<td>547</td>
</tr>
<tr>
<td>Trees Planted</td>
<td>29</td>
</tr>
<tr>
<td>Trees Removed</td>
<td>48</td>
</tr>
<tr>
<td>Number of 5K/10K Races</td>
<td>19</td>
</tr>
<tr>
<td>Funds spent on Park Tree Trimming/Removal</td>
<td>$23,525</td>
</tr>
</tbody>
</table>
2016 Public Works Accomplishments

- 77 trees pruned throughout the park system, some due to the heavy rain storm in May 2016. High pedestrian traffic areas were prioritized.
- Lowe’s Volunteers beautified Main Street and McAffee Street with various plantings.
- Silt was removed in main drainage ditch through English Landing Park to help remove standing water.
- Iowa Water Hydrants were installed in Platte Landing park to replace Murdock Water Pumps that were hard to maintain and expensive to repair.
- New aerator was purchased and installed at PAC retention area.
- Field conditioner and draining modifications were added to Grigsby Field.
- Adopted a 10% sewer rate increase for 2017 to supply needed funding for critical system improvements planned in the 2017 Capital Improvement Program.
- Emergency repairs of the concrete topping on the clarifier floor, aeration basin blower, mixer guide rail, and VFD control panel were completed to maintain functionality of the Waste Water Treatment Plant (WWTP).
- Seven manholes were installed on existing sewer lines in the downtown area to provide access for inspection, cleaning, and trenchless repairs.
- Completed Sanitary Sewer Phase 2 program to install 5,800 feet of cured-in-place pipe lining in addition to traditional pipe repairs.
- Continued annual sewer line CCTV cleaning project. Cleaned and televised approximately 9,000 feet of existing sewer mains. The City remains on approximately an 8 to 10 year cycle for all sewer mains.
- Used cured-in-place pipe (CIPP) process to line storm sewer pipes on Oakdale Place and Pineridge Circle.
- The preliminary engineering for Highway 45 pump-station retrofit was completed.
- A new storage facility was constructed on the site of the WWTP.
- Worked with Park University on a sidewalk maintenance research project.
2016 Community Development Accomplishments

- Completed and adopted new Development Codes via Zoning Code & Subdivision Regulations Update project.
- Completed and adopted new Parkville Property Maintenance Code.
- Adopted Highway 45 Corridor Plan.
- Improved City ISO rating (Building Code Effectiveness Grading Schedule) for both residential and commercial properties.
- Approved new Missouri American Water plant development plans and permit.
- Began utilizing new smartphones when conducting building and code inspections, using internet-based Missouri One-Call system (paperless), and purchased new line locating equipment.
- Began preliminary meetings with MoDOT staff for Route 9 Corridor improvements implementation.
- Scanned all building permits from 1988-1996 for easy digital review.
- Initiated the online Parkville Code Compliant System which allows residents to report code violations without needing to call or stop by City Hall.
- Updated city street addresses for coordination with the regional 911 service.
- Reviewed and approved Thousand Oaks - 16th, 19th, and 20th Plats (103 new single family homes).
- Purchased new 2017 Ford Focus department vehicle.
- Approved new QuikTrip development plans, permit, and completion of project.
- Completed 49 Joint Inspections with SPFPD.
- Implemented electronic Certificate of Occupancy forms implemented for all businesses and dwellings.
- Implemented Email inspection reports to all builders.
- Submitted application to the Urban Land Institute Kansas City for support with the 45/I-435 NIDs.

For more information contact:
City Hall 8880 Clark Ave.
Parkville, Missouri 64152
(816) 741-7676
tblakeslee@parkvillemo.gov
2016 Community Development Information

Missouri One Call Utility Locates 1,330
Avg. Turnaround Time per Missouri One Call Utility (Hours) 1
Sign Permits Approved 29
Avg. Turnaround time per non-B4 sign permit (Hours) N/A
Avg. Turnaround time per B4 sign permit (Hours) 3
Temporary Sign Permits Approved 22
Avg. Turnaround time per temporary sign permit (Hours) .5
Illegal Signs Removed 180
Total Inspections 1,716
Building Permits Issued (All Permits) 314
Occupancy Inspections 49
New Single Family Permits 63
New Townhome Units 2
Commercial Tenant Finish 7
New Commercial Units 3