



Notes: At 5:30 p.m., a work session will be held regarding the 2017 Parkville Legislative Platform and the development at I-435 and Route 45.

During the meeting, an executive session will be held to discuss attorney-client matters pursuant to RSMo 610.021(1) and real estate matters pursuant to RSMo 610.021(2).

BOARD OF ALDERMEN
Regular Meeting Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, January 17, 2017 7:00 pm
City Hall Boardroom

Next numbers: Bill No. 2914 / Ord. No. 2881

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. CITIZEN INPUT

3. CONSENT AGENDA

- A. Approve the minutes for the January 3, 2017, regular meeting
- B. Receive and file the December 2016 Municipal Court Report
- C. Receive and file the financial report for the month ending December 31, 2016
- D. Receive and file the crime statistics for January through November 2016
- E. Approve the second reading of an ordinance to amend Section 300.010 and repeal and replace Chapter 370 of the Parkville Municipal Code regarding the towing of abandoned vehicles and property from private and public property
- F. Approve a use agreement with Cathy Kline Art Gallery for use of the Parkville Train Depot
- G. Approve a three-year lease extension with the Parkville Economic Development Council for office space at City Hall
- H. Approve a work authorization with Affinis Corp for engineering services for the Lewis Street traffic study
- I. Approve accounts payable from December 30, 2016, to January 11, 2017

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 made by any alderman, followed by a second and a roll call vote to "Approve the consent agenda and recommended motions for each item as presented."

4. ACTION AGENDA

- A. Hold a public hearing and approve the second reading of an ordinance to amend various sections of Parkville Municipal Code Chapter 703 and approving a 10 percent increase to the sewer base charge, sewer use charge, and surcharge for customers of the Parkville sewer system (Administration)

- B. Receive and file the report presented by the Park University Capstone Course in Public Administration regarding a sidewalk policy (Administration)
- C. Approve the first reading of an ordinance to repeal and replace Parkville Municipal Code Title IV in its entirety; to repeal Chapter 505; and to add Chapter 152 via the Zoning Code and Subdivision Regulations Update project – Case No. PZ16-22 (Community Development)
- D. Adopt an ordinance to approve a conditional use permit for an emergency and general aviation helicopter landing facility at The Lodges at the National at the southeast corner of Birkdale Drive and Allen Way – Case No. PZ16-13; The National Golf Club of Kansas City, applicant (Community Development)
- E. Authorize staff to proceed with the design of the low water crossing in English Landing Park (Public Works)
- F. Approve Resolution No. 17-001 endorsing an application for the Platte County Parks and Recreation Outreach Grant Program to help fund a Friends of Parkville Parks shelter, a trail around the small dog park, Phase 2 of the English Landing Park Restroom Rehabilitation Project and a Parks storage facility (Public Works)

5. STAFF UPDATES ON ACTIVITIES

- A. Administration
 - 1. April 4, 2017 General Municipal Election
- B. Police Department
 - 1. Final Deer Counts
- C. Public Works
 - 1. Snow Operations

6. MAYOR, BOARD OF ALDERMEN & COMMITTEE REPORTS & MISCELLANEOUS ITEMS

7. EXECUTIVE SESSION

- A. Attorney-client matters pursuant to RSMo 610.021(1) and real estate matters pursuant to RSMo 610.021(2)

8. ADJOURN

General Agenda Notes:

The agenda closed at noon on January 12, 2017. 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 vote of the Board of Aldermen. The deadline to submit your name for Citizen Input is noon on January 17, 2017.

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:01 p.m. on Tuesday, January 3, 2017, at City Hall located at 8880 Clark Avenue, Parkville, Missouri, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Diane Driver	- present
Ward 1 Alderman Tina Welch	- present
Ward 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- absent with prior notice
Ward 3 Alderman Robert Lock	- present
Ward 3 Alderman Douglas Wylie	- 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: Interim City Administrator Kirk Davis
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director
Matthew Chapman, Finance/Human Resources Director
Tim Blakeslee, Assistant to the City Administrator
Chris Williams, City Attorney

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

2. CITIZEN INPUT

3. CONSENT AGENDA

- A. Approve the minutes for the December 20, 2016, regular meeting
- B. Approve the minutes for the December 20, 2016, work session
- C. Receive and file the November sewer report
- D. Approve the second reading of an ordinance to approve a cooperative agreement with the 9 Highway Corridor Community Improvement District
- E. Approve accounts payable from December 16 to December 29, 2016

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTIONS FOR EACH ITEM, AS PRESENTED.** ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

4. ACTION AGENDA

A. Approve the 2017 Parkville Economic Development Council investment renewal and public services agreement

Assistant to the City Administrator Tim Blakeslee stated that the Parkville Economic Development Council was initially funded by the City in 2010 and since 2014 was funded annually. In 2016 the City increased its funding to the PEDC to \$30,000 and was the same for 2017.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE 2017 INVESTMENT RENEWAL AND PUBLIC SERVICES**

AGREEMENT WITH THE PARKVILLE ECONOMIC DEVELOPMENT COUNCIL IN THE AMOUNT OF \$30,000. ALL AYES; MOTION PASSED 7-0.

B. Approve the first reading of an ordinance to amend Section 300.010 and repeal and replace Parkville Municipal Code Chapter 370 regarding the towing of abandoned vehicles and property from private and public property

Police Chief Kevin Chrisman stated that in early 2016 issues arose during Brewfest and the Police Department followed the guidelines in the state statute regarding towing from personal and private property. Since the original chapter was adopted in 1987 and was no longer valid, staff contacted peer cities and mirrored the revised chapter to follow the statute guidelines. The new guidelines held the tow services accountable.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2912, AN ORDINANCE AMENDING SECTION 300.010 AND REPEALING AND REPLACING CHAPTER 370 OF THE PARKVILLE MUNICIPAL CODE RELATED TO THE TOWING OF ABANDONED VEHICLES AND PROPERTY FROM PRIVATE AND PUBLIC PROPERTY, ON FIRST READING AND POSTPONE THE SECOND READING TO JANUARY 17, 2017. ALL AYES; MOTION PASSED 7-0.

C. Approve a change order with Westland Construction for sanitary sewer repairs at 9th and Main streets

Public Works Director Alysen Abel said that Westland Construction was working on sewer repairs in downtown Parkville. An issue was discovered when the construction inspector found a leak in the street and determined it was a sewer issue. The interim city administrator authorized an emergency repair of \$8,000. During the repairs a second issue was found 35 feet from the initial site and staff negotiated a change order in the amount of \$8,000. Staff determined that the sewer needed to be realigned because of the condition of the pipe and to move the sewer line out from under the street and into the median at 9th and Main streets. In addition, a new manhole would be installed. The estimated cost of the project was \$20,000. Abel noted that staff was unsure of how much repair would be needed in the area.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE CHANGE ORDER NO. 3 WITH WESTLAND CONSTRUCTION IN THE AMOUNT OF \$20,000 FOR THE SEWER REPAIR AT 9TH AND MAIN STREETS. ALL AYES; MOTION PASSED 7-0.

D. Adopt an ordinance to install a stop sign and “Do Not Block Intersection” sign on Julian Drive

Public Works Director Alysen Abel said that when QuikTrip was under construction staff was contacted by the Missouri Department of Transportation who recommended the addition of traffic control signs at the intersection of Julian Drive and Route 45. Staff reached out to on-call traffic engineering firm George Butler Associates who recommended two stop signs, one on northbound Julian Drive and one on the eastbound lane of the private drive from QuikTrip. In addition, they recommended installing a sign to prohibit blocking the intersection and stop bars painted on the pavement. Due to increased traffic in the area, the signs were installed before the QuikTrip opened. Abel noted that the signs were paid for by the Riss Lake Homeowner’s Association.

Alderman Sportsman questioned why the homeowners association paid for the sign when the additional traffic was because of QuikTrip. Abel responded that she would investigate to see if the homeowners’ association wanted to pursue reimbursement.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2913, AN ORDINANCE **APPROVING THE INSTALLATION OF A STOP SIGN AND “DO NOT BLOCK INTERSECTION” SIGN ON JULIAN DRIVE**, ON FIRST READING. ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2913 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2879. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

E. Approve the second reading of an ordinance to approve a conditional use permit to operate an office use of low traffic generation at 8904 NW Hwy 45 in the “R-1” Single-Family Residential District – Case PZ16-21; By the Blade, applicant

Community Development Director Stephen Lachky said that By the Blade approached staff who wanted to operate their business at 8904 NW Highway 45. Because the property was zoned residential it required a conditional use permit in order to be able to operate the business. At the December 20, 2016, meeting, the consensus of the Board of Aldermen was to add conditions prohibiting outdoor storage of equipment and materials on-site. Lachky said he spoke with the applicants before the public hearing and was assured there would not be any equipment or materials stored on-site.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2911, AN ORDINANCE **APPROVING A CONDITIONAL USE PERMIT TO OPERATE AN OFFICE USE OF LOW TRAFFIC GENERATION AT 8904 NW HIGHWAY 45 IN PARKVILLE, MISSOURI, SUBJECT TO STAFF AND BOARD OF ALDERMEN CONDITIONS**, ON SECOND READING TO BECOME ORDINANCE NO. 2880. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

5. STAFF UPDATES ON ACTIVITIES

A. Community Development

1. 2016 Code Enforcement Year-End Review

Community Development Director Stephen Lachky provided a review of code enforcement in 2016. He said the Property Maintenance Code was adopted in February. He also provided an overview of the violation process, noting the common violations included trash left out past the pickup time or placed in the street or sidewalk, outdoor storage, inoperable vehicles and temporary signs without a permit. Lachky said that in 2016 staff started placing stickers on the back of temporary signs that included the date of removal and the application number to show approval by the City.

Lachky also provided an overview of changes in 2016, noting that a new part-time code enforcement officer was hired and an online reporting form was added for residents to submit code violations to Community Development staff. The City became more proactive than reactive with code enforcement violations. He noted that since the online form was created there were 43 online submissions.

Interim City Administrator Kirk Davis welcomed Chris Williams as city attorney and noted that City Hall would be closed on January 16 for Martin Luther King, Jr. Day.

6. MAYOR, BOARD OF ALDERMEN & COMMITTEE REPORTS & MISCELLANEOUS ITEMS

7. ADJOURN

Mayor Johnston declared the meeting adjourned at 7:42 p.m.

The minutes for Tuesday, January 3, 2017, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the seventeenth day of January 2017.

Submitted by:

City Clerk Melissa McChesney

December 30, 2016

I, Toni Rizzuti, hereby swear and confirm that all cases heard, tried and disposed of in the Parkville Municipal Court for the month of December 2016, are accurate and true to the best of my knowledge and beliefs.

A handwritten signature in cursive script, reading "Toni Rizzuti", is written over a horizontal line.

Toni Rizzuti
Court Clerk

From 12/01/2016 to 12/30/2016

Post Date Citation No. Docket No.

***** TOTAL FOR REPORT *****					
Code	Payments	Refunds	Net	G/L Acct No.	
CC	94 1,128.00	0	1,128.00	83 41606-00	
SF	94 282.00	0	282.00	83 20506	
SH	95 380.00	0	380.00	83 20503	
CVC	95 675.22	0	675.22	83 20500	
LET	94 188.00	0	188.00	83 41610-00	
CVC2	94 34.78	0	34.78	83 41608-00	
FINE	90 12,248.00	0	12,248.00	83 41601-00	
POST	95 95.00	0	95.00	83 20501	
JAIL	5 229.00	0	229.00	83 41609-00	
RECOUP	3 301.50	0	301.50	83 41613-00	
TORNEY	3 215.00	0	215.00	83 41604-00	
Total:	762 15,776.50	0	15,776.50		

Cash Payments....+ \$14,049.00
 Bond Forfeited...+ \$0.00
 Bond Applied.....+ \$1,727.50
 Payment Refunded.- \$0.00
 Fees/Fines Paid..= \$15,776.50

Cash (Payments)..+ \$14,049.00
 Cash (Bonds).....+ \$1,700.00
 Total Cash Trans.= \$15,749.00

Cash Refunds.....- \$0.00
 Net Cash Trans...= \$15,749.00

Cash Refund/Cash : \$0.00
 Cash Refund/Check: \$0.00
 Cash Refund/X-AP : \$0.00
 Tl. Cash Refunds.: \$0.00

Cash Bond Posted.+ \$1,700.00
 Bond Forfeited...- \$0.00
 Bond Applied.....- \$1,727.50
 Bond Refunded.....- \$972.50
 Net Change/Bond..= \$1,000.00-

Bond Refund/Cash : \$0.00
 Bond Refund/Check: \$972.50
 Bond Refund/X-AP : \$0.00
 Tl. Bond Refunds.: \$972.50

***** TOTAL FOR G/L *****			
Total Revenue		\$15,776.50	* see above *
Cash Account	\$14,049.00		83 12100
Bond Cash Account	\$1,700.00		83 12101
Cash Refund Cash Account		\$0.00	83 12100



FINANCIAL REPORT

For the Month Ended December 31, 2016

Unaudited Financial Reports

To Be Used for

Budgetary Management Purposes

REVENUE AND EXPENDITURES BUDGETARY COMPARISON REPORT

AS OF: December 31, 2016

10 -General Fund

FINANCIAL SUMMARY

100.0% OF FISCAL YEAR COMPLETED

	2016 ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
BEGINNING FUND BALANCE	1,347,819		1,347,819			
REVENUE SUMMARY						
TAXES	1,119,687	402.31	1,144,090.28	102.2%	-24,403.28	1,097,696.60
LICENSES	56,160	1,025.00	60,506.00	107.7%	-4,346.00	59,563.00
PERMITS	263,415	19,740.51	267,732.94	101.6%	-4,317.94	256,201.26
FRANCHISE FEES	874,000	245,592.16	865,176.22	99.0%	8,823.78	828,214.98
SALES TAXES	1,039,500	118,917.91	1,075,963.75	103.5%	-36,463.75	1,034,444.98
OTHER REVENUE	35,261	3,440.00	42,361.40	120.1%	-7,100.40	35,096.00
COURT REVENUE	250,000	14,223.78	191,726.21	76.7%	58,273.79	225,128.29
INTEREST INCOME	8,000	572.48	8,047.49	100.6%	-47.49	7,623.45
MISCELLANEOUS REVENUE	25,183	100.00	90,499.10	359.4%	-65,316.10	44,657.17
GRANT REVENUE	1,500	0.00	30,915.21	-	-29,415.21	24,629.89
TRANSFERS IN	343,530	28,627.50	343,530.00	100.0%	0.00	348,251.08
TOTAL REVENUES	4,016,236	432,641.65	4,120,548.60	102.6%	-104,312.60	3,961,506.70
EXPENDITURE SUMMARY						
ADMINISTRATION	1,329,483	392,270.29	1,236,246.02	93.0%	93,236.98	789,400.68
POLICE	1,223,870	89,214.76	1,039,766.34	85.0%	184,103.66	1,036,580.59
MUNICIPAL COURT	153,471	11,232.85	137,561.73	89.6%	15,909.27	132,438.79
PUBLIC WORKS	215,687	14,580.08	172,785.47	80.1%	42,901.53	172,372.47
COMMUNITY DEVELOPMENT	316,393	19,685.67	253,046.01	80.0%	63,346.99	267,230.78
STREET DEPARTMENT	399,656	33,671.71	373,379.13	93.4%	26,276.87	356,757.07
PARKS DEPARTMENT	356,007	21,815.53	302,440.35	85.0%	53,566.65	319,766.09
NATURE SANCTUARY	39,681	1,793.58	33,030.66	83.2%	6,650.34	29,834.44
PUBLIC INFORMATION	13,810	1,149.00	11,758.95	85.1%	2,051.05	15,356.86
INFORMATION TECHNOLOGY	43,974	2,652.41	44,907.07	102.1%	-933.07	34,185.13
GENERAL FUND CAPITAL OUTLAY	351,035	81,453.00	246,566.35	70.2%	104,468.65	149,139.70
TRANSFERS OUT TO OTHER FUNDS	0	-291041.65	0.00	-	0.00	282,077.00
TOTAL EXPENDITURES	4,443,067	378,477.23	3,851,488.08	86.7%	591,578.92	3,585,139.60
EXCESS REV OVER / (UNDER) EXPENDITURES	-426,831	54,164.42	269,060.52			376,367.10
PRIOR YEAR FUND BALANCES ALLOCATED FOR 2015 GENERAL FUND USE	426,914		0.00			
ESTIMATED ENDING BALANCE	920,988		1,616,879.52			

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: DECEMBER 31ST, 2016

10 -General Fund
 FINANCIAL SUMMARY

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>REVENUE SUMMARY</u>						
TAXES	1,119,687	402.31	1,144,090.28	102.18 (24,403.28)	1,097,696.60
LICENSES	56,160	1,025.00	60,506.00	107.74 (4,346.00)	59,563.00
PERMITS	263,415	19,740.51	267,732.94	101.64 (4,317.94)	256,201.26
FRANCHISE FEES	874,000	245,592.16	865,176.22	98.99	8,823.78	828,214.98
SALES TAXES	1,039,500	118,917.91	1,075,963.75	103.51 (36,463.75)	1,034,444.98
OTHER REVENUE	35,261	3,440.00	42,361.40	120.14 (7,100.40)	35,096.00
COURT REVENUE	250,000	14,223.78	191,726.21	76.69	58,273.79	225,128.29
INTEREST INCOME	8,000	572.48	8,047.49	100.59 (47.49)	7,623.45
MISCELLANEOUS REVENUE	26,683	100.00	121,414.31	455.02 (94,731.31)	69,287.06
TRANSFERS IN	343,530	28,627.50	343,530.00	100.00	0.00	348,251.08
TOTAL REVENUES	4,016,236	432,641.65	4,120,548.60	102.60 (104,312.60)	3,961,506.70
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATION	1,329,483	392,270.29	1,236,246.02	92.99	93,236.98	789,400.68
POLICE	1,223,870	89,214.76	1,039,766.34	84.96	184,103.66	1,036,580.59
MUNICIPAL COURT	153,471	11,232.85	137,561.73	89.63	15,909.27	132,438.79
PUBLIC WORKS	215,687	14,580.08	172,785.47	80.11	42,901.53	172,372.47
COMMUNITY DEVELOPMENT	316,393	19,685.67	253,046.01	79.98	63,346.99	267,230.78
STREET DEPARTMENT	399,656	33,671.71	373,379.13	93.43	26,276.87	356,757.07
PARKS DEPARTMENT	356,007	21,815.53	302,440.35	84.95	53,566.65	319,766.09
NATURE SANCTUARY	39,681	1,793.58	33,030.66	83.24	6,650.34	29,834.44
CHANNEL 2 & WEBSITE	13,810	1,149.00	11,758.95	85.15	2,051.05	15,356.86
TRANSFERS OUT	0 (291,041.65)	0.00	0.00	0.00	282,077.00
IT	43,974	2,652.41	44,907.07	102.12 (933.07)	34,185.13
CAPITAL OUTLAY	351,035	81,453.00	246,566.35	70.24	104,468.65	149,139.70
TOTAL EXPENDITURES	4,443,067	378,477.23	3,851,488.08	86.69	591,578.92	3,585,139.60
EXCESS REVENUES OVER/(UNDER) EXPENDITURE (426,831)	54,164.42	269,060.52	(695,891.52)	376,367.10

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund
FINANCIAL SUMMARY
REVENUES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
TAXES						
10-41001-00 Real & Personal Property Tax	941,387	221.26	962,311.13	102.22 (20,924.13)	921,072.44
10-41002-00 Penalties	4,500	56.79	3,892.21	86.49	607.79	3,096.35
10-41003-00 Corp Merchants & Manufacturi	147,000	0.00	148,946.45	101.32 (1,946.45)	146,270.33
10-41004-00 Financial Institution Tax	2,000	0.00	2,954.78	147.74 (954.78)	2,065.32
10-41005-00 Vehicle Tax	24,800	124.26	25,985.71	104.78 (1,185.71)	25,192.16
TOTAL TAXES	1,119,687	402.31	1,144,090.28	102.18 (24,403.28)	1,097,696.60
LICENSES						
10-41101-00 Dog License (Tags)	1,950	0.00	2,015.00	103.33 (65.00)	1,982.50
10-41102-00 Occupational License	33,835	1,385.00	38,632.00	114.18 (4,797.00)	35,833.00
10-41102-02 Late Fees on Bus Licenses	0	0.00	17.50	0.00 (17.50)	500.00
10-41103-00 Peddler's Licenses	650	0.00	1,110.00	170.77 (460.00)	700.00
10-41104-00 Liquor Licenses	18,225	360.00	17,056.50	93.59	1,168.50	18,877.50
10-41111-00 Convenience Fees Under \$200	1,500	0.00	1,520.00	101.33 (20.00)	1,177.50
10-41112-00 Convenience Fees Over \$200	0	0.00	155.00	0.00 (155.00)	492.50
TOTAL LICENSES	56,160	1,025.00	60,506.00	107.74 (4,346.00)	59,563.00
PERMITS						
10-41201-00 Building Permits	220,000	17,845.10	207,582.22	94.36	12,417.78	212,814.20
10-41201-01 Occupancy Permit	1,500	0.00	550.00	36.67	950.00	850.00
10-41202-00 Sign Permits	0	85.00	1,830.00	0.00 (1,830.00)	890.00
10-41205-00 Development Permits	1,515	0.00	1,895.30	125.10 (380.30)	1,650.00
10-41205-01 Public Improvement Fees	30,300	1,810.41	29,239.41	96.50	1,060.59	33,603.81
10-41206-00 Rezoning Permits	0	0.00	300.00	0.00 (300.00)	900.00
10-41207-00 Subdivision Permit Fees	0	0.00	22,059.13	0.00 (22,059.13)	4,468.25
10-41208-00 BZA-Variance, Exceptio, Appe	0	0.00	0.00	0.00	0.00	300.00
10-41209-00 Conditional Use Permits	0	0.00	661.88	0.00 (661.88)	600.00
10-41209-01 Special Event Permit	0	0.00	3,420.00	0.00 (3,420.00)	50.00
10-41210-00 Grading/PW Use Permits	0	0.00	195.00	0.00 (195.00)	75.00
10-41211-00 Engineering Reviews	10,100	0.00	0.00	0.00	10,100.00	0.00
TOTAL PERMITS	263,415	19,740.51	267,732.94	101.64 (4,317.94)	256,201.26
FRANCHISE FEES						
10-41301-00 Telecom Franchise	210,000	8,856.69	190,658.48	90.79	19,341.52	196,969.12
10-41302-00 Missouri Gas Energy	128,000	0.00	91,034.11	71.12	36,965.89	111,091.74
10-41303-00 Missouri American Water	125,000	0.00	127,424.76	101.94 (2,424.76)	119,678.99
10-41304-00 KC Power & Light	330,000	234,431.07	370,422.42	112.25 (40,422.42)	319,966.54
10-41305-00 Martin Marietta Stone Royalt	15,000	2,304.40	16,008.92	106.73 (1,008.92)	14,775.44
10-41306-00 Cable/Video Service Franchis	66,000	0.00	69,627.53	105.50 (3,627.53)	65,733.15
TOTAL FRANCHISE FEES	874,000	245,592.16	865,176.22	98.99	8,823.78	828,214.98
SALES TAXES						
10-41401-00 Sales Tax-General Revenue	970,000	113,554.61	1,004,191.58	103.52 (34,191.58)	963,852.65
10-41402-00 Motor Vehicle Sales Tax	46,000	3,522.13	47,539.80	103.35 (1,539.80)	46,053.05
10-41403-00 Motor Vehicle Fee	23,500	1,841.17	24,232.37	103.12 (732.37)	24,539.28
TOTAL SALES TAXES	1,039,500	118,917.91	1,075,963.75	103.51 (36,463.75)	1,034,444.98

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund
FINANCIAL SUMMARY
REVENUES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
OTHER REVENUE						
10-41501-00 Farmers Market	1,061	0.00	1,060.90	99.99	0.10	1,030.00
10-41504-00 Park Shelter Reservations	12,000	0.00	12,707.50	105.90 (707.50)	11,535.00
10-41504-01 Sports Fields Reservations	4,500	3,440.00	14,195.00	315.44 (9,695.00)	4,610.00
10-41504-02 Park Events Reservations	15,000	0.00	11,808.00	78.72	3,192.00	15,221.00
10-41505 Reservation Refunds - Floodi	0	0.00 (110.00)	0.00	110.00	0.00
10-41505-01 Nature Sanctuary Programs	2,700	0.00	2,700.00	100.00	0.00	2,700.00
TOTAL OTHER REVENUE	35,261	3,440.00	42,361.40	120.14 (7,100.40)	35,096.00
COURT REVENUE						
10-41601-00 Fines	250,000	13,376.00	181,708.44	72.68	68,291.56	217,455.00
10-41602-00 CVC Reports	0	34.78	532.04	0.00 (532.04)	525.79
10-41602-01 Appointed Attorney Reimburse	0	215.00	3,649.00	0.00 (3,649.00)	3,119.00
10-41602-02 Boarding of Prisoners Reimbu	0	229.00	2,765.73	0.00 (2,765.73)	660.50
10-41603-00 Police Reports	0	369.00	3,071.00	0.00 (3,071.00)	3,368.00
TOTAL COURT REVENUE	250,000	14,223.78	191,726.21	76.69	58,273.79	225,128.29
INTEREST INCOME						
10-41701-00 Interest Income	8,000	572.48	8,047.49	100.59 (47.49)	7,623.45
TOTAL INTEREST INCOME	8,000	572.48	8,047.49	100.59 (47.49)	7,623.45
MISCELLANEOUS REVENUE						
10-41801-00 Miscellaneous	10,000	100.00	9,493.10	94.93	506.90	14,243.48
10-41801-03 Rebates	0	0.00	0.00	0.00	0.00	461.25
10-41801-05 Newsletter Advertising	0	0.00	0.00	0.00	0.00	2,550.00
10-41802-00 Leased Properties	5,880	0.00	64,665.00	99.74 (58,785.00)	6,315.00
10-41803-99 FEMA Flood Reparations	0	0.00	19,203.88	0.00 (19,203.88)	15,802.89
10-41804-03 Grants for English Landing	0	0.00	955.33	0.00 (955.33)	0.00
10-41804-05 Stormwater Grant	0	0.00	10,000.00	0.00 (10,000.00)	0.00
10-41804-07 Bulletproof Vest Grant	1,500	0.00	756.00	50.40	744.00	345.00
10-41804-09 Other Grants	0	0.00	0.00	0.00	0.00	8,482.00
10-41805-00 Sale of Vehicles/Equipment	8,000	0.00	10,625.00	132.81 (2,625.00)	10,750.00
10-41807-01 Insurance Claim Reimb.	0	0.00	5,716.00	0.00 (5,716.00)	8,648.44
10-41808-00 POST Monies	1,303	0.00	0.00	0.00	1,303.00	1,689.00
TOTAL MISCELLANEOUS REVENUE	26,683	100.00	121,414.31	455.02 (94,731.31)	69,287.06
TRANSFERS IN						
10-41901-00 Transfer f Transportation Fu	240,000	20,000.00	240,000.00	100.00	0.00	245,000.00
10-41903-00 Administration Fee	103,530	8,627.50	103,530.00	100.00	0.00	101,500.00
10-41905-00 Transfer from Equip Fund	0	0.00	0.00	0.00	0.00	1,751.08
TOTAL TRANSFERS IN	343,530	28,627.50	343,530.00	100.00	0.00	348,251.08
TOTAL REVENUE	4,016,236	432,641.65	4,120,548.60	102.60 (104,312.60)	3,961,506.70

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: DECEMBER 31ST, 2016

10 -General Fund

ADMINISTRATION

100.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
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PERSONNEL

10-501.01-01-00 Salaries	326,252	24,283.59	309,765.87	94.95	16,486.13	297,603.33
10-501.01-03-00 Overtime	1,500	48.86	48.86	3.26	1,451.14	0.00
10-501.01-11-00 Mayor and Aldermen	57,600	4,430.90	53,882.83	93.55	3,717.17	57,014.27
10-501.01-21-00 FICA & Medicare	26,826	1,593.60	26,767.57	99.78	58.43	25,561.45
10-501.01-22-00 Retirement	25,820	1,806.06	24,228.41	93.84	1,591.59	22,282.52
10-501.01-32-00 Exp Allowance-Bd of Alde	0	0.00	0.00	0.00	0.00	1,170.00
10-501.01-33-00 Auto Allow-City Administ	1,200	0.00	1,000.00	83.33	200.00	1,200.00
10-501.01-40-00 Membership Fees & Dues -	1,000	295.00	1,331.00	133.10	331.00	1,090.00
10-501.01-41-00 Membership Fees & Dues -	2,900	50.00	2,185.75	75.37	714.25	1,582.00
10-501.01-41-02 Professional Dev - Staff	11,000	95.00	9,267.69	84.25	1,732.31	10,393.93
10-501.01-41-03 Professional Dev - Board	5,500	0.00	1,719.60	31.27	3,780.40	2,252.65
TOTAL PERSONNEL	459,598	32,603.01	430,197.58	93.60	29,400.42	420,150.15

INSURANCE

10-501.02-01-00 Liability Insurance	68,000	0.00	80,921.70	119.00	12,921.70	33,497.88
10-501.02-01-01 Insurance Deductible	20,000	2,406.45	8,832.45	44.16	11,167.55	0.00
10-501.02-02-00 Health, Life & Dental	36,499	2,168.14	38,289.74	104.91	1,790.74	36,052.50
10-501.02-03-00 Workers Compensation	1,500	0.00	1,076.76	71.78	423.24	313.27
10-501.02-04-00 Unemployment	2,500	0.00	0.00	0.00	2,500.00	0.00
10-501.02-05-00 Property Insurance	18,000	0.00	16,198.36	89.99	1,801.64	3,111.28
TOTAL INSURANCE	146,499	4,574.59	145,319.01	99.19	1,179.99	72,974.93

UTILITIES

10-501.03-01-00 Telephone & Voicemail	6,000	557.27	5,712.88	95.21	287.12	5,455.32
10-501.03-02-00 Electricity	58,500	5,046.55	53,047.36	90.68	5,452.64	51,759.10
10-501.03-04-00 Water	6,250	231.65	5,770.95	92.34	479.05	4,925.13
10-501.03-05-00 Mobile Phones & Pagers	120	10.00	130.00	108.33	10.00	110.00
10-501.03-07-00 Train Depot Utilities	0	0.00	105.32	0.00	105.32	0.00
10-501.03-08-00 Cable	2,100	174.77	1,922.47	91.55	177.53	2,132.53
10-501.03-09-00 Trash Hauling	300	0.00	300.00	100.00	0.00	300.00
TOTAL UTILITIES	73,270	6,020.24	66,988.98	91.43	6,281.02	64,682.08

CAPITAL EXPENDITURES

10-501.04-22-00 Lease Purchase-Office Eq	1,200	0.00	837.00	69.75	363.00	824.50
TOTAL CAPITAL EXPENDITURES	1,200	0.00	837.00	69.75	363.00	824.50

OTHER PURCHASES

10-501.05-01-00 Office Supplies & Consum	5,000	7,446.18	10,992.59	219.85	5,992.59	4,631.66
10-501.05-02-00 Postage	1,350	190.93	1,746.05	129.34	396.05	1,543.95
10-501.05-04-00 Printing	700	35.00	716.98	102.43	16.98	908.46
10-501.05-05-00 Publications	250	236.00	472.00	188.80	222.00	395.00
TOTAL OTHER PURCHASES	7,300	7,908.11	13,927.62	190.79	6,627.62	7,479.07

MAINTENANCE

10-501.06-01-00 Building Maint & Repair	20,000	1,293.30	26,699.99	133.50	6,699.99	18,665.22
10-501.06-01-01 HVAC Maintenance & Repai	2,500	4,572.97	11,152.54	446.10	8,652.54	1,769.49
10-501.06-02-00 Janitorial Services/Supp	11,000	1,638.85	9,159.26	83.27	1,840.74	10,808.90

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund
ADMINISTRATION
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-501.06-11-00 Train Depot Maint	6,200	0.00	411.28	6.63	5,788.72	167.01
10-501.06-34-00 Office Equipment Mainten	2,500	286.93	4,453.54	178.14	(1,953.54)	2,325.12
TOTAL MAINTENANCE	42,200	7,792.05	51,876.61	122.93	(9,676.61)	33,735.74
CITY SERVICES						
10-501.07-01-00 Elections	2,500	54.13	2,396.73	95.87	103.27	2,054.88
10-501.07-02-00 Advertising/Public Notic	6,120	570.50	1,812.50	29.62	4,307.50	2,146.40
10-501.07-04-00 Credit Card Fees	2,000	0.00	1,470.22	73.51	529.78	0.00
10-501.07-47-00 MARC HHW Program	5,776	0.00	5,776.16	100.00	(0.16)	5,776.16
10-501.07-99-00 FOPAS - Animal Control	6,000	500.00	5,500.00	91.67	500.00	6,500.00
TOTAL CITY SERVICES	22,396	1,124.63	16,955.61	75.71	5,440.39	16,477.44
PROFESSIONAL FEES						
10-501.08-01-00 Attorney/Legal Fees	120,000	0.00	80,999.49	67.50	39,000.51	101,541.58
10-501.08-01-01 Litigation (New)	60,000	0.00	17,575.40	29.29	42,424.60	16,912.78
10-501.08-02-00 Auditor Fees	18,120	0.00	18,120.00	100.00	0.00	11,520.00
10-501.08-02-02 Professional Services	48,000	12,298.24	59,756.60	124.49	(11,756.60)	32,484.62
TOTAL PROFESSIONAL FEES	246,120	12,298.24	176,451.49	71.69	69,668.51	162,458.98
OTHER EXPENDITURES						
10-501.09-04-00 Holiday Decorations	900	0.00	804.10	89.34	95.90	1,318.28
10-501.09-11-00 Cemetery Maintenance	4,000	317.50	3,655.50	91.39	344.50	3,368.50
10-501.09-20-02 Exec Session Meeting Sup	2,000	306.89	1,776.36	88.82	223.64	1,715.37
10-501.09-20-07 Meeting Supplies	500	230.93	457.83	91.57	42.17	113.29
10-501.09-21-00 Misc-Other	6,000	1,594.10	9,476.51	157.94	(3,476.51)	4,102.35
10-501.09-21-02 Contingency	0	0.00	21.82	0.00	(21.82)	0.00
TOTAL OTHER EXPENDITURES	13,400	2,449.42	16,192.12	120.84	(2,792.12)	10,617.79
TRANSFERS-OTHER SOURCES						
10-501.20-20-00 Transfer to Emergency Re	317,500	317,500.00	317,500.00	100.00	0.00	0.00
TOTAL TRANSFERS-OTHER SOURCES	317,500	317,500.00	317,500.00	100.00	0.00	0.00
TOTAL ADMINISTRATION	1,329,483	392,270.29	1,236,246.02	92.99	93,236.98	789,400.68

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: DECEMBER 31ST, 2016

10 -General Fund

POLICE

100.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-505.01-01-00 Salaries	798,200	58,474.24	697,054.59	87.33	101,145.41	715,104.30
10-505.01-03-00 Overtime	15,000	2,481.56	17,213.92	114.76	2,213.92	15,102.91
10-505.01-21-00 FICA & Medicare	61,457	4,485.19	53,947.13	87.78	7,509.87	53,582.22
10-505.01-22-00 Retirement	53,825	3,533.90	45,017.11	83.64	8,807.89	41,795.41
10-505.01-41-00 Membership Fees & Dues	950	125.00	425.00	44.74	525.00	400.00
10-505.01-41-02 Professional Development	4,500	266.00	558.50	12.41	3,941.50	653.00
10-505.01-43-00 Tuition Reimbursement	2,000	0.00	0.00	0.00	2,000.00	577.50
TOTAL PERSONNEL	935,932	69,365.89	814,216.25	87.00	121,715.75	827,215.34
<u>INSURANCE</u>						
10-505.02-02-00 Health, Life & Dental	140,448	9,625.08	128,214.25	91.29	12,233.75	122,531.58
10-505.02-03-00 Workers Compensation	39,490	0.00	34,318.00	86.90	5,172.00	16,132.02
10-505.02-04-00 Unemployment	1,500	0.00	0.00	0.00	1,500.00	2,202.60
TOTAL INSURANCE	181,438	9,625.08	162,532.25	89.58	18,905.75	140,866.20
<u>UTILITIES</u>						
10-505.03-01-00 Telephone & Voicemail	900	25.00	563.48	62.61	336.52	1,149.16
10-505.03-05-00 Mobile Phone & Pagers	4,500	296.52	3,550.02	78.89	949.98	3,674.50
TOTAL UTILITIES	5,400	321.52	4,113.50	76.18	1,286.50	4,823.66
<u>CAPITAL EXPENDITURES</u>						
<u>OTHER PURCHASES</u>						
10-505.05-01-00 Office Supplies & Consum	2,800	257.79	1,949.29	69.62	850.71	1,707.98
10-505.05-02-00 Postage	250	11.44	129.41	51.76	120.59	189.16
10-505.05-04-00 Printing	500	0.00	401.62	80.32	98.38	156.97
10-505.05-20-00 Small Office Equipment	1,000	0.00	499.98	50.00	500.02	394.88
10-505.05-21-00 Equipment and Handtools	9,000	407.74	4,761.60	52.91	4,238.40	7,694.18
10-505.05-22-01 Terminal - Rejis	1,400	65.07	1,335.34	95.38	64.66	1,356.09
10-505.05-22-02 Terminal - Platte Co	2,300	0.00	2,014.32	87.58	285.68	2,014.32
10-505.05-31-00 Uniforms	7,000	2,803.02	4,838.99	69.13	2,161.01	5,493.37
10-505.05-99-00 Other Purchases	500	0.00	364.00	72.80	136.00	12.00
TOTAL OTHER PURCHASES	24,750	3,545.06	16,294.55	65.84	8,455.45	19,018.95
<u>MAINTENANCE</u>						
10-505.06-21-00 Vehicle Repair & Mainten	15,000	2,140.41	10,642.47	70.95	4,357.53	11,157.10
10-505.06-21-01 Equipment Repair & Maint	1,800	0.00	731.00	40.61	1,069.00	1,095.96
10-505.06-22-00 Vehicle Gas & Oil	45,000	3,185.90	21,938.25	48.75	23,061.75	25,160.20
10-505.06-32-02 Crimestar Maintenance	1,500	0.00	1,500.00	100.00	0.00	1,500.00
10-505.06-34-00 Office Equipment/Mainten	2,000	148.54	1,528.71	76.44	471.29	1,248.00
TOTAL MAINTENANCE	65,300	5,474.85	36,340.43	55.65	28,959.57	40,161.26
<u>CITY SERVICES</u>						
10-505.07-56-00 Hiring/Substance Screeni	4,000	771.00	5,104.00	127.60	1,104.00	3,455.00
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	0.00	0.00	2,000.00	0.00
10-505.07-90-00 Contractual Service Agre	2,000	0.00	360.00	18.00	1,640.00	360.00

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund

POLICE

EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-505.07-99-00 Other City Services	700	0.00	144.00	20.57	556.00	0.00
TOTAL CITY SERVICES	9,200	771.00	6,108.00	66.39	3,092.00	4,315.00
OTHER EXPENDITURES						
10-505.09-21-00 Miscellaneous	350	111.36	111.36	31.82	238.64	180.18
10-505.09-21-04 Harvester Deer Donation	1,500	0.00	50.00	3.33	1,450.00	0.00
TOTAL OTHER EXPENDITURES	1,850	111.36	161.36	8.72	1,688.64	180.18
TOTAL POLICE	1,223,870	89,214.76	1,039,766.34	84.96	184,103.66	1,036,580.59

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund
MUNICIPAL COURT
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-510.01-01-00 Salaries	50,800	4,108.39	50,857.73	100.11	(57.73)	51,172.61
10-510.01-03-00 Overtime	300	0.00	0.00	0.00	300.00	32.54
10-510.01-11-00 Judge	18,000	1,384.62	17,315.39	96.20	684.61	18,220.88
10-510.01-21-00 FICA & Medicare	5,441	419.66	5,309.02	97.57	131.98	5,285.01
10-510.01-22-00 Retirement	2,160	167.77	2,141.18	99.13	18.82	2,214.28
10-510.01-32-00 Expense Allow - Judge	540	45.00	540.00	100.00	0.00	495.00
10-510.01-41-00 Memberships, Fees & Dues	500	170.00	270.00	54.00	230.00	500.00
10-510.01-41-02 Professional Development	5,000	0.00	3,942.14	78.84	1,057.86	3,523.12
10-510.01-51-00 Prosecutor/Assistant	15,000	1,250.00	16,250.00	108.33	(1,250.00)	17,150.00
10-510.01-51-02 Public Defender	7,200	600.00	7,800.00	108.33	(600.00)	7,200.00
TOTAL PERSONNEL	104,941	8,145.44	104,425.46	99.51	515.54	105,793.44
INSURANCE						
10-510.02-02-00 Health, Life & Dental	9,660	664.09	8,689.46	89.95	970.54	9,453.60
10-510.02-03-00 Workers Compensation	4,200	0.00	3,761.34	89.56	438.66	1,887.87
TOTAL INSURANCE	13,860	664.09	12,450.80	89.83	1,409.20	11,341.47
UTILITIES						
10-510.03-05-00 Mobile Phone & Pagers	120	10.00	130.00	108.33	(10.00)	120.00
TOTAL UTILITIES	120	10.00	130.00	108.33	(10.00)	120.00
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-510.05-01-00 Office Supplies & Consum	1,800	(51.00)	370.83	20.60	1,429.17	375.93
10-510.05-02-00 Postage	500	38.73	255.90	51.18	244.10	363.97
10-510.05-04-00 Printing	4,500	0.00	2,737.72	60.84	1,762.28	1,907.36
10-510.05-05-00 Publications	350	0.00	317.50	90.71	32.50	250.00
10-510.05-06-00 Processing Fees	2,200	0.00	1,986.90	90.31	213.10	1,414.07
TOTAL OTHER PURCHASES	9,350	(12.27)	5,668.85	60.63	3,681.15	4,311.33
MAINTENANCE						
10-510.06-32-00 REJIS System	700	0.00	246.84	35.26	453.16	246.84
10-510.06-33-00 Software Support Agreeme	2,400	0.00	2,391.75	99.66	8.25	2,277.86
10-510.06-34-00 Office Equipment Mainten	800	22.84	203.89	25.49	596.11	127.42
TOTAL MAINTENANCE	3,900	22.84	2,842.48	72.88	1,057.52	2,652.12
CITY SERVICES						
10-510.07-80-00 Boarding of Prisoners	14,000	2,142.71	8,372.39	59.80	5,627.61	2,285.95
10-510.07-82-00 Bailiff	6,000	260.04	2,995.39	49.92	3,004.61	4,938.50
10-510.07-82-01 Translator	800	0.00	361.05	45.13	438.95	627.45
TOTAL CITY SERVICES	20,800	2,402.75	11,728.83	56.39	9,071.17	7,851.90
OTHER EXPENDITURES						
10-510.09-21-00 Miscellaneous	500	0.00	315.31	63.06	184.69	368.53
TOTAL OTHER EXPENDITURES	500	0.00	315.31	63.06	184.69	368.53
TOTAL MUNICIPAL COURT	153,471	11,232.85	137,561.73	89.63	15,909.27	132,438.79

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund

PUBLIC WORKS
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-515.01-01-00 Salaries	138,500	10,189.94	126,167.55	91.10	12,332.45	113,139.97
10-515.01-21-00 FICA & Medicare	9,902	718.63	9,800.84	98.98	101.16	8,594.48
10-515.01-22-00 Retirement	4,467	342.36	4,429.69	99.16	37.31	2,087.03
10-515.01-33-00 Auto Allow-Public Wks Di	3,000	250.00	3,000.00	100.00	0.00	3,000.00
10-515.01-41-00 Membership Fees & Dues	600	95.00	294.00	49.00	306.00	305.25
10-515.01-41-02 Professional Development	3,800	0.00	2,890.80	76.07	909.20	3,164.14
10-515.01-42-00 Membership Fees	0	0.00	255.00	0.00	(255.00)	0.00
10-515.01-43-00 Tuition Reimbursement	0	500.00	1,000.00	0.00	(1,000.00)	1,000.00
TOTAL PERSONNEL	160,269	12,095.93	147,837.88	92.24	12,431.12	131,290.87
<u>INSURANCE</u>						
10-515.02-02-00 Health, Life & Dental	12,948	937.78	12,959.50	100.09	(11.50)	12,425.88
10-515.02-03-00 Workers Compensation	500	0.00	448.48	89.70	51.52	129.07
10-515.02-04-00 Unemployment	1,000	0.00	0.00	0.00	1,000.00	490.88
TOTAL INSURANCE	14,448	937.78	13,407.98	92.80	1,040.02	13,045.83
<u>UTILITIES</u>						
10-515.03-05-00 Mobile Phones & Pagers	720	60.58	706.50	98.13	13.50	687.09
TOTAL UTILITIES	720	60.58	706.50	98.13	13.50	687.09
<u>CAPITAL EXPENDITURES</u>						
<u>OTHER PURCHASES</u>						
10-515.05-01-00 Office Supplies & Consum	750	0.00	642.72	85.70	107.28	798.66
10-515.05-02-00 Postage	150	4.42	125.64	83.76	24.36	97.50
10-515.05-04-00 Printing	250	0.00	36.70	14.68	213.30	563.86
10-515.05-31-00 Uniforms	250	53.99	173.99	69.60	76.01	195.86
TOTAL OTHER PURCHASES	1,400	58.41	979.05	69.93	420.95	1,655.88
<u>MAINTENANCE</u>						
10-515.06-36-00 Tornado Siren	3,350	0.00	2,808.00	83.82	542.00	3,084.00
TOTAL MAINTENANCE	3,350	0.00	2,808.00	83.82	542.00	3,084.00
<u>PROFESSIONAL FEES</u>						
10-515.08-03-00 Engineer & Planning Fees	35,000	1,297.00	6,775.73	19.36	28,224.27	21,728.92
TOTAL PROFESSIONAL FEES	35,000	1,297.00	6,775.73	19.36	28,224.27	21,728.92
<u>OTHER EXPENDITURES</u>						
10-515.09-21-00 Miscellaneous	500	130.38	270.33	54.07	229.67	879.88
TOTAL OTHER EXPENDITURES	500	130.38	270.33	54.07	229.67	879.88
TOTAL PUBLIC WORKS	215,687	14,580.08	172,785.47	80.11	42,901.53	172,372.47

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund
COMMUNITY DEVELOPMENT
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-518.01-01-00 Salaries	228,900	14,887.09	193,534.60	84.55	35,365.40	195,334.71
10-518.01-21-00 FICA & Medicare	17,893	1,138.93	14,944.39	83.52	2,948.61	14,751.67
10-518.01-22-00 Retirement	12,054	694.44	7,161.05	59.41	4,892.95	10,672.77
10-518.01-31-00 Auto Allowance - Other	2,400	200.00	2,200.00	91.67	200.00	2,300.00
10-518.01-41-00 Membership Fees & Dues	1,675	210.00	1,355.00	80.90	320.00	1,239.00
10-518.01-41-02 Professional Development	5,400	0.00	1,552.69	28.75	3,847.31	3,440.01
10-518.01-42-00 Membership, Fees & Dues	0	0.00	0.00	0.00	0.00	133.91
TOTAL PERSONNEL	268,322	17,130.46	220,747.73	82.27	47,574.27	227,872.07
INSURANCE						
10-518.02-02-00 Health, Life & Dental	25,701	1,676.11	22,285.73	86.71	3,415.27	24,180.39
10-518.02-03-00 Workers Compensation	1,000	0.00	519.73	51.97	480.27	184.21
10-518.02-04-00 Unemployment	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL INSURANCE	27,701	1,676.11	22,805.46	82.33	4,895.54	24,364.60
UTILITIES						
10-518.03-03-00 Gas	0	0.00	0.00	0.00	0.00	40.08
10-518.03-05-00 Mobile Phones & Pagers	1,600	132.04	1,497.50	93.59	102.50	1,583.16
TOTAL UTILITIES	1,600	132.04	1,497.50	93.59	102.50	1,623.24
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-518.05-01-00 Office Supplies & Consum	1,000	0.00	570.79	57.08	429.21	1,090.39
10-518.05-02-00 Postage	1,500	361.44	1,316.37	87.76	183.63	1,718.08
10-518.05-04-00 Printing	500	0.00	340.24	68.05	159.76	259.60
10-518.05-05-00 Publications	870	0.00	0.00	0.00	870.00	0.00
10-518.05-20-00 Small Office Equipment	0	0.00	8.99	0.00	(8.99)	0.00
10-518.05-21-00 Equipment & Handtools	300	0.00	155.27	51.76	144.73	153.90
10-518.05-31-00 Uniforms	500	0.00	504.23	100.85	(4.23)	237.37
TOTAL OTHER PURCHASES	4,670	361.44	2,895.89	62.01	1,774.11	3,459.34
MAINTENANCE						
10-518.06-21-00 Vehicle Repair & Mainten	750	0.00	74.08	9.88	675.92	1,261.25
10-518.06-22-00 Vehicle Gas & Oil	1,500	150.93	1,015.79	67.72	484.21	1,313.37
TOTAL MAINTENANCE	2,250	150.93	1,089.87	48.44	1,160.13	2,574.62
CITY SERVICES						
10-518.07-02-01 Public Notices	2,000	112.69	1,021.42	51.07	978.58	2,350.47
10-518.07-04-00 Code Enforcement	5,000	0.00	1,153.43	23.07	3,846.57	2,251.27
TOTAL CITY SERVICES	7,000	112.69	2,174.85	31.07	4,825.15	4,601.74
PROFESSIONAL FEES						
10-518.08-03-00 Engineering & Planning F	3,000	0.00	25.00	0.83	2,975.00	1,991.90
10-518.08-03-02 NPDES II / Arcview	1,500	0.00	1,244.55	82.97	255.45	250.00
TOTAL PROFESSIONAL FEES	4,500	0.00	1,269.55	28.21	3,230.45	2,241.90

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: DECEMBER 31ST, 2016

10 -General Fund
 COMMUNITY DEVELOPMENT
 EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>OTHER EXPENDITURES</u>						
10-518.09-20-00 Planning Com. Meeting Su	150	122.00	122.00	81.33	28.00	7.96
10-518.09-21-00 Miscellaneous	200	0.00	443.16	221.58	(243.16)	485.31
TOTAL OTHER EXPENDITURES	350	122.00	565.16	161.47	(215.16)	493.27
TOTAL COMMUNITY DEVELOPMENT	316,393	19,685.67	253,046.01	79.98	63,346.99	267,230.78

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund
STREET DEPARTMENT
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-520.01-01-00 Salaries	237,130	18,049.28	227,677.06	96.01	9,452.94	227,256.19
10-520.01-03-00 Overtime	15,000	0.00	6,205.47	41.37	8,794.53	8,265.78
10-520.01-21-00 FICA & Medicare	18,285	1,282.73	17,418.37	95.26	866.63	16,983.43
10-520.01-22-00 Retirement	14,102	914.26	13,160.56	93.32	941.44	12,422.91
10-520.01-41-02 Professional Development	500	0.00	160.00	32.00	340.00	104.25
TOTAL PERSONNEL	285,017	20,246.27	264,621.46	92.84	20,395.54	265,032.56
INSURANCE						
10-520.02-02-00 Health, Life & Dental	46,929	3,050.07	47,918.54	102.11	(989.54)	48,702.80
10-520.02-03-00 Workers Compensation	25,000	0.00	20,333.42	81.33	4,666.58	10,147.64
10-520.02-04-00 Unemployment	1,500	0.00	0.00	0.00	1,500.00	138.21
TOTAL INSURANCE	73,429	3,050.07	68,251.96	92.95	5,177.04	58,988.65
UTILITIES						
10-520.03-01-00 Telephone & Voicemail	1,400	120.62	1,460.24	104.30	(60.24)	1,386.82
10-520.03-02-00 Electricity	3,800	220.38	2,847.45	74.93	952.55	2,916.22
10-520.03-03-00 Gas	2,200	219.13	1,156.12	52.55	1,043.88	1,425.77
10-520.03-04-00 Water	4,200	358.49	3,479.19	82.84	720.81	3,862.78
10-520.03-05-00 Mobile Phones & Pagers	2,800	189.50	2,126.69	75.95	673.31	2,405.06
10-520.03-09-00 Trash Hauling	660	335.00	1,085.00	164.39	(425.00)	330.00
TOTAL UTILITIES	15,060	1,443.12	12,154.69	80.71	2,905.31	12,326.65
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-520.05-01-00 Office Supplies & Consum	800	0.00	519.96	65.00	280.04	622.92
10-520.05-20-00 Small Office Equipment	500	149.99	166.98	33.40	333.02	327.46
10-520.05-21-00 Handtools	6,000	882.68	4,960.51	82.68	1,039.49	5,225.27
10-520.05-31-00 Uniforms	2,600	1,314.14	2,934.90	112.88	(334.90)	2,822.10
TOTAL OTHER PURCHASES	9,900	2,346.81	8,582.35	86.69	1,317.65	8,997.75
MAINTENANCE						
10-520.06-01-00 Building Maint & Repair	0	0.00	110.14	0.00	(110.14)	0.00
10-520.06-22-00 Vehicle Gas & Oil	0	0.00	78.20	0.00	(78.20)	0.00
TOTAL MAINTENANCE	0	0.00	188.34	0.00	(188.34)	0.00
CITY SERVICES						
10-520.07-33-00 Street Repair Materials	0	0.00	0.00	0.00	0.00	1,221.73
10-520.07-41-00 Street Lights-Electricit	0	0.00	19.56	0.00	(19.56)	0.00
10-520.07-43-00 Spring/Fall Cleanup	13,500	0.00	11,192.97	82.91	2,307.03	6,731.80
10-520.07-43-01 Recycling Extravaganza	0	0.00	0.00	0.00	0.00	1,916.40
10-520.07-43-02 HHW Collection Event	400	6,547.84	7,105.61	776.40	(6,705.61)	0.00
10-520.07-51-00 Mosquito & Weed Control	2,000	0.00	1,188.59	59.43	811.41	1,180.78
10-520.07-55-00 Animal Control	100	0.00	0.00	0.00	100.00	0.00
TOTAL CITY SERVICES	16,000	6,547.84	19,506.73	121.92	(3,506.73)	11,050.71

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund
STREET DEPARTMENT
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<hr/>						
PROFESSIONAL FEES						
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OTHER EXPENDITURES						
10-520.09-21-00 Miscellaneous	250	37.60	73.60	29.44	176.40	360.75
TOTAL OTHER EXPENDITURES	250	37.60	73.60	29.44	176.40	360.75
TOTAL STREET DEPARTMENT	399,656	33,671.71	373,379.13	93.43	26,276.87	356,757.07

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund
PARKS DEPARTMENT
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-525.01-01-00 Salaries	106,300	8,156.10	98,670.62	92.82	7,629.38	119,544.72
10-525.01-03-00 Overtime	6,000	0.00	3,488.27	58.14	2,511.73	3,703.68
10-525.01-05-00 Seasonal Landscape Maint	54,080	572.00	36,777.00	68.00	17,303.00	27,602.86
10-525.01-21-00 FICA & Medicare	11,442	638.47	10,643.91	93.02	798.09	10,753.88
10-525.01-22-00 Retirement	5,020	340.26	4,920.99	98.03	99.01	5,759.05
10-525.01-41-00 Membership Fees & Dues	100	0.00	0.00	0.00	100.00	0.00
10-525.01-41-02 Professional Development	500	0.00	100.00	20.00	400.00	25.56
TOTAL PERSONNEL	183,442	9,706.83	154,600.79	84.28	28,841.21	167,389.75
INSURANCE						
10-525.02-02-00 Health, Life & Dental	22,440	1,497.99	20,343.63	90.66	2,096.37	22,620.95
10-525.02-03-00 Workers Compensation	7,000	0.00	6,694.41	95.63	305.59	2,701.50
10-525.02-04-00 Unemployment	500	0.00	2,985.82	597.16	(2,485.82)	0.00
TOTAL INSURANCE	29,940	1,497.99	30,023.86	100.28	(83.86)	25,322.45
UTILITIES						
10-525.03-01-00 Telephone & Voicemail	1,900	141.22	1,425.30	75.02	474.70	1,979.84
10-525.03-02-00 Electricity	18,000	1,459.00	17,515.37	97.31	484.63	16,390.95
10-525.03-03-00 Gas	1,500	133.54	859.11	57.27	640.89	952.57
10-525.03-04-00 Water	9,000	410.87	6,638.49	73.76	2,361.51	6,206.66
10-525.03-05-00 Mobile Phones & Pagers	1,300	61.74	925.48	71.19	374.52	989.88
10-525.03-09-00 Trash Hauling	1,500	165.00	1,065.00	71.00	435.00	670.00
TOTAL UTILITIES	33,200	2,371.37	28,428.75	85.63	4,771.25	27,189.90
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-525.05-01-00 Office Supplies & Consum	500	121.38	188.45	37.69	311.55	567.18
10-525.05-02-00 Postage	75	0.15	2.55	3.40	72.45	1.61
10-525.05-04-00 Printing	400	0.00	91.40	22.85	308.60	437.29
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	400	0.00	0.00	0.00	400.00	0.00
10-525.05-21-00 Equipment & Handtools	6,500	2,434.67	6,517.07	100.26	(17.07)	5,916.74
10-525.05-31-00 Uniforms	2,000	898.25	1,882.55	94.13	117.45	1,859.35
10-525.05-41-01 Restroom Supplies	2,700	0.00	2,727.17	101.01	(27.17)	2,428.60
10-525.05-41-02 Trash Bags	4,300	0.00	4,287.94	99.72	12.06	4,707.11
10-525.05-41-03 Park Enhancements	5,000	0.00	5,065.18	101.30	(65.18)	6,743.34
10-525.05-42-00 Grass Seed & Fertilizer	2,800	982.00	2,464.98	88.04	335.02	2,249.07
10-525.05-99-00 Other Purchases	500	0.00	204.20	40.84	295.80	376.59
TOTAL OTHER PURCHASES	25,275	4,436.45	23,431.49	92.71	1,843.51	25,287.08
MAINTENANCE						
10-525.06-01-00 Buildings Maint & Repair	4,000	1,242.82	6,405.58	160.14	(2,405.58)	9,502.89
10-525.06-03-00 Restrooms	4,900	184.55	1,604.34	32.74	3,295.66	1,587.49
10-525.06-05-01 Stage Maintenance	150	0.00	97.42	64.95	52.58	0.00
10-525.06-05-02 Ballfield Maintenance	4,000	150.00	2,995.37	74.88	1,004.63	5,868.35
10-525.06-05-03 Trail Maintenance	3,600	0.00	456.08	12.67	3,143.92	1,153.08

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: DECEMBER 31ST, 2016

10 -General Fund
 PARKS DEPARTMENT
 EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
10-525.06-12-00 Playground Equipment Rep	2,000	0.00	2,274.61	113.73 (274.61)	433.30
10-525.06-13-00 Spirit Fountain	2,500	0.00	3,508.19	140.33 (1,008.19)	4,124.03
10-525.06-21-00 Vehicle Repair & Mainten	6,500	108.37	4,006.98	61.65	2,493.02	5,147.51
10-525.06-21-01 Equipment Repair & Maint	3,500	0.00	4,480.07	128.00 (980.07)	4,592.38
10-525.06-21-02 Tractor Mowing Equipment	6,500	224.99	4,641.40	71.41	1,858.60	6,241.70
10-525.06-22-00 Vehicle Gas & Oil	7,500	395.49	2,643.75	35.25	4,856.25	4,162.34
10-525.06-22-01 Equipment Gas & Oil	5,000	98.12	2,802.50	56.05	2,197.50	4,941.65
TOTAL MAINTENANCE	50,150	2,404.34	35,916.29	71.62	14,233.71	47,754.72
CITY SERVICES						
10-525.07-20-00 Rental of Portable Toile	4,000	680.00	5,225.00	130.63 (1,225.00)	2,195.00
10-525.07-51-00 Mosquito & Weed Control	6,000	0.00	7,730.20	128.84 (1,730.20)	6,132.30
10-525.07-51-01 Landscaping	5,000	0.00	2,639.47	52.79	2,360.53	1,093.20
10-525.07-52-00 Tree Trimming & Removal	12,000	0.00	7,425.50	61.88	4,574.50	9,907.88
10-525.07-53-00 Tree Planting	5,000	0.00	4,948.50	98.97	51.50	5,870.36
10-525.07-60-00 Rental Equipment	1,000	690.55	1,298.55	129.86 (298.55)	866.00
TOTAL CITY SERVICES	33,000	1,370.55	29,267.22	88.69	3,732.78	26,064.74
OTHER EXPENDITURES						
10-525.09-21-00 Miscellaneous	1,000	28.00	771.95	77.20	228.05	757.45
TOTAL OTHER EXPENDITURES	1,000	28.00	771.95	77.20	228.05	757.45
TOTAL PARKS DEPARTMENT	356,007	21,815.53	302,440.35	84.95	53,566.65	319,766.09

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10-General Fund
NATURE SANCTUARY
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
10-535.01-01-00 Salaries	25,064	1,206.75	19,164.32	76.46	5,899.68	18,966.96
10-535.01-03-00 Overtime Pay	0	0.00	230.55	0.00	(230.55)	247.50
10-535.01-21-00 FICA & Medicare	1,917	92.32	1,495.74	78.03	421.26	1,493.27
10-535.01-31-00 Expense Allowance-Other	200	0.00	0.00	0.00	200.00	0.00
TOTAL PERSONNEL	27,181	1,299.07	20,890.61	76.86	6,290.39	20,707.73
UTILITIES						
10-535.03-02-00 Electricity	600	20.33	218.19	36.37	381.81	57.64
TOTAL UTILITIES	600	20.33	218.19	36.37	381.81	57.64
CAPITAL EXPENDITURES						
OTHER PURCHASES						
10-535.05-01-00 Office Supplies & Consum	100	0.00	90.06	90.06	9.94	119.49
10-535.05-02-00 Postage	50	13.28	36.70	73.40	13.30	5.19
10-535.05-04-00 Printing	500	14.75	103.40	20.68	396.60	0.00
10-535.05-21-00 Equipment & Handtools	400	50.51	145.78	36.45	254.22	253.20
10-535.05-41-00 Materials	1,000	0.00	1,305.83	130.58	(305.83)	91.46
10-535.05-42-00 Program Expenses	2,700	206.77	3,102.44	114.91	(402.44)	3,548.37
TOTAL OTHER PURCHASES	4,750	285.31	4,784.21	100.72	(34.21)	4,017.71
MAINTENANCE						
10-535.06-01-00 Building Maintenance & R	950	130.00	1,080.00	113.68	(130.00)	885.17
10-535.06-05-03 Trail Maintenance	3,500	0.00	4,733.80	135.25	(1,233.80)	2,979.44
10-535.06-21-00 Vehicle Repair & Mainten	1,500	0.00	760.77	50.72	739.23	412.38
10-535.06-21-01 Equipment Repair & Maint	150	0.00	79.99	53.33	70.01	71.56
10-535.06-22-00 Vehicle Gas & Oil	400	0.00	208.84	52.21	191.16	275.66
TOTAL MAINTENANCE	6,500	130.00	6,863.40	105.59	(363.40)	4,624.21
CITY SERVICES						
10-535.07-51-00 Mosquito & Weed Control	150	0.00	96.56	64.37	53.44	37.90
TOTAL CITY SERVICES	150	0.00	96.56	64.37	53.44	37.90
OTHER EXPENDITURES						
10-535.09-21-00 Miscellaneous	500	58.87	177.69	35.54	322.31	389.25
TOTAL OTHER EXPENDITURES	500	58.87	177.69	35.54	322.31	389.25
TOTAL NATURE SANCTUARY	39,681	1,793.58	33,030.66	83.24	6,650.34	29,834.44

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund
CHANNEL 2 & WEBSITE
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-540.01-52-00 Technical Consultant/Int	10,200	850.00	9,500.00	93.14	700.00	10,200.00
10-540.01-53-00 Production Assistant/Int	2,100	200.00	1,500.00	71.43	600.00	1,850.00
TOTAL PERSONNEL	12,300	1,050.00	11,000.00	89.43	1,300.00	12,050.00
<u>CAPITAL EXPENDITURES</u>						
10-540.04-21-00 Office Equipment	200	0.00	0.00	0.00	200.00	0.00
TOTAL CAPITAL EXPENDITURES	200	0.00	0.00	0.00	200.00	0.00
<u>OTHER PURCHASES</u>						
10-540.05-03-00 Computer Equip/Access/Pr	500	0.00	0.00	0.00	500.00	139.98
TOTAL OTHER PURCHASES	500	0.00	0.00	0.00	500.00	139.98
<u>MAINTENANCE</u>						
10-540.06-31-00 Computer Maintenance	560	0.00	59.95	10.71	500.05	558.95
TOTAL MAINTENANCE	560	0.00	59.95	10.71	500.05	558.95
<u>OTHER EXPENDITURES</u>						
10-540.09-05-00 Newsletter/Website	0	0.00	600.00	0.00	(600.00)	2,507.98
10-540.09-05-01 Website Maintenance	250	99.00	99.00	39.60	151.00	99.95
TOTAL OTHER EXPENDITURES	250	99.00	699.00	279.60	(449.00)	2,607.93
TOTAL CHANNEL 2 & WEBSITE	13,810	1,149.00	11,758.95	85.15	2,051.05	15,356.86

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund

TRANSFERS OUT

100.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>TRANSFERS-OTHER SOURCES</u>						
10-550.20-04-00 Transfer to Reserve Fund	0	(291,041.65)	0.00	0.00	0.00	60,000.00
10-550.20-21-00 Transfer to Debt Service	0	0.00	0.00	0.00	0.00	217,500.00
10-550.20-95-00 Transfer to Projects Fun	0	0.00	0.00	0.00	0.00	4,577.00
TOTAL TRANSFERS-OTHER SOURCES	0	(291,041.65)	0.00	0.00	0.00	282,077.00
TOTAL TRANSFERS OUT	0	(291,041.65)	0.00	0.00	0.00	282,077.00

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: DECEMBER 31ST, 2016

10 -General Fund

IT

100.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>PERSONNEL</u>						
10-555.01-52-00 Information Technology S	21,000	2,082.50	21,158.64	100.76 (158.64)	9,156.99
TOTAL PERSONNEL	21,000	2,082.50	21,158.64	100.76 (158.64)	9,156.99
<u>INSURANCE</u>						
10-555.02-01-00 Equipment	5,500	0.00	3,121.61	56.76	2,378.39	6,212.48
10-555.02-02-00 Software	14,960	529.91	17,598.90	117.64 (2,638.90)	16,227.55
10-555.02-04-00 Domain Registrations	390	40.00	903.92	231.77 (513.92)	464.11
TOTAL INSURANCE	20,850	569.91	21,624.43	103.71 (774.43)	22,904.14
<u>MAINTENANCE</u>						
10-555.06-01-00 Maintenance & Repair	2,124	0.00	2,124.00	100.00	0.00	2,124.00
TOTAL MAINTENANCE	2,124	0.00	2,124.00	100.00	0.00	2,124.00
TOTAL IT	43,974	2,652.41	44,907.07	102.12 (933.07)	34,185.13

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

10 -General Fund

CAPITAL OUTLAY

100.00% OF FISCAL YEAR COMPLETED

EXPENDITURES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>CAPITAL OUTLAY</u>						
10-560.50-10-00 Administration Capital O	0	0.00	6,698.77	0.00	(6,698.77)	0.00
10-560.50-50-00 Police Capital Outlay	42,535	794.00	42,031.20	98.82	503.80	34,423.42
TOTAL CAPITAL OUTLAY	42,535	794.00	48,729.97	114.56	(6,194.97)	34,423.42
<u>CAPITAL OUTLAY</u>						
10-560.51-50-00 Public Works Capital Out	0	0.00	29,219.99	0.00	(29,219.99)	89,751.98
10-560.51-80-00 Com Development Capital	109,000	80,659.00	98,240.67	90.13	10,759.33	24,964.30
TOTAL CAPITAL OUTLAY	109,000	80,659.00	127,460.66	116.94	(18,460.66)	114,716.28
<u>CAPITAL OUTLAY</u>						
10-560.52-50-00 Parks Capital Outlay	194,500	0.00	65,450.77	33.65	129,049.23	0.00
TOTAL CAPITAL OUTLAY	194,500	0.00	65,450.77	33.65	129,049.23	0.00
<u>CAPITAL OUTLAY</u>						
10-560.55-50-00 IT Capital Outlay	5,000	0.00	4,924.95	98.50	75.05	0.00
TOTAL CAPITAL OUTLAY	5,000	0.00	4,924.95	98.50	75.05	0.00
TOTAL CAPITAL OUTLAY	351,035	81,453.00	246,566.35	70.24	104,468.65	149,139.70
TOTAL EXPENDITURES	4,443,067	378,477.23	3,851,488.08	86.69	591,578.92	3,585,139.60
=====	=====	=====	=====	=====	=====	=====
EXCESS REVENUES OVER/(UNDER) EXPENDITURE (426,831)	54,164.42	269,060.52		0.00	376,367.10

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: DECEMBER 31ST, 2016

30 -Sewer Service Fund
 FINANCIAL SUMMARY

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>REVENUE SUMMARY</u>						
OTHER REVENUE	1,089,620	61,940.36	1,052,074.47	96.55	37,545.53	1,100,703.79
INTEREST INCOME	4,800	343.34	4,499.80	93.75	300.20	4,956.19
MISCELLANEOUS REVENUE	200	0.00	10.00	5.00	190.00	716.36
TRANSFERS IN	<u>185,515</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>185,515.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>1,280,135</u>	<u>62,283.70</u>	<u>1,056,584.27</u>	<u>82.54</u>	<u>223,550.73</u>	<u>1,106,376.34</u>
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATIVE	<u>1,543,641</u>	<u>115,702.67</u>	<u>1,389,917.57</u>	<u>90.04</u>	<u>153,723.43</u>	<u>1,647,401.83</u>
TOTAL EXPENDITURES	<u>1,543,641</u>	<u>115,702.67</u>	<u>1,389,917.57</u>	<u>90.04</u>	<u>153,723.43</u>	<u>1,647,401.83</u>
EXCESS REVENUES OVER/(UNDER) EXPENDITURE	(263,506)	(53,418.97)	(333,333.30)		69,827.30	(541,025.49)

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

30 -Sewer Service Fund

FINANCIAL SUMMARY

100.00% OF FISCAL YEAR COMPLETED

REVENUES

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>OTHER REVENUE</u>						
30-41501-00 Sewer Charges	1,014,750	8,030.97	94,032.10	9.27	920,717.90	76,134.67
30-41501-01 Sewer Charges - Data Tech	0	47,293.08	887,691.06	0.00	887,691.06	944,549.12
30-41502-00 Sewer Tap Fees	36,000	3,000.00	33,000.00	91.67	3,000.00	39,000.00
30-41502-01 Sewer Impact Fees	33,600	2,800.00	32,300.00	96.13	1,300.00	36,400.00
30-41503-00 Mo Am Bill Collection pymt	650	431.31	431.31	66.36	218.69	0.00
30-41504-00 Grinder Pump Admin Fee	4,620	385.00	4,620.00	100.00	0.00	4,620.00
TOTAL OTHER REVENUE	1,089,620	61,940.36	1,052,074.47	96.55	37,545.53	1,100,703.79
<u>INTEREST INCOME</u>						
30-41701-00 Interest Income	4,800	343.34	4,499.80	93.75	300.20	4,956.19
TOTAL INTEREST INCOME	4,800	343.34	4,499.80	93.75	300.20	4,956.19
<u>MISCELLANEOUS REVENUE</u>						
30-41804-00 Miscellaneous Revenue	200	0.00	10.00	5.00	190.00	0.00
30-41805-00 Water Service Fees	0	0.00	0.00	0.00	0.00	716.36
TOTAL MISCELLANEOUS REVENUE	200	0.00	10.00	5.00	190.00	716.36
<u>TRANSFERS IN</u>						
30-41901-00 Transfer from Sewer Fund	185,515	0.00	0.00	0.00	185,515.00	0.00
TOTAL TRANSFERS IN	185,515	0.00	0.00	0.00	185,515.00	0.00
TOTAL REVENUE	1,280,135	62,283.70	1,056,584.27	82.54	223,550.73	1,106,376.34

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

30 -Sewer Service Fund
ADMINISTRATIVE
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
PERSONNEL						
30-501.01-01-00 Salaries	13,824	1,541.92	16,789.28	121.45 (2,965.28)	11,691.17
30-501.01-21-00 FICA & Medicare	1,058	117.63	1,346.58	127.28 (288.58)	838.86
30-501.01-22-00 Retirement	816	0.00	0.00	0.00	816.00	0.00
30-501.01-41-00 Training & Dues	0	0.00	0.00	0.00	0.00	1,416.10
TOTAL PERSONNEL	15,698	1,659.55	18,135.86	115.53 (2,437.86)	13,946.13
INSURANCE						
30-501.02-01-00 Hazard & Liability	2,850	0.00	6,032.91	211.68 (3,182.91)	2,689.32
30-501.02-02-00 Health	2,955	259.29	3,202.61	108.38 (247.61)	1,622.37
30-501.02-03-00 Workers Comp	500	0.00	47.45	9.49-	547.45	0.00
30-501.02-04-00 Unemployment Fund	500	0.00	0.00	0.00	500.00	0.00
TOTAL INSURANCE	6,805	259.29	9,188.07	135.02 (2,383.07)	4,311.69
UTILITIES						
30-501.03-01-00 Telephone & Voicemail	1,600	122.95	1,403.90	87.74	196.10	2,278.32
30-501.03-02-00 Electricity	46,000	7,258.08	39,884.49	86.71	6,115.51	37,782.69
30-501.03-04-00 Water	3,500	183.55	2,664.98	76.14	835.02	1,606.36
30-501.03-06-00 Wi-Fi	480	79.98	589.31	122.77 (109.31)	479.88
30-501.03-09-00 Trash Hauling	600	56.99	353.99	59.00	246.01	391.52
TOTAL UTILITIES	52,180	7,701.55	44,896.67	86.04	7,283.33	42,538.77
CAPITAL EXPENDITURES						
30-501.04-31-00 Equipment & Machinery	10,000	0.00	375.00	3.75	9,625.00	6,615.00
30-501.04-51-00 Facility Improvements	147,000	3,873.40	134,049.46	91.19	12,950.54	407.09
30-501.04-61-00 Pump Station Improvement	34,000	0.00	8,951.50	26.33	25,048.50	185,637.37
TOTAL CAPITAL EXPENDITURES	191,000	3,873.40	143,375.96	75.07	47,624.04	192,659.46
OTHER PURCHASES						
30-501.05-01-00 Office Supplies	150	0.00	258.15	172.10 (108.15)	257.13
30-501.05-02-00 Postage	7,000	906.89	5,018.56	71.69	1,981.44	5,804.98
30-501.05-04-00 Printing	1,300	758.19	758.19	58.32	541.81	826.32
30-501.05-06-00 Delinquencies	2,000	228.00	2,980.34	149.02 (980.34)	1,054.50
TOTAL OTHER PURCHASES	10,450	1,893.08	9,015.24	86.27	1,434.76	7,942.93
MAINTENANCE						
30-501.06-01-00 Building Main & Repair	12,000	4,689.22	60,209.69	501.75 (48,209.69)	6,863.14
30-501.06-12-00 Pump Stations Maintenanc	20,000	9,389.60	33,155.51	165.78 (13,155.51)	12,991.84
30-501.06-21-00 Vehicle Repair & Mainten	500	0.00	1,433.65	286.73 (933.65)	40.74
30-501.06-21-02 Tractor/Lawn Mowing Equi	1,000	0.00	318.85	31.89	681.15	484.32
30-501.06-22-00 Vehicle Gas & Oil	3,000	145.23	780.42	26.01	2,219.58	801.95
30-501.06-22-01 Equipment Gas & Oil	1,500	0.00	39.98	2.67	1,460.02	867.61
30-501.06-33-00 Software Support Agreeeme	2,000	2,402.29	4,342.29	217.11 (2,342.29)	1,909.50
30-501.06-42-00 Line Maintenance	543,500	14,550.00	420,303.96	77.33	123,196.04	197,853.81
30-501.06-99-00 Other Maintenance	0	0.00	0.00	0.00	0.00	68,575.00
TOTAL MAINTENANCE	583,500	31,176.34	520,584.35	89.22	62,915.65	290,387.91

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

30 -Sewer Service Fund
ADMINISTRATIVE
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
CITY SERVICES						
30-501.07-34-00 Line Repairs	20,000	1,741.00	17,796.02	88.98	2,203.98	24,708.24
30-501.07-42-00 One Call Utility Locatin	2,000	0.00	1,050.75	52.54	949.25	3,179.70
30-501.07-82-00 KC Water Depart	26,000	6,658.89	19,646.74	75.56	6,353.26	53,303.80
30-501.07-83-00 Platte Co Regional Sewer	16,000	0.00	3,961.43	24.76	12,038.57	3,961.43
30-501.07-91-00 Odor Control	22,000	9,148.72	20,065.13	91.21	1,934.87	18,850.66
TOTAL CITY SERVICES	86,000	17,548.61	62,520.07	72.70	23,479.93	104,003.83
PROFESSIONAL FEES						
30-501.08-01-00 Attorney Fees	2,500	0.00	2,100.00	84.00	400.00	0.00
30-501.08-03-00 Engineering Fees	10,000	3,675.00	13,823.83	138.24	(3,823.83)	9,900.00
30-501.08-04-00 Management Contract	290,483	24,206.92	290,483.04	100.00	(0.04)	282,245.04
30-501.08-05-00 Sewer Deposit refunds	0	0.00	91.60	0.00	(91.60)	0.00
30-501.08-06-00 Administration Fee	103,530	8,627.50	103,530.00	100.00	0.00	101,500.00
30-501.08-07-00 Credit Card Fees	2,000	331.10	3,976.30	198.82	(1,976.30)	2,732.00
30-501.08-08-00 Sewer Billing Refunds	0	0.00	1,241.78	0.00	(1,241.78)	321.30
TOTAL PROFESSIONAL FEES	408,513	36,840.52	415,246.55	101.65	(6,733.55)	396,698.34
OTHER EXPENDITURES						
30-501.09-21-00 Miscellaneous	2,000	5.00	2,645.98	132.30	(645.98)	850.60
30-501.09-21-01 Depreciation/Amortizatio	0	0.00	0.00	0.00	0.00	234,400.02
30-501.09-22-00 DNR Fees	2,000	0.00	1,789.04	89.45	210.96	1,792.28
TOTAL OTHER EXPENDITURES	4,000	5.00	4,435.02	110.88	(435.02)	237,042.90
BOND/LEASE PAYMENTS						
SYSTEM RENEWAL PROJECT						
30-501.12-11-00 SRF Principal-Transfer t	150,000	12,500.00	137,500.00	91.67	12,500.00	157,083.29
30-501.12-11-01 SRF Interest-Transfer to	26,975	2,245.33	24,698.87	91.56	2,276.13	32,552.24
30-501.12-11-02 SRF Admin Fee-Transfer t	8,520	0.00	320.91	3.77	8,199.09	17,171.01
TOTAL SYSTEM RENEWAL PROJECT	185,495	14,745.33	162,519.78	87.61	22,975.22	206,806.54
TRANSFERS-OTHER SOURCES						
30-501.20-02-02 Trans to Debt Serv (for	0	0.00	0.00	0.00	0.00	151,063.33
TOTAL TRANSFERS-OTHER SOURCES	0	0.00	0.00	0.00	0.00	151,063.33
TOTAL ADMINISTRATIVE	1,543,641	115,702.67	1,389,917.57	90.04	153,723.43	1,647,401.83
TOTAL EXPENDITURES	1,543,641	115,702.67	1,389,917.57	90.04	153,723.43	1,647,401.83
EXCESS REVENUES OVER/(UNDER) EXPENDITURE(
	263,506)	(53,418.97)	(333,333.30)		0.00	(541,025.49)

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

40 -Transportation Fund
FINANCIAL SUMMARY

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>REVENUE SUMMARY</u>						
TAXES	132,000	0.00	134,674.95	102.03 (2,674.95)	128,588.17
SALES TAXES	790,000	65,570.99	860,339.75	108.90 (70,339.75)	797,654.35
OTHER REVENUE	5,325	0.00	11,524.90	216.43 (6,199.90)	2,299.60
MISCELLANEOUS REVENUE	7,500	0.00	5,880.00	78.40	1,620.00	11,075.00
TOTAL REVENUES	934,825	65,570.99	1,012,419.60	108.30 (77,594.60)	939,617.12
<u>EXPENDITURE SUMMARY</u>						
STREET DEPARTMENT	874,000	96,531.56	821,151.81	93.95	52,848.19	790,846.46
TRANSFERS	240,000	20,000.00	240,000.00	100.00	0.00	245,000.00
TOTAL EXPENDITURES	1,114,000	116,531.56	1,061,151.81	95.26	52,848.19	1,035,846.46
EXCESS REVENUES OVER/(UNDER) EXPENDITURE (179,175) (50,960.57) (48,732.21)	(130,442.79) (96,229.34)

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

40 -Transportation Fund
FINANCIAL SUMMARY
REVENUES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>TAXES</u>						
40-41006-00 Parkville Special Rd Distric	132,000	0.00	134,674.95	102.03	(2,674.95)	128,588.17
TOTAL TAXES	132,000	0.00	134,674.95	102.03	(2,674.95)	128,588.17
<u>SALES TAXES</u>						
40-41404-00 City Transportation Sales Ta	456,000	52,680.39	472,770.74	103.68	(16,770.74)	456,396.88
40-41405-00 Motor Fuel Tax	144,000	12,890.60	147,907.61	102.71	(3,907.61)	146,670.59
40-41406-00 County Trans Sales Tax	190,000	0.00	239,661.40	126.14	(49,661.40)	194,586.88
TOTAL SALES TAXES	790,000	65,570.99	860,339.75	108.90	(70,339.75)	797,654.35
<u>OTHER REVENUE</u>						
40-41504-00 Curb/Sidewalk Cost Share	5,325	0.00	11,524.90	216.43	(6,199.90)	2,299.60
TOTAL OTHER REVENUE	5,325	0.00	11,524.90	216.43	(6,199.90)	2,299.60
<u>INTEREST INCOME</u>						
<u>MISCELLANEOUS REVENUE</u>						
40-41802-00 Leased Properties	0	0.00	5,880.00	0.00	(5,880.00)	0.00
40-41805-00 Sale of Transportation Equip	7,500	0.00	0.00	0.00	7,500.00	11,075.00
TOTAL MISCELLANEOUS REVENUE	7,500	0.00	5,880.00	78.40	1,620.00	11,075.00
<u>TRANSFERS IN</u>						
<u>TRANSFERS</u>						
TOTAL REVENUE	934,825	65,570.99	1,012,419.60	108.30	(77,594.60)	939,617.12

CITY OF PARKVILLE
REVENUE AND EXPENSE REPORT
AS OF: DECEMBER 31ST, 2016

40 -Transportation Fund
ADMINISTRATION
EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
------------------	--------------------------	------------------------	--------	-------------------	--------------------------

INSURANCE

CAPITAL EXPENDITURES

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: DECEMBER 31ST, 2016

40 -Transportation Fund
 STREET DEPARTMENT
 EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
CAPITAL EXPENDITURES						
40-520.04-81-00 Crack Seal Project	15,000	3,000.00	10,155.00	67.70	4,845.00	16,079.50
40-520.04-82-00 Slurry Seal Project	0	0.00	23.45	0.00 (23.45)	0.00
40-520.04-83-00 Street Striping	20,000	0.00	13,810.01	69.05	6,189.99	13,866.25
40-520.04-85-00 Asphalt Overlay Program	225,000	0.00	260,432.26	115.75 (35,432.26)	220,242.52
40-520.04-85-01 Equipment	128,000	55,960.00	116,953.76	91.37	11,046.24	104,758.39
40-520.04-90-00 Curb & Sidewalk Program	100,000	0.00	106,928.00	106.93 (6,928.00)	100,750.00
TOTAL CAPITAL EXPENDITURES	488,000	58,960.00	508,302.48	104.16 (20,302.48)	455,696.66
MAINTENANCE						
40-520.06-01-00 Building Maintenance & R	5,000	0.00	574.96	11.50	4,425.04	5,526.41
40-520.06-21-00 Vehicle & Equipment Main	10,500	706.85	6,361.51	60.59	4,138.49	18,530.08
40-520.06-22-00 Vehicle & Equipment Gas	25,500	1,983.70	12,086.88	47.40	13,413.12	15,835.11
TOTAL MAINTENANCE	41,000	2,690.55	19,023.35	46.40	21,976.65	39,891.60
CITY SERVICES						
40-520.07-20-00 Emergency Snow Removal	40,000	9,857.74	30,204.94	75.51	9,795.06	29,920.12
40-520.07-32-00 Storm Sewers - General R	2,500	0.00	8,416.11	336.64 (5,916.11)	5,928.39
40-520.07-33-00 Street Repair Materials	15,000	53.12	4,177.51	27.85	10,822.49	7,020.28
40-520.07-41-00 Street Lights - Electric	260,000	20,802.89	236,162.49	90.83	23,837.51	239,476.80
40-520.07-44-00 Street Signs	2,500	422.26	1,946.18	77.85	553.82	1,490.06
40-520.07-45-00 Street Sweeping	15,000	3,120.00	9,463.75	63.09	5,536.25	7,200.00
40-520.07-52-00 Tree Trimming & Removal	6,000	625.00	3,455.00	57.58	2,545.00	4,075.30
40-520.07-60-00 Rental Equipment	3,000	0.00	0.00	0.00	3,000.00	147.25
TOTAL CITY SERVICES	344,000	34,881.01	293,825.98	85.41	50,174.02	295,258.20
OTHER EXPENDITURES						
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	874,000	96,531.56	821,151.81	93.95	52,848.19	790,846.46

CITY OF PARKVILLE
 REVENUE AND EXPENSE REPORT
 AS OF: DECEMBER 31ST, 2016

40 -Transportation Fund
 TRANSFERS
 EXPENDITURES

100.00% OF FISCAL YEAR COMPLETED

	ANNUAL BUDGET	PERIOD TO DATE ACTUAL	YEAR TO DATE ACTUAL	% USED	BUDGET BALANCE	PRIOR FY YEAR TO DATE
<u>TRANSFERS-OTHER SOURCES</u>						
40-550.20-10-00 Transfer to General Fund	240,000	20,000.00	240,000.00	100.00	0.00	245,000.00
TOTAL TRANSFERS-OTHER SOURCES	<u>240,000</u>	<u>20,000.00</u>	<u>240,000.00</u>	<u>100.00</u>	<u>0.00</u>	<u>245,000.00</u>
TOTAL TRANSFERS	240,000	20,000.00	240,000.00	100.00	0.00	245,000.00
TOTAL EXPENDITURES	1,114,000	116,531.56	1,061,151.81	95.26	52,848.19	1,035,846.46
<u>=====</u>						
EXCESS REVENUES OVER/(UNDER) EXPENDITURE(179,175)	(50,960.57)	(48,732.21)		0.00	(96,229.34)

BALANCE SHEET

AS OF: DECEMBER 31ST, 2016

10 -General Fund

ACCOUNT# TITLE

ASSETS

=====

10901	Petty Cash (Admin)	181.31	
10911	Petty Cash (Court)	150.00	
10952	Court Bnk Acct-Internet Pymts	100.00	
12000	General Fund Claim on Cash	1,864,195.05	
15000	Receivables - General	(54.40)	
15004	Franchise Tax Receivables	97,867.82	
15006	Sales Tax Receivables	180,837.70	
15007	Motor Vehicle Tax Receivables	6,274.44	
18000	Prepaid Insurance	153,498.98	
			<u>2,303,050.90</u>

TOTAL ASSETS

2,303,050.90

LIABILITIES

=====

20021	AFLAC W/H	(323.78)	
20022	Medical Ins W/H	(5,812.55)	
20023	Dental W/H	(429.84)	
20025	Principal W/H	66.47	
20028	Vision Care Withholding	(145.84)	
20031	Retirement W/H ING	150.00	
20041	KC Earning Tax W/H	4,181.37	
20051	Garnishment W/H	(70.62)	
20070	Vol. Employee Fund W/H	(115.48)	
21000	Deferred Revenue	115,330.79	
22001	AP Pending (Due to Pooled)	177,085.99	
22500	Telecom Escrow	(0.07)	
22501	FLEX Plan Payable	3,222.60	
22600	COBRA Liability	1,539.59	
			<u>294,678.63</u>

TOTAL LIABILITIES

294,678.63

EQUITY

=====

30001	Fund Balance	1,739,311.75	
			<u>1,739,311.75</u>
	TOTAL BEGINNING EQUITY	1,739,311.75	
	TOTAL REVENUE	4,120,548.60	
	TOTAL EXPENSES	3,851,488.08	
			<u>269,060.52</u>
	TOTAL SURPLUS/(DEFICIT)	269,060.52	
	TOTAL EQUITY & SURPLUS/(DEFICIT)	2,008,372.27	

TOTAL EQUITY & SURPLUS/(DEFICIT)

2,008,372.27

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT

2,303,050.90

BALANCE SHEET

AS OF: DECEMBER 31ST, 2016

21 -River Park Bond Retirement

ACCOUNT# TITLE

ASSETS			
=====			
11002	River Prk Dev Bank Acct	162,492.41	
15001	Receivables - Current	5,167.60	
15003	LT Receivables	1,048,308.15	
			1,215,968.16
TOTAL ASSETS			1,215,968.16
=====			
LIABILITIES			
=====			
21000	Deferred Revenue-Current	15,903.61	
21001	LT Deferred Revenue	1,048,308.15	
			1,064,211.76
TOTAL LIABILITIES			1,064,211.76
=====			
EQUITY			
=====			
30001	FUND BALANCE	152,071.27	
			152,071.27
TOTAL BEGINNING EQUITY			152,071.27
TOTAL REVENUE		320,650.13	
TOTAL EXPENSES		320,965.00	
TOTAL SURPLUS/(DEFICIT)		(314.87)	
TOTAL EQUITY & SURPLUS/(DEFICIT)			151,756.40
=====			
TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT			1,215,968.16
=====			

BALANCE SHEET
AS OF: DECEMBER 31ST, 2016

22 -Capital Project Bonds

ACCOUNT#	TITLE		
ASSETS			
=====			
11002	Cash	78,487.92	
14010	Lease Revenue Fund	0.48	
14012	Reserve Fund	0.03	
		<hr/>	78,488.43
			<hr/>
	TOTAL ASSETS		78,488.43
			=====
LIABILITIES			
=====			
21000	Deferred Revenue	41,757.18	
		<hr/>	41,757.18
	TOTAL LIABILITIES		41,757.18
			<hr/>
EQUITY			
=====			
30001	Fund Balance	(244,067.14)	
		<hr/>	(244,067.14)
	TOTAL BEGINNING EQUITY		(244,067.14)
			<hr/>
	TOTAL REVENUE	338,534.38	
	TOTAL EXPENSES	57,735.99	
		<hr/>	280,798.39
	TOTAL SURPLUS/ (DEFICIT)		280,798.39
			<hr/>
	TOTAL EQUITY & SURPLUS/ (DEFICIT)		36,731.25
			<hr/>
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		78,488.43
			=====

BALANCE SHEET

AS OF: DECEMBER 31ST, 2016

23 -Brush Creek NID

ACCOUNT# TITLE

ASSETS

=====	
12000 Claim on Cash	101,140.45
14011 Debt Service Fund	3,865.02
14012 Debt Service Reserve Fund	395,506.61
15003 LT Receivables	4,976,775.00
	<hr/>
	5,477,287.08
	<hr/>
TOTAL ASSETS	5,477,287.08
	=====

LIABILITIES

=====	
21000 Deferred Revenue	6,858.33
21001 LT Deferred Revenue	4,976,775.00
	<hr/>
TOTAL LIABILITIES	4,983,633.33
	<hr/>

EQUITY

=====	
30001 Fund Balance	417,000.02
30002 Fund Balance-Maintenance Fund	7,599.82
	<hr/>
TOTAL BEGINNING EQUITY	424,599.84
TOTAL REVENUE	258,176.51
TOTAL EXPENSES	189,122.60
	<hr/>
TOTAL SURPLUS/(DEFICIT)	69,053.91
TOTAL EQUITY & SURPLUS/(DEFICIT)	493,653.75
	<hr/>
TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT	5,477,287.08
	=====

BALANCE SHEET

AS OF: DECEMBER 31ST, 2016

24 -Brink Meyer Road NID

ACCOUNT# TITLE

ASSETS

=====

14011 Brink Myer Note Fund (D S F)	288,300.95	
14012 Brink Meyer Bond Fund	2,824.42	
15003 LT Receivables	3,244,712.00	
		<u>3,535,837.37</u>

TOTAL ASSETS 3,535,837.37

=====

LIABILITIES

=====

21001 LT Deferred Revenue	3,244,712.00	
23001 Loan from Em Reserve Payable	178,123.94	
		<u>3,422,835.94</u>

TOTAL LIABILITIES 3,422,835.94

EQUITY

=====

30001 Fund Balance	109,938.46	
30002 Fund Balance-Maintenance Fund	1,625.04	
		<u>111,563.50</u>

TOTAL BEGINNING EQUITY 111,563.50

TOTAL REVENUE 151,451.08

TOTAL EXPENSES 150,013.15

TOTAL SURPLUS/(DEFICIT) 1,437.93

TOTAL EQUITY & SURPLUS/(DEFICIT) 113,001.43

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT 3,535,837.37

=====

BALANCE SHEET

AS OF: DECEMBER 31ST, 2016

30 -Sewer Service Fund

ACCOUNT# TITLE

ASSETS

11002 Sewer Fund Cash in Bank	6,523.57	
11003 Cash	8,925.38	
11005 MM Bank Lib	211,606.68	
12000 Sewer Service Claim on Cash	216,935.66	
15000 Receivables	161,374.05	
17001 Property, Plant, Equipment	5,253,934.00	
17002 Land	59,975.00	
17003 Infrastructure	2,384,899.00	
17005 Accumulated Depreciation	(4,413,384.00)	
17014 Equipment	263,593.00	
18000 Prepaid Insurance	1,838.83	
		<u>4,156,221.17</u>

TOTAL ASSETS 4,156,221.17

LIABILITIES

20070 Vol. Employee Fund	21.45	
22001 AP Pending (Due to Pooled)	46,630.76	
26000 Customer Deposits	13,485.00	
		<u>60,137.21</u>

TOTAL LIABILITIES 60,137.21

EQUITY

30001 Fund Balance	4,429,417.26	
		<u>4,429,417.26</u>
TOTAL BEGINNING EQUITY	4,429,417.26	
TOTAL REVENUE	1,056,584.27	
TOTAL EXPENSES	1,389,917.57	
		<u>TOTAL SURPLUS/(DEFICIT) (333,333.30)</u>

TOTAL EQUITY & SURPLUS/(DEFICIT) 4,096,083.96

TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT 4,156,221.17

34 -SRF Fund

ACCOUNT#	TITLE		
ASSETS			
=====			
12005	UMB Principal Payments Res Acc	150,021.33	
12006	UMB SRF Interest Payment Res A	13,488.15	
		<u> </u>	163,509.48
			<u> </u>
	TOTAL ASSETS		163,509.48
			=====
LIABILITIES			
=====			
24000	Long-Term Bonds Payable	1,310,000.00	
24001	Bond Issue Premium	63,351.00	
		<u> </u>	1,373,351.00
	TOTAL LIABILITIES		1,373,351.00
EQUITY			
=====			
30001	Fund Balance	(1,380,110.89)	
	TOTAL BEGINNING EQUITY	<u> </u>	(1,380,110.89)
	TOTAL REVENUE	203,113.12	
	TOTAL EXPENSES	<u> </u>	32,843.75
	TOTAL SURPLUS/(DEFICIT)		170,269.37
	TOTAL EQUITY & SURPLUS/(DEFICIT)		(1,209,841.52)
		<u> </u>	
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		163,509.48
			=====

BALANCE SHEET

AS OF: DECEMBER 31ST, 2016

40 -Transportation Fund

ACCOUNT#	TITLE		
ASSETS			
=====			
12000	Claim on Cash	245,590.89	
15000	Receivables - General	10,885.46	
15004	Receivables-Sales Tax	88,393.46	
		<hr/>	344,869.81
	TOTAL ASSETS		<hr/> 344,869.81 =====
LIABILITIES			
=====			
22001	A/P Pending (Due to Pooled)	73,554.45	
	TOTAL LIABILITIES	<hr/>	<hr/> 73,554.45
EQUITY			
=====			
30001	Fund Balance	320,047.57	
	TOTAL BEGINNING EQUITY	<hr/>	<hr/> 320,047.57
	TOTAL REVENUE	1,012,419.60	
	TOTAL EXPENSES	1,061,151.81	
	TOTAL SURPLUS/(DEFICIT)	<hr/> (48,732.21)	
	TOTAL EQUITY & SURPLUS/(DEFICIT)	<hr/>	<hr/> 271,315.36
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		<hr/> 344,869.81 =====

CITY OF PARKVILLE
RESERVED FUND SUMMARY
AS OF: DECEMBER 31ST, 2016

	This Month		Cumulative		Fund Balance
	Income	Expenses	Income	Expenses	
45 -Fewson Project Fund	1,110.61	843.75	6,165.07	927.25	572,235.62
46 -Guest Room Tax Fund	0.00	0.00	1,397.34	1,000.00	1,278.75
50 -Emergency Reserve Fund	26,458.35	0.00	332,864.00	144,430.70	1,636,398.91
60 -Nature Sanctuary Fund	350.00	0.00	13,684.67	4,900.00	43,492.64
63 -Park Donations	0.00	0.00	31,141.74	13,759.94	42,585.40
80 -Court Recoupment Fees	301.50	0.00	1,834.70	0.00	40,764.09
81 -Police Training Fees-LET	(37.00)	0.00	3,601.84	3,691.72	41,372.00
91 -TIF Development Fund	226,814.07	450,539.71	450,547.08	450,539.71	12,451.04
95 -Capital Projects Fund	50,749.00	24,700.50	207,047.65	319,259.77	(55,467.65)
TOTAL	305,746.53	476,083.96	1,048,284.09	938,509.09	2,335,110.80

*** END OF REPORT ***

City of Parkville
Cash & Investments Balance Report
As of December 31, 2016

General Fund #10

Cash on Hand	181.31	
Total Cash Accounts*	1,687,209.06	
Fund Cash & Investments Total		<u><u>\$1,687,390.37</u></u>

Transportation Fund #40

Total Cash Accounts*	245,590.89	
Fund Cash & Investments Total		<u><u>\$245,590.89</u></u>

River Park Bond Retirement Fund #21

Total Cash Accounts*	162,492.41	
Fund Cash & Investments Total		<u><u>\$162,492.41</u></u>

Emergency Reserve Fund #50

Total Cash Accounts*	1,458,274.97	
Fund Cash & Investments Total		<u><u>\$1,458,274.97</u></u>

Capital Project Bonds Fund #22

Total Cash Accounts*	78,487.92	
Reserve Fund Account	0.51	
Fund Cash & Investments Total		<u><u>\$78,488.43</u></u>

TIF Development Fund #91

Total Cash Accounts*	12,451.04	
Fund Cash & Investments Total		<u><u>\$12,451.04</u></u>

Brush Creek NID Fund #23

Total Cash Accounts*	105,005.47	
Reserve Fund Account	395,506.61	
Fund Cash & Investments Total		<u><u>\$500,512.08</u></u>

Parkville Market Place Fund #92

Total Cash Account	9,425.36	
Fund Cash & Investments Total		<u><u>\$9,425.36</u></u>

Brink Meyer Road NID Fund #24

Total Cash Accounts*	288,300.95	
Reserve Fund Account	2,824.42	
Fund Cash & Investments Total		<u><u>\$291,125.37</u></u>

Capital Projects Fund #95

Total Cash Accounts*	-55,467.65	
Fund Cash & Investments Total		<u><u>-\$55,467.65</u></u>

Sewer Service Fund #30

Total Cash Accounts*	397,360.53	
Fund Cash & Investments Total		<u><u>\$397,360.53</u></u>

* Net of the amount owed (if any) to or from Pooled Cash Bank Account

Unaudited Financial Report to be used for Budgetary Management Purposes

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDING "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 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	1	1	03	
a. Rape by Force	21	1	1		
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	28		28 18	28 1
a. Firearm	41	1		1	1
b. Knife or Cutting Instrument	42				
c. Other Dangerous Weapon	43				
d. Hands, Fists, Feet, Etc. - Aggravated injury	44	13		13	13 1
e. Other Assaults - Simple, Not Aggravated	45	14		14	14
5. BURGLARY TOTAL	50	13		13 9	2
a. Forcible Entry	51	7		7	1
b. Unlawful Entry - No Force	52	6		6	1
c. Attempted Forcible Entry	53				
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	67		67 88	37 5
7. MOTOR VEHICLE THEFT TOTAL	70	6		6 4	4
a. Autos	71	1		1	1
b. Trucks and Buses	72	3		3	2
c. Other Vehicles	73	2		2	1
GRAND TOTAL	77	115	1	114 122	71 6

Prior 3yrs.
Average

January 2016

Month end Year of Report

thru
November 30, 2016

Parkville, Missouri PD

Agency and State

Mo0830100

Agency Identifier

5700.00

Population

January 3, 2017

Date

Craig Hubbell

Detective Sergeant

Prepared By

Title

Chief K.L. Chismen

Chief, Commissioner, Sheriff, or Superintendent

PROPERTY STOLEN BY CLASSIFICATION

CLASSIFICATION		NUMBER OF ACTUAL OFFENSES (COLUMN 4 Return A)	Monetary Value of Property Stolen
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12		
2. FORCIBLE RAPE	20		
3. ROBBERY			
(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		
TOTAL ROBBERY	30		
5. BURGLARY - BREAKING AND ENTERING			
(a) RESIDENCE (dwelling)			
(1) NIGHT (6 p.m. - 6 a.m.)	51	1	440
(2) DAY (6 a.m. - 6 p.m.)	52	2	6439
(3) UNKNOWN	53	3	28526
(b) NON-RESIDENCE (store, office, etc.)			
(1) NIGHT (6 p.m. - 6 a.m.)	54	3	1139
(2) DAY (6 a.m. - 6 p.m.)	55		
(3) UNKNOWN	56	4	5267
TOTAL BURGLARY	50	13	41811
6. LARCENY - THEFT (Except Motor Vehicle Theft)			
(a) \$200 AND OVER	61	25	72653
(b) \$50 TO \$200	62	8	883
(c) UNDER \$50	63	34	583
TOTAL LARCENY (Same as Item 6X)	60	67	74119
7. MOTOR VEHICLE THEFT (Including Alleged Joy Riding)	70	6	45300
GRAND TOTAL - ALL ITEMS	77	86	104 161230
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING	81		
(b) PURSE SNATCHING	82		
(c) SHOPLIFTING	83	34	38 3908
(d) FROM MOTOR VEHICLE (except e)	84	13	14263
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85	6	260
(f) BICYCLES	86	1	350
(g) FROM BUILDING (except c and h)	87	6	7 13216
(h) FROM ANY COIN-OPERATED MACHINES (parking meters etc.)	88		
(i) ALL OTHERS	89	7	42122
TOTAL LARCENIES (Same as Item 6)	80	67	88 74119
7X. MOTOR VEHICLES RECOVERED			
(a) STOLEN LOCALLY AND RECOVERED LOCALLY	91	1	Prior 3yrs. Average
(b) STOLEN LOCALLY AND RECOVERED BY ANOTHER JURISDICTION	92	3	
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)	90	4	
(d) STOLEN IN OTHER JURISDICTION AND RECOVERED LOCALLY	93	5	

January 1, 2016 thru November 30, 2016

CITY OF PARKVILLE

Policy Report

Date: January 4, 2017

Prepared By:
Jon Jordan
Police Captain

Reviewed By:
Kevin L. Chrisman
Chief of Police

ISSUE:

Approve the second reading of an ordinance to amend Section 300.010 and repeal and replace Chapter 370 of the Parkville Municipal Code regarding the towing of abandoned vehicles and property from private and public property.

BACKGROUND:

Parkville Municipal Code Chapter 370 was originally adopted in 1987. Earlier this year the Chapter was brought under review for consideration to be consistent with State of Missouri statutes regarding towing of vehicles and property. Staff was charged with evaluating the relevance of the current Code.

Chapter 370 was compared to the State of Missouri statutes governing abandoned property. Staff learned that the existing chapter was no longer consistent with the state statutes and needed to be replaced. Section 300.010 is being amended to add two definitions to the Traffic Code.

BUDGET IMPACT:

With the exception of the cost of codification there is no budgetary impact.

ALTERNATIVES:

1. Approve second reading of an ordinance to amend the Parkville Municipal Code regarding the towing of abandoned vehicles and property.
2. Approve the second reading and adopt an ordinance, subject to changes directed by the Board of Aldermen.
3. Do not adopt the ordinance.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen amend Section 300.010 and repeal and replace the existing Parkville Municipal Code Chapter 370.

POLICY:

The Board of Alderman must approve all changes to the City's Municipal Code by ordinance.

SUGGESTED MOTION:

I move to approve Bill No. 2912, an ordinance amending Section 300.010 and repealing and replacing Chapter 370 of the Parkville Municipal Code related to the towing of abandoned vehicles and property from private and public property, on second reading to become Ordinance No. ____.

ATTACHMENTS:

1. Ordinance

AN ORDINANCE AMENDING CHAPTER 300 AND REPEALING AND REPLACING CHAPTER 370 OF THE PARKVILLE MUNICIPAL CODE REGARDING ABANDONED VEHICLES AND PROPERTY

WHEREAS, the current Parkville Municipal Code Chapter 370 was adopted in 1987 and is obsolete and therefore needs to be replaced.

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

Section 1. Parkville Municipal Code Chapter 300, Section 300.010 is hereby amended to add the following definitions:

ABANDONED PROPERTY

Any unattended motor vehicle, trailer, all-terrain vehicle, outboard motor or vessel removed or subject to removal from public or private property as provided in Title III, whether or not operational. For any vehicle towed away from the scene of an accident at the request of law enforcement and not retrieved by the vehicle’s owner within five (5) days of the accident, the agency requesting the tow shall be required to write an abandoned property report or criminal inquiry or inspection report.

TOWING COMPANY

Any person or entity which tows, removes or stores abandoned property.

Section 2. Parkville Municipal Code Chapter 370 entitled “Removal of Vehicles” is hereby repealed.

Section 3. Parkville Municipal Code Chapter 370 “Removal of Vehicles and Property” is newly created to read as follows:

Chapter 370. Removal of Vehicles and Property

Section 370.010. Abandoning Motor Vehicle, Other Personal Property Prohibited.

- A. No person shall abandon a motor vehicle or other personal property on the streets or highways of this City.
- B. No person shall place or abandon a vehicle or other personal property on any public or private property without the expressed or implied consent of the owner or person in lawful possession or control of such property.

Section 370.020. Obstructing the Flow of Traffic Prohibited.

Except in the case of an accident resulting in the injury or death of any person, the driver of a vehicle which for any reason obstructs the regular flow of traffic on the roadway of any public road or State highway shall make every reasonable effort to move the vehicle or have it moved so as not to block the regular flow of traffic. Any person who fails to comply with the requirements of this Section is guilty of an ordinance violation

Section 370.030. Towing of Abandoned Property on Public Real Property.

- A. Any Public Safety Official, or an official of the City where the City's real property is concerned, may authorize a towing company to remove to a place of safety:
1. Any abandoned property on the right-of-way of:
 - a. Any interstate highway or freeway in an urbanized area of the City left unattended for ten (10) hours, or immediately if a Police Official determines that the abandoned property is a serious hazard to other motorists;
 - b. Any interstate highway or freeway outside of an urbanized area of the City left unattended for twenty-four (24) hours, or after four (4) hours if a Public Safety Official determines that the abandoned property is a serious hazard to other motorists;
 - c. Any State highway, other than an interstate highway or freeway outside of an urbanized area, left unattended for more than twenty-four (24) hours; provided that commercial motor vehicles referred to in Subparagraphs (a-c) not hauling waste designated as hazardous under 49 U.S.C. 5103(a) may only be removed under this Section to a place of safety until the owner or owner's representative has had a reasonable opportunity to contact a towing company of choice; or
 - d. Any State highway, other than an interstate highway or freeway in an urbanized area, left unattended for more than ten (10) hours.
 2. Any unattended abandoned property illegally left standing upon any highway or bridge if the abandoned property is left in a position or under such circumstances as to obstruct the normal movement of traffic where there is no reasonable indication that the person in control of the property is arranging for its immediate control or removal.
 3. Any abandoned property which has been abandoned under Section 370.010 herein or Section 577.080, RSMo.
 4. Any abandoned property which has been reported as stolen or taken without consent of the owner.
 5. Any abandoned property for which the person operating such property is arrested for an alleged offense for which the officer takes the person into custody where such person is unable to arrange for the property's timely removal.
 6. Any abandoned property which due to any other State law or City ordinance is subject to towing because of the owner's outstanding traffic or parking violations.
 7. Any abandoned property left unattended in violation of a State law or City ordinance where signs have been posted giving notice of the law or where the violation causes a safety hazard.
 8. Any abandoned property illegally left standing on the waters of this State as defined in Section 306.010, RSMo., where the abandoned property is obstructing

the normal movement of traffic, or where the abandoned property has been unattended for more than ten (10) hours or is floating loose on the water.

9. Any abandoned property for which the person operating such property or vehicle eludes arrest for an alleged offense for which the officer would have taken the offender into custody.
- B. When the Police Department authorizes a tow pursuant to this Section in which the abandoned property is moved from the immediate vicinity, it shall complete a crime inquiry and inspection report.
- C. Any City agency other than the Police Department authorizing a tow under this Section where property is towed away from the immediate vicinity shall report the tow to the Police Department within two (2) hours of the tow, along with a crime inquiry and inspection report.

Section 370.040. Towing of Abandoned Property on Private Real Property.

- A. *Generally.* The City, including the City Police Department, may tow motor vehicles from real property which are deemed a public safety hazard pursuant to Section 220.020 or are derelict, junk, scrapped, disassembled or otherwise harmful to the public health. The City shall perform such tow pursuant to the terms of Section 370.050. When a City agency other than the Police Department authorizes a tow under this Subsection, it shall report the tow to the Police Department within two (2) hours with a crime inquiry and inspection report.
- B. *Towing Authorized by City Police Department.* If a person abandons property on any real property owned by another without the consent of the owner or person in possession of the real property, at the request of the person in possession of the real property, any City police officer may authorize a towing company to remove such abandoned property from the property in the following circumstances:
 1. The abandoned property is left unattended for more than forty-eight (48) hours;
or
 2. In the judgment of a Police Officer, the abandoned property constitutes a safety hazard or unreasonably interferes with the use of the real property by the person in possession.
- C. *Towing Authorized by Real Property Owner, Lessee or Property or Security Manager.*
 1. The owner of real property or lessee in lawful possession of the real property or the property or security manager of the real property may authorize a towing company to remove abandoned property or property parked in a restricted or assigned area without authorization by a Law Enforcement Officer only when the owner, lessee or property or security manager of the real property is present. A property or security manager must be a full-time employee of a business entity. An authorization to tow pursuant to this Subsection may be made only under any of the following circumstances:

- a. *Sign.* There is displayed, in plain view at all entrances to the property, a sign not less than seventeen (17) by twenty-two (22) inches in size, with lettering not less than one (1) inch in height, prohibiting public parking and indicating that unauthorized abandoned property or property parked in a restricted or assigned area will be removed at the owner's expense, disclosing the maximum fee for all charges related to towing and storage, and containing a twenty-four (24) hour staffed emergency information telephone number by which the owner of the abandoned property or property parked in a restricted or assigned area may call to receive information regarding the location of such owner's property.
 - b. *Unattended or owner-occupied residential property.* The abandoned property is left unattended or owner-occupied residential property with four (4) residential units or less and the owner, lessee or agent of the real property in lawful possession has notified the City Police Department, and ten (10) hours have elapsed since that notification.
 - c. *Unattended or other private real property.* The abandoned property is left unattended on private real property and the owner, lessee or agent of the real property in lawful possession of real property has notified the City Police Department, and ninety-six (96) hours have elapsed since that notification.
2. Pursuant to this Section, any owner or lessee in lawful possession of real property that requests a towing company to tow abandoned property without authorization from a City Police Officer shall at that time complete an abandoned property report which shall be considered a legal declaration subject to criminal penalty pursuant to Section 575.060, RSMo. The report shall be in the form designed, printed and distributed by the Missouri Director of Revenue and shall contain the following:
- a. The year, model, make and abandoned property identification number of the property, and the owner and any lienholders, if known;
 - b. A description of any damage to the abandoned property noted by owner, lessee or property or security manager in possession of the real property;
 - c. The license plate or registration number and the State of issuance, if available;
 - d. The physical location of the property and the reason for requesting the property to be towed;
 - e. The date the report is completed;
 - f. The printed name, address and telephone number of the owner, lessee or property or security manager in possession of the real property;
 - g. The towing company's name and address;
 - h. The signature of the towing operator;

- i. The signature of the owner, lessee or property or security manager attesting to the facts that the property has been abandoned for the time required by this Section and that all statements on the report are true and correct to the best of the person's knowledge and belief and that the person is subject to the penalties for making false statements;
 - j. Space for the name of the law enforcement agency notified of the towing of the abandoned property and for the signature of the Law Enforcement Official receiving the report; and
 - k. Any additional information the Missouri Director of Revenue deems appropriate.
3. Any towing company which tows abandoned property without authorization from the City Police Department pursuant to Subsection (B) of this Section shall deliver a copy of the abandoned property report to the City Police Department. The copy may be produced and sent by facsimile machine or other device which produces a near exact likeness of the print and signatures required, but only if the City Police Department has the technological capability of receiving such copy and has registered the towing company for such purpose. The report shall be delivered within two (2) hours if the tow was made from a signed location pursuant to Subsection (C)(1)(a) of this Section, otherwise the report shall be delivered within twenty-four (24) hours.
4. The City Police Department, after receiving such abandoned property report, shall record the date on which the abandoned property report is filed with the Police Department and shall promptly make an inquiry into the National Crime Information Center (NCIC) and any statewide Missouri law enforcement computer system to determine if the abandoned property has been reported as stolen. The Police Department shall enter the information pertaining to the towed property into the statewide law enforcement computer system and a Police Officer shall sign the abandoned property report and provide the towing company with a signed copy.
5. The City Police Department, after receiving notification that abandoned property has been towed by a towing company, shall search the records of the Missouri Department of Revenue and provide the towing company with the latest owner and lienholder information on the abandoned property, and if the tower has online access to the Department of Revenue's records, the tower shall comply with the requirements of Section 304.155, RSMo. If the abandoned property is not claimed within ten (10) working days, the towing company shall send a copy of the abandoned property report signed by a Law Enforcement Officer to the Department of Revenue.
6. No owner, lessee or property or security manager of real property shall knowingly authorize the removal of abandoned property in violation of this Section.
7. Any owner of any private real property causing the removal of abandoned property from that real property shall state the grounds for the removal of the abandoned property if requested by the registered owner of that abandoned property. Any towing company that lawfully removes abandoned property from private property with the written authorization of the property owner or the

property owner's agent who is present at the time of removal shall not be held responsible in any situation relating to the validity of the removal. Any towing company that removes abandoned property at the direction of the landowner shall be responsible for:

- a. Any damage caused by the towing company to the property in the transit and subsequent storage of the property; and
 - b. The removal of property other than the property specified by the owner of the private real property from which the abandoned property was removed.
- D. *Damage to Property.* The owner of abandoned property removed from private real property may recover for any damage to the property resulting from any act of any person causing the removal of, or removing, the abandoned property.
- E. *Real Property Owner Liability.* Any owner of any private real property causing the removal of abandoned property parked on that property is liable to the owner of the abandoned property for double the storage or towing charges whenever there has been a failure to comply with the requirements of this Chapter.
- F. *Written Authorization Required – Delegation of Authority to Tow.*
1. Except for the removal of abandoned property authorized by the City Police Department pursuant to this Section, a towing company shall not remove or commence the removal of abandoned property from private real property without first obtaining written authorization from the real property owner. All written authorizations shall be maintained for at least one (1) year by the towing company.
 2. General authorization to remove or commence removal of abandoned property at the towing company's discretion shall not be delegated to a towing company or its affiliates except in the case of abandoned property unlawfully parked within five (5) feet of a fire hydrant or in a fire lane designated by a Fire Department or the State Fire Marshal.
- G. *Towing Company Liability.* Any towing company, or any affiliate of a towing company, which removes, or commences removal of, abandoned property from private property without first obtaining written authorization from the property owner or lessee, or any employee or agent thereof, who is present at the time of removal or commencement of the removal, except as permitted in Subsection (F) of this Section, is liable to the owner of the property for four (4) times the amount of the towing and storage charges, in addition to any applicable ordinance violation penalty, for a violation of this Section.

Section 370.050. General Provisions and Procedures.

- A. *Payment of charges.* The owner of the abandoned property removed as provided in this Chapter shall be responsible for payment of all reasonable charges for towing and storage of such abandoned property.
- B. *Crime inquiry and inspection report.* Upon towing of any abandoned property pursuant to Sections 370.030 and 370.040 or under authority of a Public Safety Official or local governmental agency pursuant to Sections 370.030 and 370.040, the

Public Safety Department, where it authorized such towing or was properly notified by another governmental agency of such towing, shall promptly make an inquiry with the National Crime Information Center (NCIC) and any statewide Missouri law enforcement computer system to determine if the abandoned property has been reported as stolen and shall enter the information pertaining to the towed property into the statewide law enforcement computer system. If the abandoned property is not claimed within ten (10) working days of the towing, the tower who has online access to the Department of Revenue's records shall make an inquiry to determine the abandoned property owner and lienholder, if any, of record. In the event that the records of the Department of Revenue fail to disclose the name of the owner or any lienholder of record, the tower shall comply with the requirements of Subsection (3) of Section 304.156, RSMo. If the tower does not have online access, the Police Department shall submit a crime inquiry and inspection report to the Missouri Director of Revenue. The Police Department shall also provide one (1) copy of the report to the storage facility and one (1) copy to the towing company. A towing company that does not have online access to the department's records and that is in possession of abandoned property after ten (10) working days shall report such fact to the Police Department. The crime inquiry and inspection report shall be designed by the Director of Revenue and shall include the following:

1. The year, model, make and property identification number of the property and the owner and any lienholders, if known;
 2. A description of any damage to the property noted by the Police Official authorizing the tow;
 3. The license plate or registration number and the State of issuance, if available;
 4. The storage location of the towed property;
 5. The name, telephone number and address of the towing company;
 6. The date, place and reason for the towing of the abandoned property;
 7. The date of the inquiry of the National Crime Information Center, any statewide Missouri law enforcement computer system, and any other similar system which has titling and registration information to determine if the abandoned property had been stolen. This information shall be entered only by the Police Department;
 8. The signature and printed name of the Police Official authorizing the tow;
 9. The name of the towing company, the signature and printed name of the towing operator and an indicator disclosing whether the tower has online access to the department's records; and
 10. Any additional information the Missouri Director of Revenue deems appropriate.
- C. *Reclaiming property.* The owner of such abandoned property, or the holder of a valid security interest of record, may reclaim it from the towing company upon proof of ownership or valid security interest of record and payment of all reasonable charges for the towing and storage of the abandoned property.

- D. *Lienholder repossession.* If a lienholder repossesses any motor vehicle, trailer, all-terrain vehicle, outboard motor or vessel without the knowledge or cooperation of the owner, then the reposessor shall notify the Police Department within two (2) hours of the repossession and shall further provide the Public Safety Department with any additional information the Police Department deems appropriate. The Police Department shall make an inquiry with the National Crime Information Center and the Missouri statewide law enforcement computer system and shall enter the repossessed vehicle into the statewide law enforcement computer system.
- E. *Notice to Owner/Tow Lien Claim.* Any towing company which comes into possession of abandoned property pursuant to this Chapter and who claims a lien for recovering, towing or storing abandoned property shall give notice to the title owner and to all persons claiming a lien thereon, as disclosed by the records of the Missouri Department of Revenue or of a corresponding agency in any other State. The towing company shall notify the owner and any lienholder within ten (10) business days of the date of mailing indicated on the notice sent by the Missouri Department of Revenue pursuant to Section 304.156, RSMo., by certified mail, return receipt requested. The notice shall contain the following:
1. The name, address and telephone number of the storage facility;
 2. The date, reason and place from which the abandoned property was removed;
 3. A statement that the amount of the accrued towing, storage and administrative costs are the responsibility of the owner, and that storage and/or administrative costs will continue to accrue as a legal liability of the owner until the abandoned property is redeemed;
 4. A statement that the storage firm claims a possessory lien for all such charges;
 5. A statement that the owner or holder of a valid security interest of record may retake possession of the abandoned property at any time during business hours by providing ownership or rights to a secured interest and paying all towing and storage charges;
 6. A statement that, should the owner consider that the towing or removal was improper or not legally justified, the owner has a right to request a hearing as provided in this Section to contest the propriety of such towing or removal;
 7. A statement that if the abandoned property remains unclaimed for thirty (30) days from the date of mailing the notice, title to the abandoned property will be transferred to the person or firm in possession of the abandoned property, free of all prior liens; and
 8. A statement that any charges in excess of the value of the abandoned property at the time of such transfer shall remain a liability of the owner.
- F. *Physical search of property.* In the event that the Missouri Department of Revenue notifies the towing company that the records of the Department of Revenue fail to disclose the name of the owner or any lienholder of record, the towing company shall attempt to locate documents or other evidence of ownership on or within the

abandoned property itself. The towing company must certify that a physical search of the abandoned property disclosed no ownership documents were found and a good faith effort has been made. For purposes of this Section, "good faith effort" means that the following checks have been performed by the company to establish the prior State of registration and title:

1. Check of the abandoned property for any type of license plates, license plate record, temporary permit, inspection sticker, decal or other evidence which may indicate a State of possible registration and title;
2. Check the law enforcement report for a license plate number or registration number if the abandoned property was towed at the request of a law enforcement agency.
3. Check the tow ticket/report of the tow truck operator to see if a license plate was on the abandoned property at the beginning of the tow, if a private tow; and
4. If there is no address of the owner on the impound report, check the law enforcement report to see if an out-of-state address is indicated on the driver license information.

G. *Petition in Circuit Court.* The owner of the abandoned property removed pursuant to this Chapter or any person claiming a lien, other than the towing company, within ten (10) days after the receipt of notification from the towing company pursuant to Subsection (E) of this Section may file a petition in the Associate Circuit Court in the County where the abandoned property is stored to determine if the abandoned property was wrongfully taken or withheld from the owner. The petition shall name the towing company among the defendants. The petition may also name the agency ordering the tow or the owner, lessee or agent of the real property from which the abandoned property was removed. The Missouri Director of Revenue shall not be a party to such petition but a copy of the petition shall be served on the Director of Revenue, who shall not issue title to such abandoned property pursuant to this Section until the petition is finally decided.

H. *Notice to Owner.* Notice as to the removal of any abandoned property pursuant to this Chapter shall be made in writing within five (5) working days to the registered owner and any lienholder of the fact of the removal, the grounds for the removal and the place to which the property has been removed by either.

1. The public agency authorizing the removal; or
2. The towing company where authorization was made by an owner or lessee of real property.

If the abandoned property is stored in any storage facility, a copy of the notice shall be given to the operator of the facility. The notice provided for in this Section shall include the amount of mileage available shown on the abandoned property at the time of removal.

I. *Tow Truck Requirements.* Any towing company which tows abandoned property for hire shall have the towing company's name, city and state clearly printed in letters at least three (3) inches in height on the sides of the truck, wrecker or other vehicle used in the towing.

- J. *Storage Facilities.* Persons operating or in charge of any storage facility where the abandoned property is stored pursuant to this Chapter shall accept cash for payment of towing and storage by a registered owner of the owner's agent claiming the abandoned property.
- K. *Disposition of Towed Property.* Notwithstanding the provisions of Section 301.227, RSMo., any towing company who has complied with the notification provisions in Section 304.156, RSMo., including notice that any property remaining unredeemed after thirty (30) days may be sold as scrap property, may then dispose of such property as provided in this Subsection. Such sale shall only occur if at least thirty (30) days have passed since the date of such notification, the abandoned property remains unredeemed with no satisfactory arrangements made with the towing company for continued storage, and the owner or holder of a security agreement has not requested a hearing as provided in Section 304.156, RSMo. The towing company may dispose of such abandoned property by selling the property on a bill of sale as prescribed by the Director of Revenue to a scrap metal operator or licensed salvage dealer for destruction purposes only. The towing company shall forward a copy of the bill of sale provided by the scrap metal operator or licensed salvage dealer to the Director of Revenue within two (2) weeks of the date of such sale. The towing company shall keep a record of each such vehicle sold for destruction for three (3) years that shall be available for inspection by law enforcement and authorized Department of Revenue officials. The record shall contain the year, make, identification number of the property, date of sale, and name of the purchasing scrap metal operator or licensed salvage dealer and copies of all notifications issued by the towing company as required in this Chapter. Scrap metal operators or licensed salvage dealers shall keep a record of the purchase of such property as provided in Section 301.227, RSMo. Scrap metal operators and licensed salvage dealers may obtain a junk certificate as provided in Section 301.227, RSMo., on vehicles purchased on a bill of sale pursuant to the Section.

Section 370.060. Maximum Charges.

- A. A towing company may only assess reasonable storage charges for abandoned property towed without consent of the owner. Reasonable storage charges shall not exceed the charges for vehicles which have been towed with the consent of the owner on a negotiated basis. Storage charges may be assessed only for the time in which the towing company complies with the procedural requirements of this Chapter.
- B. The Board of Aldermen may from time to time establish maximum reasonable towing, storage and other charges which can be imposed by towing and storage companies operating within the City and which are consistent with this Chapter and with Sections 304.155 to 304.158, RSMo. Any violation of said established maximum charges shall be deemed in violation of this Section.
- C. A towing company may impose a charge of not more than one-half (1/2) of the regular towing charge for the towing of abandoned property at the request of the owner of private real property or the owner's agent returns the abandoned property before it is removed from the private real property. The regular towing charge may only be imposed after the abandoned property has been removed from the property and is in transit.

Section 370.070. Sale of Abandoned Property by City.

When the City has physical possession of the abandoned property, it may sell the abandoned property in accordance with its established provisions and regulations and may transfer ownership by means of a bill of sale signed by the City Clerk and sealed with the official City Seal. Such bill of sale shall contain the make and model of the abandoned property, the complete abandoned property identification number, and the odometer reading of the abandoned property, if available, and shall be lawful proof of ownership for any dealer registered under the provisions of Section 301.218, RSMo., or Section 301.560, RSMo., or for any other person.

Section 370.080. Tow Vehicles and Accident Scene.

A. No owner of a tow vehicle or tow vehicle operator shall:

1. Stop, stand or park a tow vehicle at a location where an accident has occurred to solicit business unless:
 - a. The owner of the tow vehicle or tow vehicle operator has been requested by the Police Officer in charge at the location where an accident has occurred; or
 - b. The owner of a tow vehicle or tow operator has been requested by one (1) of the operators, owner or agent of the vehicles involved in the accident; or
 - c. The owner of a tow vehicle or tow operator has been requested by the dispatcher or the Police Officer in charge at the location where an accident has occurred.
2. Remain at the location where an accident has occurred after being directed to leave by a Police Officer.
3. Fail to provide any Police Officer, upon request, at the location where an accident has occurred with the name and telephone number of the person requesting the tow truck operator or the dispatcher's name and serial number requesting the tow truck operator.

B. Failure by the owner of a tow vehicle or tow vehicle operator to provide the Police Officer's name and serial number or the Police Officer's dispatcher's name and serial number or the name and telephone number of the operator of the vehicle involved in the traffic accident requesting the tow truck operator to be present at the scene of the accident to any Police Officer shall be prima facie evidence that the owner of a tow vehicle or tow vehicle operator had not been requested to stop, stand or park a tow vehicle at a location where an accident occurred.

Section 370.090. Solicitation of Tow Business.

No person shall, while at the scene of a fire or traffic accident, solicit any person for the purpose of procuring towing business or authorization or for an agreement for hire or for a fee to tow, lift, extract or push any vehicle, nor any engine starting, nor any roll back pick up or recovery, nor transportation of any vehicle.

Section 4. This ordinance is effective upon its passage and approval.

PASSED and APPROVED this 17th day of January 2017.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

CITY OF PARKVILLE

Policy Report

Date: Tuesday, January 10, 2017

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Melissa McChesney
City Clerk

ISSUE:

Approve a use agreement with Cathy Kline Art Gallery for use of the Parkville Train Depot.

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 maintained a visitor center and the Depot Railroad Museum and handled light cleaning of the facility. The City was 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 and allow for the closure of the train museum; many of artifacts have subsequently been relocated to a display at City Hall.

In 2014, in response to a City released Request for Proposals (RFP), the Cathy Kline Art Gallery (CKAG), in partnership with the Parkville Area Chamber of Commerce, proposed to convert the Depot to an art gallery and teaching studio. The Chamber would stay in its then current office space and both users would share common space. On January 1, 2017, the Parkville Area Chamber of Commerce notified the City of Parkville they would like to terminate their lease of the Depot. The Parkville Area Chamber of Commerce is moving to a new location in the Parkville Commons. Because it is the intention that the CKAG to lease the entire Train Depot from the City of Parkville after the Chamber has moved out, the CKAG and the City agreed in writing with the Chamber to terminate the previous agreement effective February 17, 2016.

The new agreement with the CKAG is essentially the same as the previous agreement with the CKAG and the Chamber with a few minor modifications. The updated use arrangement is summarized as follows:

- Initial two-year term with up to two, two-year renewals for a total of six years. The Parkville Area Chamber of Commerce is no longer a party to the agreement.
 - 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 \$11,000. Prior to the lease of the Depot to CKAG and the Chamber, the City spent approximately \$11,000 annually on maintenance expenses related to the Depot, which was primarily utilities. The utility not to exceed amount was previously \$10,200 and has been adjusted to \$11,000 reflect utility rate increases.
 - 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 with 30 days' notice or convenience with 90 days' notice.
 - CKAG will make minor repairs to the building, 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 continue to save approximately \$11,000 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. In 2016, the City completed a reserve study of the Depot and programmed various repairs throughout the 2017-2022 Capital Improvement Program.

ALTERNATIVES:

1. Approve of the proposed use agreement with Cathy Kline Art Gallery for the Train Depot.
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 the Cathy Kline Art Gallery for use of the Train Depot.

POLICY:

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

SUGGESTED MOTION:

I move to approve the use agreement with Cathy Kline Art Gallery for use of the Train Depot.

ATTACHMENT:

1. Proposed Train Depot Use Agreement
-

TRAIN DEPOT USE AGREEMENT

This Use Agreement is made and entered into this 17th day of January 2017, by and between the City of Parkville, Missouri, a municipality of the fourth class, hereinafter called "the City," 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 the Parkville Area Chamber of Commerce for the use of certain areas of the Premises; and,

WHEREAS, CKAG and the Parkville Area Chamber of Commerce submitted a response to a Request for Proposals (RFP) issued by the City on July 8, 2014, regarding uses for the Premises;

WHEREAS, on January 1, 2017 the Parkville Area Chamber of Commerce notified the City of Parkville they would like to terminate their lease of the Premises and the City of Parkville and the Cathy Kline Art Gallery agreed in writing to the agreement change; and

WHEREAS, the CKAG desires to lease the entire Premises from the City of Parkville.

WHEREAS, the City desires to allow the CKAG to use the Premises for office space and a visual arts studio/gallery 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 and CKAG related to the use of the Premises.

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

- 1. Term.** The term of this Agreement shall be for a period beginning on February 18, 2017, and running until December 31, 2019. The Agreement shall automatically renew on January 1, 2019, and on January 1, 2021, 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 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 CKAG. At the sole discretion of the City, the 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 CKAG shall be granted exclusive use of all spaces including the private office known as the Middle Room (originally the "Station Master's Room"), the kitchenette, unisex restroom, reception area (originally the "ladies waiting room"), common area (originally the "men's waiting room"), the storage closet, the meeting room (originally the "baggage room") and the large open room on the east end of the building. The CKAG may lock the door to the Middle Room for security reasons; however, a copy of the key shall be held by the City in case of emergency. The CKAG shall generally use the Depot in accordance with the updated proposal outlined in Exhibit A. Substantial changes in use or purpose require prior written authorization from the City.
- 4. Public Access.** The CKAG will maintain public access to the Depot, parking lot, and Spirit Fountain, at no charge for public visitors. The 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 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 the CKAG maintaining the Premises and supporting public access to the building.
6. **Utilities.** CKAG will continue to pay for 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. If the electric and water utility costs for the Premises exceed eleven thousand dollars (\$11,000) per year (the "Utility Cap"), the City will reimburse CKAG for those costs that exceed the Utility Cap. Beginning in 2017, 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 CKAG shall maintain policies of insurance to cover personal property which they own and which is located on the Premises.
8. **Indemnification.** The 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 CKAG, provided, however, the 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 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 prior to scheduling repairs that may disrupt use of the Premises.

10. **Entry Upon the Premises.** The 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 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 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 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

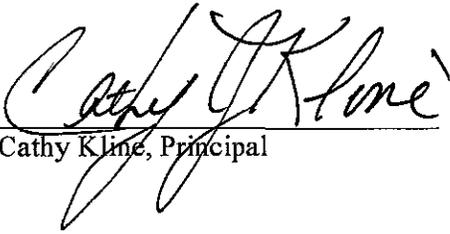
To CKAG:

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

18. **Entire Agreement.** This document constitutes the entire agreement among the CKAG and the City. This Agreement cannot be modified except in writing and must be signed by all parties. 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 17th day of January, 2017.

Cathy Kline Art Gallery

A handwritten signature in cursive script that reads "Cathy Kline". The signature is written in black ink and is positioned above a horizontal line.

By: Cathy Kline, Principal

City of Parkville, Missouri

By: Nanette Johnston, Mayor

ATTEST:

Melissa McChesney, City Clerk

EXHIBIT A

Updated Proposal from Cathy Kline DBA Cathy Kline Art Gallery January, 17, 2017

I am requesting a rental agreement for the sole 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 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. I will pay on the first day of each month the utilities up to the utility cap.
- b. I will be cleaning the Depot.
- c. 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.

- d. The improvements for the additional lighting to the Gallery or Large Open room as defined will be paid for by me.
- e. 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.
- f. 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 a historic palette to freshen up the interior at my expense.

I agree and will comply with the USE RESTRICTIONS.

The Cathy Kline Art Gallery would like to be the sole user of the Depot 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.

The Parkville Area Chamber of Commerce and the Missouri Valley Impressionist Society and I as founder, are preparing our Seventh year of Parkville in Art in October.

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 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 177th 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 Jones 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.

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 cathyklineart.com
Ilivenorth.com Parkvilleinart.com
Missourivalleyimpressionistsociety.com

CITY OF PARKVILLE Policy Report

Date: Wednesday, January 10, 2017

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Melissa McChesney
City Clerk

ISSUE:

Approve a three-year lease extension with the Parkville Economic Development Council for office space at City Hall.

BACKGROUND:

On April 5, 2011, the Board of Aldermen approved a lease agreement with the Parkville Economic Development Council (PEDC) for use of office space, common areas, office furnishings and communication equipment at City Hall. The agreement was renewed for a three year term in March 2014. The term of the renewed agreement is set to expire on April 5, 2017. The City negotiated a lease renewal to extend the term for another three years. In general, the lease terms are the same. As with the previous renewal, the City will no longer provide long-distance phone service since the PEDC uses a cellular service for long-distance calls. The executive committee of the PEDC Board of Directors will review this agreement in February.

BUDGET IMPACT:

The PEDC will pay \$435 annually for use of the office space and equipment and the revenue will be applied to the General Fund.

ALTERNATIVES:

1. Approve the lease renewal with the PEDC.
2. Do not approve the lease renewal.
3. Direct City Administration to negotiate changes to the lease to meet the desires of the Board.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the three-year lease extension with the Parkville Economic Development Council for space and furnishings at City Hall.

POLICY:

The Board of Aldermen must approve all agreements for the sale or lease of City property.

SUGGESTED MOTION:

I move to approve a three-year lease extension with the Parkville Economic Development Council for space and furnishings at City Hall.

ATTACHMENT:

1. Lease Renewal
-

LEASE AGREEMENT

Between

CITY OF PARKVILLE, MISSOURI

and

PARKVILLE ECONOMIC DEVELOPMENT COUNCIL

Date: January 17, 2017

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LEASE AGREEMENT

This Lease Agreement ("Lease") is made as of this 17th day of January, 2017 (the "Effective Date"}, between the City of Parkville, Missouri, a Missouri municipal corporation (the "City"), and the Parkville Economic Development Council, a Missouri not-for-profit corporation (the "EDC").

SECTION 1. LEASED PREMISES AND COMMON AREAS

1.1 The City leases to the EDC the office space designated as Suite 218 (the "Premises") located in the City's City Hall building (the "Building") located at 8880 Clark Avenue, Parkville, Missouri.

1.2 In addition to the Premises, the EDC shall have a nonexclusive right of use of common areas as designated by the City, such as meeting space upon availability, restrooms, break room and vending machines as stocked by the City or its vendor(s), entrance(s) and hallways (collectively, "Common Areas") and the exclusive use of the Office Furnishings (defined below) and Communication Equipment (defined below). Notwithstanding, the use of the break room and vending machines by the EDC, the EDC will provide its own refreshments for use by EDC's employees, guests, and invitees.

1.3 The City shall provide keys and/or access cards to the Common Area and the Premises for the EDC's use as provided in this Lease; provided, however, such keys and access cards shall be limited to use by those persons who are officers, agents and/or employees of the EDC who have been approved by the City to use such keys and access cards. It is understood that the City may, in its sole discretion, require a background check for each such person prior to the City approving such person to use any such key or access cards. The EDC shall be responsible for the cost of replacing any lost or stolen keys or access cards and shall immediately report any such lost or stolen keys or access cards.

SECTION 2. RENT

2.1 The EDC shall pay to the City as rent the sum of One Hundred Twenty Five Dollars (\$125.00) per year for the Premises and the nonexclusive use of the Common Areas ("Base Rent").

2.2 The EDC shall pay to the City as additional rent the sum of Three Hundred Ten Dollars (\$310.00) per year for the use of the Office Furnishings and the Communication Equipment ("Additional Rent").

2.3 The Base Rent and Additional Rent (collectively, "Rent") shall be payable in advance for each lease year ("Lease Year") and shall be due on the Effective Date for the first year of this Lease and thereafter for each subsequent Lease Year on each anniversary date of the Effective Date. In the event the EDC fails to pay any portion of the Rent on or before the tenth day following the due date, the EDC shall be in default under this Lease. In the event this Lease shall be terminated early pursuant to Section 3.2 of this Lease, the City shall reimburse to the EDC a portion of the Rent and Additional Rent that was paid by the EDC for

the then current Lease Year pro rata based on the unaccrued portion of the Lease Year.

SECTION 3. TERM: OPTION TO TERMINATE

3.1 The term of this Lease shall be for a period of three (3) years commencing on April 6, 2017 and ending at Midnight on April 5, 2020 ("Term").

3.2 Notwithstanding the foregoing, either party may at its option terminate this Lease by giving 90 days prior written notice to the other party and the date of termination as set forth in such written notice shall be the expiration date of the Term.

SECTION 4. MAINTENANCE AND REPAIRS; ALTERATIONS

4.1 The City shall provide at its own cost routine maintenance items, including routine cleaning and janitorial services.

4.2 In case of any damages or injury to the glass in the Premises or damage or injury to the Premises of any kind whatsoever, said damage or injury being caused by the carelessness, negligence or improper conduct of the EDC, its agents, servants, guests, or employees, then the EDC shall cause the said damage or injury to be repaired in equal quality and type as speedily as possible at its own cost and expense, otherwise the same shall be replaced or repaired by the City at the cost of the EDC.

4.3 The EDC may add or change the lock to the Premises; provided, however, the EDC shall provide a working key(s) to the City to allow the City's access to the Premises in accordance with this Lease.

SECTION 5. OFFICE FURNISHINGS AND COMMUNICATION EQUIPMENT

5.1 The City shall provide to the EDC one office desk, one desk chair, two guest chairs, one bookshelf and two two-drawer lateral file cabinet (collectively, the "Office Furnishings") for the EDC's exclusive use within the Premises.

5.2 The City shall provide to the EDC: (a) two operating direct-dial private phone lines, with local phone service for both phone lines and with private voice mail service for one phone line, from the City's telephone service provider; and (b) one operating internet cable connection and internet cable service from the City's internet cable provider (collectively, the "Communication Equipment"). The Communication Equipment may be part of the City's existing phone and internet cable service, provided, however, such phone lines and internet cable connection provided to the EDC shall be for the sole and exclusive use of the EDC and it is the intent of the parties that the use of the same shall not be open public records or be subject to any open records request as the EDC is not a public body or quasi-governmental body subject to any open public records requirements. Long distance phone service is not provided by the City.

SECTION 6. USE OF PREMISES; CONDITION

6.1 The EDC shall continuously use the Premises, the Office Furnishings and the Communications Equipment for the purposes of the EDC and for no other purpose without the City's prior written consent. The EDC has the sole responsibility to determine the suitability of the Premises and the Office Furnishings for that use. The EDC shall not make any unlawful, improper, or offensive use of the Premises, the Office Furnishings or the Communications Equipment nor suffer any waste thereof. The EDC shall not permit any objectionable noise, vibration, hazardous waste or odor to escape or be emitted from the Premises. The EDC shall not permit anything to be done which tends to create a nuisance or which adversely affects the ability of other persons in the Building to conduct their respective work.

6.2 The EDC acknowledges that the Premises and the Office Furnishings are in good condition and repair as of the date of this Lease. This acknowledgment includes, without limitation, all window glass, electrical fixtures, plumbing, heating, wiring, and sewage system.

6.3 The City has no obligation to provide any items of furniture to the EDC during the Term except the Office Furnishings. The City may, at its sole discretion, loan items of furniture or other personal property to the EDC during the Term of this Lease. In such event and upon vacation of the Premises, the EDC shall return any such personal property, in addition to the Office Furnishings, to the City in as good condition and repair as when received by, normal wear and tear excepted.

SECTION 7. NO PARTNERSHIP

7.1 The City is not a partner of or in a joint venture with the EDC in connection with the EDC's business conducted on the Premises and the EDC is not an agency of the City nor a public or quasi-governmental body; provided, that, the City and the EDC do have a unique relationship in which they work closely with one another with respect to economic development activities, share in-kind services, and cooperate closely to further their mutual goals of maintaining and improving the economic viability of Parkville.

SECTION 8. INSURANCE; INDEMNITY

8.1 The EDC shall immediately obtain and continuously maintain during the term of this Lease, and any renewal thereof, liability insurance in form and with an insurer satisfactory to the City, naming the City and the EDC as insureds against all liability for damages to persons and property arising out of the EDC's activities on or any condition of the Premises with limits of at least \$500,000 for injury to one person, \$1,000,000 for injuries arising out of any one occurrence, and \$50,000 for property damage. At the City's request, the EDC shall furnish to the City satisfactory evidence of continuing compliance with the terms of this Section. Should the City receive notice of cancellation of said insurance it shall have the right to terminate the EDC's operations on the Premises and Common Areas immediately, not to start again until the City receives new copies evidencing that insurance as described in this section is in full force and effect.

8.2 The EDC shall indemnify and save the City and the Board of Aldermen of the City harmless from all claims or liabilities of any type or nature to any person, firm, or corporation, including any agents or employees of the EDC arising in any manner from the EDC's use of the Premises, and/or Common Areas.

8.3 It is expressly understood and agreed by and between the parties to this Lease that the City shall not be liable for any damage or injury which may be sustained by the EDC or other person; or any other damage or injury resulting from the carelessness, negligence or improper conduct on the part of any other user of the Building or agents or employees of the City; or by reason of the breakage, leakage, or obstruction of the water sprinkler or soil pipes, electric conduits or wiring or other leakage or breakage in or about the Building, unless, as permitted by law, due to the City's negligence.

SECTION 9. COMPLIANCE WITH LAW

9.1 The EDC shall comply with all statutes, regulations, ordinances, building codes, rules and other laws of all federal, state, county, and municipal bodies and agencies concerning the use of the Premises at all times and shall indemnify the City for any damage caused by violation thereof. The EDC shall also comply with any rules or regulations concerning the use of the Premises and/or Common Areas promulgated by the Board of Aldermen of the City.

SECTION 10. FIRE DAMAGE OR DESTRUCTION

10.1 In case of destruction of all or part of the Premises by fire or other causes, the EDC shall immediately give notice thereof to the City, who shall thereupon cause the damages to the Premises to be repaired, but if the Premises are so damaged that the Premises cannot be occupied and/or the City shall decide not to rebuild, this Lease shall terminate and the Rent and Additional Rent, if not paid for the then current Lease Year, shall be paid up to the time of said destruction, and if paid for the then current Lease Year, shall be reimbursed by the City to the EDC such portion of the Rent attributed to the unaccrued portion of such Lease Year.

SECTION 11. ASSIGNMENT OR SUBLEASE

11.1 No part of the Premises may be assigned, mortgaged, or subleased by the EDC, nor may a right of use of any portion of the Premises be conferred on any person voluntarily or involuntarily by any other means, without the prior written consent of the City. This Section shall apply, without limitation, to all transfers by operation of law and all transfers to and by trustees, including trustees in bankruptcy, receivers, conservators, and personal representatives of decedents' estates. A purported assignment, sublease, transfer or other matter or transaction in violation of this Section shall be void. Consent by the City to one assignment or sublease shall not destroy or waive this provision; all later assignments and subleases shall likewise require the City's prior written consent. Any Subtenant or assignee shall become liable directly to the City for all obligations of the EDC hereunder, without

relieving the EDC's liability therefore.

SECTION 12. EDC'S INSPECTION OF PREMISES

12.1 The EDC acknowledges that the EDC has relied solely upon the EDC's own independent inspection, investigation, and opinion of the Premises and its quality, value, suitability, and business potential for the contemplated use; and that the EDC has not relied upon any such representation by the City or any agent of the City, except to the extent that any representation may be contained in this Lease.

SECTION 13. INSPECTION BY LANDLORD

13.1 At all reasonable times with prior notice to the EDC, the City and the City's agents shall have access to all portions of the Premises for the purpose of inspecting the condition of the Premises and to exercise any right or power reserved by the City under this Lease, including but not limited to making any necessary repairs or other alterations. In the event of an emergency, the City shall not be required to give prior written notice but shall give notice to the EDC of such emergency access as soon as possible.

SECTION 14. SIGNS

14.1 The EDC shall not erect or paint any signs on any portion of the Premises, Common Areas or the Building without obtaining the City's prior written consent. Upon termination of this Lease, at the EDC's sole cost, the EDC shall remove all signs which the City may then require to be removed. The City reserves the right to erect signs and to lease, license, or otherwise grant to others the right to erect exterior signs in the Premises.

SECTION 15. VACATION OF PREMISES

15.1 The EDC covenants to vacate the Premises upon the expiration of the Term or early termination of this Lease and agrees that if there is any holding over after the expiration of the Term with the City's consent, such consent shall be for a month to month tenancy. Upon vacation the EDC shall deliver all keys and access cards to the City and leave the Premises, Office Furnishings and any other personal property belonging to the City in as good condition and repair as the same were at the beginning of the term, normal wear and tear excepted.

SECTION 16. DEFAULT BY TENANT

16.1 Each of the following shall be a default by the EDC and a breach of this Lease:

- a. Failure to pay Rent or any part thereof within 10 days after it is due.
- b. Failure to comply with any other term or fulfill any other obligation of this Lease to be met or fulfilled by the EDC within ten (10) days after receiving written notice from the City requesting such compliance.

- c. The insolvency of the EDC; an assignment by the EDC for the benefit of creditors; the filing by the EDC of a voluntary petition in bankruptcy; an adjudication that the EDC is bankrupt; the filing of an involuntary petition of bankruptcy against the EDC and the failure of the EDC to secure a dismissal of the petition within 30 days after filing; the appointment of a receiver over a substantial portion of the properties of the EDC; the attachment of or the levying of execution on the Premises interest and failure of the EDC to secure discharge of the attachment or release of the levy of execution within 10 days.
- d. Abandonment of the Premises, for which purpose abandonment means a failure of the EDC to occupy the Premises for one or more of the purposes permitted under this Lease for 15 days or more, unless such failure is excused under other provisions of this Lease.
- e. Failure by the EDC within 10 days after receiving written notification from the City to prevent, correct, or abate nuisances or other grievances which directly or indirectly cause interference with, harm, or damage to the City's use of the Building or any portion thereof.

16.1 Termination upon Default. If the EDC is in default the City may elect to terminate this Lease by notice in writing to the EDC. The City may exercise this option at the time of such default or, so long as such default has not been cured, at any time thereafter, and upon giving such notice of termination, this Lease shall then expire as if the date of notice had been originally fixed as the expiration date of the Term.

16.2 Damages without Termination. Whether or not this Lease is terminated by election of the City or otherwise, the City shall be entitled to recover actual damages from the EDC for the default.

16.3 Rights and Liabilities upon Termination. If this Lease is terminated for any reason by election of the City or otherwise, the EDC's liability to the City for damages shall survive termination, and the rights and obligations of the parties shall be as follows: (a) the EDC shall vacate the Premises immediately, remove any property which the EDC is required to remove under this Lease and perform any clean-up, alterations, or other work necessary to leave the Premises and the Office Furnishings in the condition required under this Lease; and (b) the City may reenter, take possession of the Premises and Office Furnishings and remove any persons or property by legal action or self help. No reentry by the City shall be deemed an acceptance of surrender of this Lease.

16.4 Damages upon Termination. If this Lease is terminated upon default by the EDC, whether by election of the City or otherwise, the EDC's liability to the City for damages shall survive termination of this Lease. Without waiting until the due date of any future Rent or until the date fixed for expiration of the Term, the City shall be entitled to immediately recover a sum equal to the amount of all Rent which has accrued as of the termination date and a sum equal to the reasonable costs of reentry, including without limitation the cost of

clean-up; refurbishing; removal of the EDC's property and fixtures, or any other expenses occasioned by the EDC's failure to quit the Premises upon termination and to leave the Premises in the required condition; attorney's fees; and court costs. The City may also recover and the EDC agrees to pay on or before the day of each year on which the Rent would have been payable if this Lease had not terminated. Actions for the recovery of such damages or any installments thereof may be brought by the City at the City's election, and nothing contained herein shall be deemed to require the City to postpone such action until the date when the Term would have expired, if this Lease had not been terminated.

16.5 Performance by the City. If the EDC fails to perform any obligation under this Lease, the City shall have the right but no obligation to perform the same after 10 days written notice to the EDC. The EDC covenants to reimburse the City for all of the City's expenditures to correct the default which shall be immediately paid upon the City's demand.

16.6 Remedies Cumulative. The foregoing remedies are in addition to and shall not exclude any other remedy available to the City under applicable law.

SECTION 17. DEFAULT BY CITY

17.1 Default Defined. Failure to comply with any term or fulfill any other obligation of this Lease to be met or fulfilled by the City under this Lease within ten (10) days after receiving written notice from the EDC requesting such compliance shall constitute a breach of this Lease by the City.

17.2 Termination upon Default. If the City is in default the EDC may elect to terminate this Lease by notice in writing to the EDC. The EDC may exercise this option at the time of such default or, so long as such default has not been cured, at any time thereafter, and upon giving such notice of termination, this Lease shall then expire as if the date of notice had been originally fixed as the expiration date of the Term; in which case: (a) the EDC shall vacate the Premises immediately, remove any property which the EDC is required to remove under this Lease and perform any clean-up, alterations, or other work necessary to leave the Premises and the Office Furnishings in the condition required under this Lease; and (b) the City may reenter, take possession of the Premises and Office Furnishings and remove any persons or property by legal action or self-help.

17.3 Damages upon Termination. If this Lease is terminated upon default by the City, whether by election of the EDC or otherwise, the City's liability to the EDC for actual damages shall survive termination of this Lease. Actions for the recovery of such actual damages may be brought by the EDC at the EDC's election.

17.4 Remedies Cumulative. The foregoing remedies are in addition to and shall not exclude any other remedy available to the City under applicable law.

SECTION 18. ATTORNEY FEES

18.1 If civil action is instituted by either party to establish or enforce any right under

this Lease; to recover any amounts due hereunder; to correct a breach of any covenant, term, or condition hereof; or to litigate any other matter arising from the execution of this Lease, the prevailing party in the trial court and the prevailing party on any appeal shall recover reasonable attorney fees awarded by the trial and appellate courts in addition to costs and disbursements. This Section shall survive any termination of this Lease.

SECTION 19. NON-WAIVER

19.1 Failure by the City to require the EDC's strict performance of any terms under this Lease shall not affect the City's right to enforce the same, nor shall a waiver of default be construed to be a waiver of any succeeding default or a waiver of this Section. To be effective, any waiver by the City must be written and signed by the City.

SECTION 20. NOTICE

20.1 All written notices to be given to the City shall be mailed to the City at 8880 Clark Avenue, Parkville, Missouri 64152, Attention City Administrator, or at such other address as the City shall designate in writing. All written notices to be given to the EDC shall be mailed to the EDC at 8880 Clark Avenue, Suite 218, Parkville, Missouri 64152, Attention Executive Director, or at such other address as the EDC shall designate in writing. Notice shall be deemed given when deposited in the United States mail, certified or registered, addressed as provided in this Section with postage fully prepaid.

SECTION 21. HOURS OF OPERATION AND UTILITIES

21.1 The City covenants and agrees that it will keep Building open and in operation Monday through Friday from 8:00 am to 5:00 pm, except legal holidays ("Hours of Operation"). During the Hours of Operation, the EDC, its employees, officers, agents, guests and invitees, may access the Building and use the Premises and Common Areas in accordance with this Lease; and during non-Hours of Operation, the EDC, its employees, officers, agents, guests and invitees, may have access to the Premises, however, the City may limit access to the Common Areas.

21.2 The City will furnish utilities, such as heating, cooling, electricity, water, telephone, cable and sewer, without charge to the EDC except as expressly provided in this Lease. It is understood that any one or more of these utilities may experience normal interruption of service and interruption for maintenance and repair which shall not constitute a breach of this Lease by City. It is further understood that heating and cooling may be limited except during Hours of Operation.

SECTION 22. MISCELLANEOUS

22.1 This Lease shall bind and shall inure to the benefit of the parties and their respective successors in interest, and to the extent this Lease is assignable by its terms, the assigns of the parties.

22.2 The provisions of this Lease are severable. If any term or its application to any person or circumstance shall be invalid or unenforceable, the application of such term to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected, and the remainder of this Lease shall not be affected thereby.

22.3 If the context so indicates, the singular pronoun shall be construed to mean and include the plural, the masculine, the feminine, and the neuter, and generally all grammatical changes shall be made, assumed, and applied to make the provisions of this Lease apply equally to one or more corporations and individuals.

22.4 Notwithstanding anything to the contrary this Lease, this Lease is the entire agreement between the parties as to the subject matter of this Lease.

IN WITNESS WHEREOF, the City and the EDC have executed this Lease.

City of Parkville, Missouri

Parkville Economic Development Council

Nan Johnston, Mayor

Ed Bradley, Chair

Attest:

Attest:

Melissa McChesney, City Clerk

Mike Kellam, Executive Director

CITY OF PARKVILLE

Policy Report

Date: January 10, 2017

PREPARED BY:

Alysen Abel
Public Works Director

REVIEWED BY:

Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Approve a work authorization with Affinis Corporation for engineering services for the Lewis Street traffic study.

BACKGROUND:

Each year, the Missouri Department of Transportation (MoDOT) provides funding to Local Public Agencies for engineering assistance for studying traffic safety or operational issues through the Traffic Engineering Assistance Program (TEAP). The purpose of the grant funding is to provide funds to small municipalities that have neither the funds available nor the traffic engineering expertise to perform these studies. MoDOT will fund 80% of the TEAP study up to a maximum of \$8,000, with the local agency providing the 20% match.

The City identified two areas that would benefit from additional traffic analysis. The first priority area was Lewis Street, south of Highway 45, and the second priority area was at the intersection of South National Drive, NW River Hills Road and north of Crooked Road. On August 16, 2016, the Board of Aldermen authorized staff to submit two applications for traffic studies. On October 31, 2016, staff was notified that the City received a grant for the Lewis Street study.

MoDOT requires that the local agency use one of the consultants on its approved consultant list. The three traffic consultants that the City currently has on-call traffic services contracts with are all on the approved consultant list. Staff recommends that Affinis assist with the Lewis Street Study because of their experience in traffic studies and roundabout design.

On February 17, 2015, the Board of Aldermen approved a professional services agreement with Affinis Corporation for the on-call traffic engineering services for a two-year term. Affinis Corporation submitted a cost estimate and project scope for the work associated with the Lewis Street traffic study, which was reviewed and approved by staff.

BUDGET IMPACT:

MoDOT will fund 80% of the TEAP study with a maximum of \$8,000, and the City is responsible for the remaining 20%. It is estimated that the study will cost approximately \$10,000; the local cost share would be in the amount of \$2,000. The 2017 Budget includes \$35,000 for Engineering and Planning Fees (line item 515-08-03-00) and this expenditure would be within that budget line.

ALTERNATIVES:

1. Approve a work authorization with Affinis for the Lewis Street traffic study.
2. Provide alternate direction to staff regarding scope and fee of the work authorization.
3. Do not approve the work authorization.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve a work authorization with Affinis Corporation for the professional engineering services for the Lewis Street traffic study.

FINANCE COMMITTEE RECOMMENDATION:

The Finance Committee meeting, originally scheduled on January 9, 2017, was cancelled since there was only one agenda item, this work authorization was the only action item on the agenda. Due to the aggressive schedule to complete the engineering report prior to April 14, 2017, staff recommends this item be considered by the Board of Aldermen.

POLICY:

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

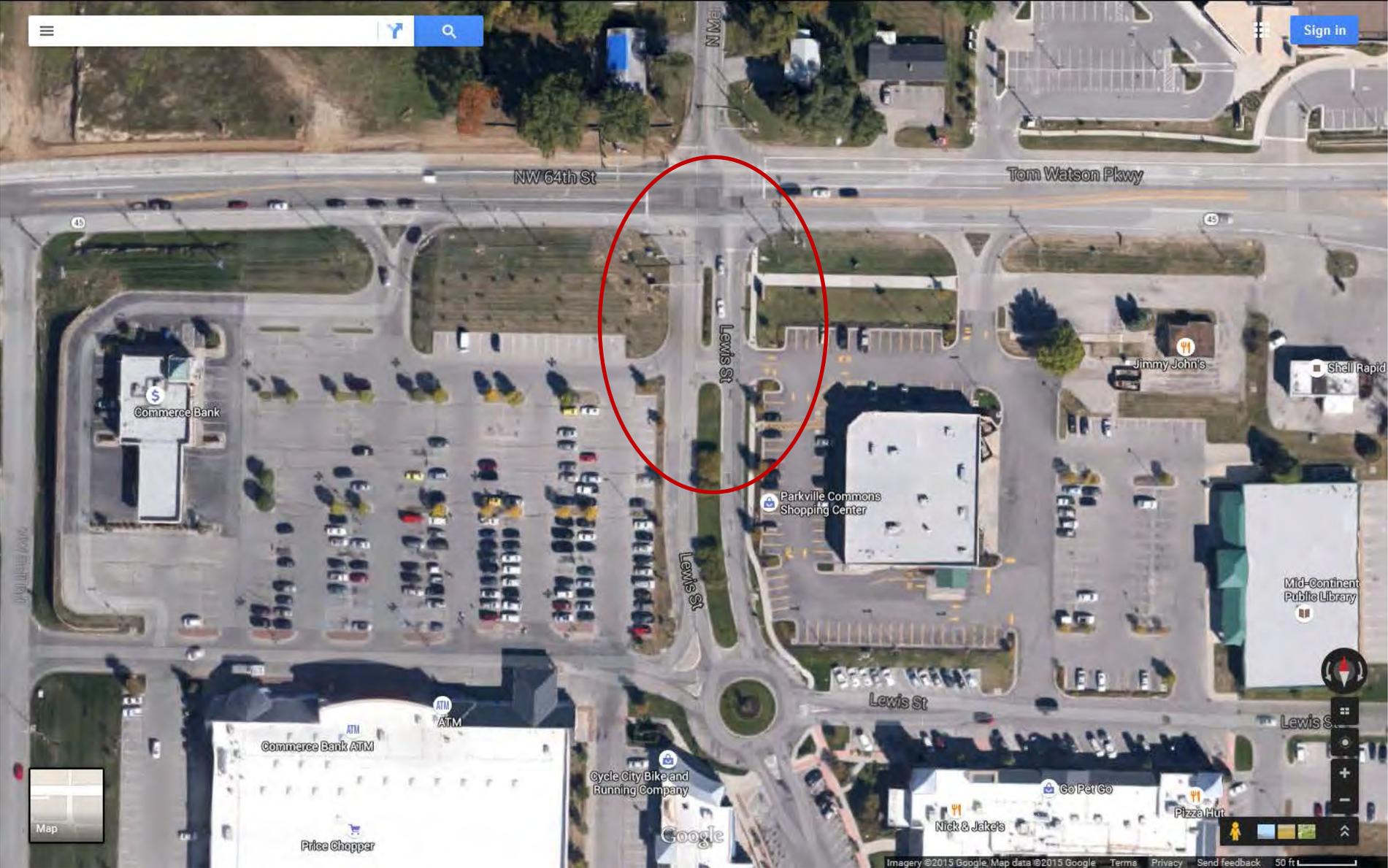
SUGGESTED MOTION:

I move to approve Work Authorization No. 1 with Affinis Corporation for the Lewis Street traffic study.

ATTACHMENTS:

1. Location Map
2. Affinis Professional Services Contract
3. Work Authorization

Lewis Street Study Area





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

PROFESSIONAL SERVICES AGREEMENT

THIS SERVICE AGREEMENT, entered into on this 17th day of February, 2015 by and between the CITY OF PARKVILLE, MISSOURI ("City") and AFFINIS CORP. ("Service Provider").

WHEREAS, the City periodically requires civil engineering support and assistance, and such services arise on an irregular basis; and

WHEREAS, the City has budgeted funds to acquire on-call engineering services as necessary to meet the periodic need for civil engineering support; and

WHEREAS, Service Provider has the necessary staff and qualifications to provide such on-call engineering services to the City; and

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

NOW THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth herein, the parties mutually agree as follows:

I. SCOPE OF SERVICES

- A. The term "Services" when used in this Agreement shall mean any and all traffic engineering support and assistance services provided by the Service Provider in accordance with this Agreement.
- B. Service Provider agrees to perform and complete the following Services:
 - i. When notified by the Public Works Director and/or City Administrator, or their designees, either verbally or in writing, meet with City staff to discuss engineering service needs and work tasks that arise. Meetings will occur via telephone or in person at a location of mutual convenience such as Parkville City Hall. If requested by City staff, briefly investigate situations or problems and advise City on a recommended course of action to resolve.
 - ii. If a definable scope and work product can be identified and described in writing, Service Provider will prepare a Work Authorization Form (WA Form) using the template labeled as Exhibit A, attached hereto and incorporated by reference, which shall contain a written list of work tasks and an estimated number of hours to complete the Services.

- iii. Once approved by City in writing, Service Provider will complete the services set forth in the WA Form. Unless amended in writing by City, Service Provider's estimate of hours and price shall not be exceeded.
 - iv. City and Service Provider understand that the intent of this Contract is for Service Provider to provide the majority of services under an executed WA Form.
 - v. 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. If conditions arise which constitute a change in scope to a WA Form, Service Provider will bring this situation to the attention of City staff as soon as possible, and if mutually acceptable the scope of work and the WA Form will be revised. Service Provider is not eligible for compensation for changes in scope unless approved in writing through a revision to the WA Form.
- C. 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 at the hourly rate as shown on the attached Exhibit B – Schedule of Fees.
 - b. Service Provider is not entitled to reimbursement for miscellaneous expenses including but not limited to travel, transportation, postage, without prior written approval from the City.
 - c. Service Provider is not entitled to hourly compensation for work that is not associated with the direct provision of Services, such as overhead tasks including preparing WA Forms, submitting invoices, and travel time.
 - d. Hourly service rate shall be in 15-minute increments.

- B. Service Provider shall submit an itemized invoice to the City on the first day of each month that details the hours spent on Services with descriptions of the work performed in the previous month immediately prior. The City agrees to pay the balance of an approved invoice, or undisputed portions of a disputed invoice, within 30 days of the date of receipt by the City. In the event of a dispute, and prior to the invoice's due date, City shall pay the undisputed portion of the invoice and notify Service Provider of the nature of the dispute regarding the balance.
- C. Service Provider shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the City to assure proper accounting for all funds. These records will be made available for audit purposes to the City or any authorized representative, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the City.

IV. SCHEDULE

- A. Unless otherwise directed by the City, Service Provider shall commence performance of the Services upon execution of this Agreement.
- B. Services shall be completed within the schedule documented in each WA Form.
- 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. Service Provider shall also secure and maintain Worker's Compensation and Employer's Liability Insurance, when applicable, at the limits required by state and/or federal law. The City will only accept coverage from an insurance carrier that offers proof that it :
 - a. Is licensed to do business in the State of Missouri;
 - b. Carries a Best's policy holder rating of A or better; and
 - c. Carries at least a Class X financial rating.
- B. Service Provider shall furnish the City with a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers. Service Provider shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with at least 30 days advance notice of cancellation. Service Provider shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form) and a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the City prior to commencement of any services on City property.

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: Alysen Abel, Public Works Director
8880 Clark Ave.
Parkville, MO 64152
E-mail: aabel@parkvillemo.gov

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

Affinis Corp.
Attn: Mike McKenna, P.E., PTOE
8900 Indian Creek Parkway, Suite 450
Overland Park, KS 66210

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 be in violation of subsection 1 of Section 285.530, RSMo, and that it

will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform Services related to this Agreement, and that its employees are lawfully to work in the United States.

- G. Interest of Members of a City. No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement, and Service Provider shall take appropriate steps to assure compliance.
- H. Interest of Service Provider and Employees. Service Provider covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the scope of work associated with this Agreement or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Service Provider further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- I. Entire Agreement. This Agreement represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals, or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement shall be in writing and shall be signed by the City and Service Provider, and attached hereto.
- J. Severability. If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms, and provisions shall remain in full force and effect.
- K. Waiver. The failure of either party to require performance of this Agreement shall not affect such party's right to enforce the same. A waiver by either party of any provision of breach of this Agreement shall be in writing. A written waiver shall not affect the waiving party's rights with respect to any other provision or breach.
- L. Third Parties. The Services to be performed by the Service Provider are intended solely for the benefit for the City. Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any person or entity not a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.



ATTEST:

Melissa McChesney
Melissa McChesney, City Clerk

CITY OF PARKVILLE, MISSOURI

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

AFFINIS CORP.

By: Mike McKenna
Mike McKenna
Principal-Traffic Engineer

EXHIBIT A – Work Authorization

**City of Parkville
Department of Public Works**

Preparation date:

Project/Work Description/Purpose:

Primary Tasks: (List task and hours):

Total: _____

Estimated Consultant Fee: _____ hrs. @ \$ _____ /hr. Budget:

Sewer Budget/CIP: _____

Schedule:

Estimated Completion Date: _____

Project Deadlines: _____

Authorization:

City Administrator: _____ **Page 9 of 10** **Date:** _____



Affinis Corp.
2015 Billing Rate Schedule

Professional Services	Billing Rate
Principal	\$220.00
Senior Project Manager	\$205.00
Project Manager	\$167.00
Senior Engineer II	\$160.00
Senior Engineer I	\$155.00
Engineer II	\$140.00
Engineer I	\$115.00
Intern Engineer (IE)	\$95.00
Project Representative	\$90.00
Design Technician II	\$125.00
Design Technician I	\$97.00
CADD Technician II	\$80.00
CADD Technician I	\$75.00
Land Surveyor II	\$155.00
Land Surveyor I	\$100.00
Survey Crew Member II	\$90.00
Survey Crew Member I	\$72.50
One-Person Survey Crew	\$120.00
Project Related Support Services II	\$90.00
Project Related Support Services I	\$70.00

Note: Salary adjustments normally occur at the end of September each year.

Equipment Charges	
Automobile Mileage	\$0.575/mile
Survey Vehicle Mileage	\$0.70/mile
Boat Rental	\$10.00/hour



Affinis Corp.
2015 Billing Rate Schedule

Professional Services	Billing Rate
Principal	\$220.00
Senior Project Manager – Mike McKenna	\$205.00
Project Manager	\$167.00
Senior Engineer II	\$160.00
Senior Engineer I – Ryan Fleming	\$155.00
Engineer II	\$140.00
Engineer I – Lee Baer	\$115.00
Intern Engineer (IE)	\$95.00
Project Representative	\$90.00
Design Technician II – Rob Herrick	\$125.00
Design Technician I – Jason Fine	\$97.00
CADD Technician II	\$80.00
CADD Technician I	\$75.00
Land Surveyor II	\$155.00
Land Surveyor I	\$100.00
Survey Crew Member II	\$90.00
Survey Crew Member I	\$72.50
One-Person Survey Crew	\$120.00
Project Related Support Services II	\$90.00
Project Related Support Services I	\$70.00

Note: Salary adjustments normally occur at the end of September each year.

Equipment Charges	
Automobile Mileage	\$0.575/mile
Survey Vehicle Mileage	\$0.70/mile
Boat Rental	\$10.00/hour



Work Authorization #1

Date: January 17, 2017
Issued to: Affinis Corporation
Attn: Mike McKenna, P.E., PTOE
8900 Indian Creek Parkway, Suite 450
Overland Park, KS 66210

Project/Work Description

Title: Lewis Street Access Changes

Scope of Work/Purpose:

Data Collection, traffic analysis, and concept drawings for the proposed closing of a median access on Lewis Street near Walgreens and to develop three new concept drawings for the future.

Total Project Cost	City Obligation	MODOT Obligation
\$10,012.00	\$2,012.00	\$8,000.00

See attached scope and project fee.

Schedule and Price

Project Start Date: January 17, 2017
Estimated Completion Date: April 1, 2017
Latest Acceptable Date: April 1, 2017
Estimated Cost: \$10,012.00
Expenditure Limit: \$10,012.00
Budget Account Code: 10-515.08-03-00

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

Name/Title: _____ Signature: _____
Company: Affinis Corporation Date: _____

Authorization

Department Head: _____ Date: _____
Alysen M. Abel, Public Works Director

City Administrator (if over \$1,000): _____ Date: _____
Kirk Davis, Interim City Administrator

Mayor (if over \$2,500): _____ Date: _____
Nanette K. Johnston

CITY OF PARKVILLE
Policy Report

Date: Wednesday, January 11, 2017

Prepared By:
Emily Crook
Billing Clerk

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Approval of Accounts Payable Invoices, Insurance Payments, and Payroll from 12/30/2016 through 01/11/2017.

BACKGROUND:

Attached are the statements of approved payments, per the City's Purchasing Policy, for the period from December 30, 2016 through January 11, 2017. All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of city funds.

BUDGET IMPACT:

Accounts Payable	\$124,139.66
Insurance Payments	\$0.00
1 st of the Month	\$2,350.00
EFT Payments	\$20.00
Processing Fees	0.00
Payroll	\$53,645.52
TOTAL	\$180,155.18

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 \$180,155.18 of city funds to pay salaries and accounts.

ATTACHMENTS:

1. Accounts Payable
2. 1st of the Month Payments
3. EFT Payments
4. Payroll
5. Lowe's Purchases
6. P & G Hardware Purchases
7. Price Chopper Purchases

PACKET: 05907 Regular Payments-01/03/2016

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00159	Missouri American Water							
	I-Due 01/05/2016	Water Due 01/05/2016	R	1/04/2017		16.33CR	036378	
	I-Due 01/09/2016	Water Due 01/09/2016	R	1/04/2017		16.82CR	036378	33.15

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		1	0.00	33.15	33.15
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:		1	0.00	33.15	33.15

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05910 Federal Withholdings - 1/6/17

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
00044	Park Bank							
	I-T1 201701054179	Federal Withholding	D	1/06/2017		8,331.64CR	000064	
	I-T3 201701054179	FICA W/H	D	1/06/2017		8,922.58CR	000064	
	I-T4 201701054179	Medicare W/H	D	1/06/2017		2,086.70CR	000064	19,340.92

* * 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	19,340.92	19,340.92
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	19,340.92	19,340.92

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05912 Regular Payments-01/03/2017

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01081	Consolidated Public Water Supply District #1							
	I-Due 01/15/2016	WWTP Water Due 01/15/2016	R	1/10/2017		41.10CR	036379	41.10

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	41.10	41.10
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:	1	0.00	41.10	41.10

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

EMP #	NAME	AMOUNT
01-0540	Liberty, Lucina B	741.39
01-0581	Bowman, Cody	543.55
TOTAL PRINTED: 2		1,284.94

PACKET: 05915 Federal Withholdings - 1/11/17

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
00044	Park Bank							
	I-T1 201701114180	Federal Withholding	D	1/11/2017		78.80CR	000065	
	I-T3 201701114180	FICA W/H	D	1/11/2017		194.68CR	000065	
	I-T4 201701114180	Medicare W/H	D	1/11/2017		45.54CR	000065	319.02

* * 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	319.02	319.02
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	319.02	319.02

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====						
01-02396	Melissa McChesney*					
I-02012017-Allowance	2/01/2017	Cell Phone Allowance	10.00			
	AP	DUE: 2/01/2017 DISC: 2/01/2017		1099: N		
		Cell Phone Allowance		10 501.03-05-00	Mobile Phones &	10.00
		=== VENDOR TOTALS ===	10.00			
=====						
01-01729	Toni Rizutti*					
I-02012017-Reimburse	2/01/2017	Cell Phone Reimbursement	10.00			
	AP	DUE: 2/01/2017 DISC: 2/01/2017		1099: N		
		Cell Phone Reimbursement		10 510.03-05-00	Mobile Phone &	10.00
		=== VENDOR TOTALS ===	10.00			
		=== PACKET TOTALS ===	20.00			

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00002	A & M Printing I-58168	Park Closed Signs-AD	R	1/18/2017		69.00CR	036380	69.00
00016	Above & Beyond I-Est#4422	New Conf Room Table Top-AD	R	1/18/2017		899.00CR	036381	899.00
02018	Ace ImageWear I-0596873 I-0599627	Shop Towels-PK Shop Rags/Towel/Soap-ST	R	1/18/2017 1/18/2017		29.00CR 48.27CR	036382 036382	77.27
00004	ADH Hitch & Truck Access I-144516	Truck Wiring Harness-PK	R	1/18/2017		49.00CR	036383	49.00
00483	ADH Rental & Sales I-114662	Stump Grinder-PK	R	1/18/2017		193.60CR	036384	193.60
00593	Alliance Water Resources, I-7198	Jan 2017 Contract Op-SW	R	1/18/2017		24,450.00CR	036385	24,450.00
02336	Alysen Abel I-12312016	Fall 2016 Tuition Reimburse-PW	R	1/18/2017		500.00CR	036386	500.00
00489	American Equipment Co. I-27029	Spinnaker Shaft Bearings-TP	R	1/18/2017		49.20CR	036387	49.20
01764	American Sweeping Company I-6CG00005	Street Sweeping-TP	R	1/18/2017		3,120.00CR	036388	3,120.00
02187	City of Weatherby Lake I-240106	Crack Fill Machine Rental-TP	R	1/18/2017		3,000.00CR	036389	3,000.00
00977	Curious Eye Productions I-087-016	Dec 2016 CEP & Meet Cover-PI	R	1/18/2017		1,000.00CR	036390	1,000.00
01990	Dale Brothers, Inc. I-12411 I-12412 I-12413 I-12463 I-12508 I-13010	Salt/Sand Mixture-TP Salt/Sand Mixture-TP Salt-TP Salt/Sand Mixture-TP Salt-TP Salt-TP	R	1/18/2017 1/18/2017 1/18/2017 1/18/2017 1/18/2017 1/18/2017		1,600.63CR 1,586.14CR 1,567.51CR 1,552.50CR 1,569.06CR 1,967.92CR	036391 036391 036391 036391 036391 036391	9,843.76

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00156	Dave's Foreign Car Repair LLC							
	I-135,373	V606 Oil Change-PD	R	1/18/2017		35.00CR	036392	
	I-135,392	V601 Oil Change-PD	R	1/18/2017		35.00CR	036392	
	I-135,397	V608 Oil Change-PD	R	1/18/2017		35.00CR	036392	
	I-135,432	V605 Mount Tires-PD	R	1/18/2017		40.00CR	036392	
	I-135,433	V606 Repairs-PD	R	1/18/2017		168.13CR	036392	
	I-135387	V605 Oil Change-PD	R	1/18/2017		35.00CR	036392	348.13
00036	Deffenbaugh Industries							
	I-2105511-4858-3	WWTP Trash Services-SW	R	1/18/2017		26.83CR	036393	26.83
00051	Galls, Inc.							
	I-006605461	Uniforms-PD	R	1/18/2017		11.99CR	036394	
	I-006614268	Uniforms-PD	R	1/18/2017		13.99CR	036394	
	I-006641223	Uniforms-PD	R	1/18/2017		186.00CR	036394	
	I-006670824	Uniforms-PD	R	1/18/2017		29.67CR	036394	
	I-006670846	Uniforms-PD	R	1/18/2017		13.99CR	036394	
	I-006670896	Uniforms-PD	R	1/18/2017		180.00CR	036394	
	I-00670771	Uniforms-PD	R	1/18/2017		106.00CR	036394	
	I-006711690	Duty Belt/Mace Pouch-PD	R	1/18/2017		118.97CR	036394	
	I-006711691	Handcuffs-PD	R	1/18/2017		47.98CR	036394	708.59
00561	GFOA of Missouri							
	I-300001126	Hefley GFOA Ann Fees-AD	R	1/18/2017		50.00CR	036395	50.00
00052	Glen's Automotive Service Center, Inc							
	I-98133	2013 Truck Battery-TP	R	1/18/2017		108.92CR	036396	
	I-98140	2008 Truck Battery-TP	R	1/18/2017		108.92CR	036396	217.84
02514	GLOCK Professional, Inc.							
	I-TRP/100090883	Heckadon Armorer's Course-PD	R	1/18/2017		250.00CR	036397	250.00
00562	Goodyear Wholesale Tire 4386							
	I-158197	Patrol Fleet Tires-PD	R	1/18/2017		759.00CR	036398	759.00
00055	H&H Septic Service, Inc.							
	I-39880	Main St-Clean Manhole/Sewer-SW	R	1/18/2017		900.00CR	036399	900.00
02131	Heritage Tractor, Inc.							
	I-1695239	Mower Blades-EK	R	1/18/2017		224.99CR	036400	224.99
02253	InfoDeli							
	I-ParkMo.gov-033	Jan 17 Web Host Serv-IT	R	1/18/2017		20.00CR	036401	20.00

PACKET: 05916 Regular Payments-01/11/2017

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02511	Kirk Davis I-1/9/2017	Davis Vend Lunch Reimburse-AD	R	1/18/2017		48.59CR	036402	48.59
00891	Kranz of Kansas City I-KC20160769 I-KC20160777 I-KC20160787	Snow Plow Seal Kits-TP Hydraulic Couplers-TP Spinnaker Shaft Bearings-TP	R	1/18/2017		139.96CR 57.25CR 41.00CR	036403 036403 036403	238.21
01097	Lippert Mechanical Service Corp I-SL20228578	HVAC Repair-AD	R	1/18/2017		751.60CR	036404	751.60
02454	Logan Sloniker I-121916 I-122816	Sloniker Engineer Assist-PW Sloniker Engineer Assist-PW	R	1/18/2017		378.00CR 168.00CR	036405 036405	546.00
00079	MARC I-12/16 I-S-I-0001505	2017 Comp Survey Access-AD 2017 HHW Collect Prog Fee-ST	R	1/18/2017		236.00CR 6,547.84CR	036406 036406	6,783.84
00202	McGuire Lock and Safe I-124655	Door Repair in CT&PD-AD	R	1/18/2017		133.25CR	036407	133.25
00942	McKeever's Price Chopper I-Stmt 01/06/2017	Stnt 01/06/2017	R	1/18/2017		689.08CR	036408	689.08
00587	Metro Chiefs & Sheriffs Association I-N/A	Chrisman Met Chief/Sher Due-PD	R	1/18/2017		125.00CR	036409	125.00
02228	Metro Rolloff Container Services LLC I-5273 I-5288	Portable Restrooms-PK Dec 2016 Portable Restrooms-NS	R	1/18/2017		340.00CR 65.00CR	036410 036410	405.00
00880	Mid-America Pump I-48798 I-48799	FF Hwy PS Prevent Maintain-SW McAfee PS Prevent Maintain-SW	R	1/18/2017		620.00CR 435.00CR	036411 036411	1,055.00
00530	Missouri Municipal League I-300006532	2017 Membership Dues-AD	R	1/18/2017		955.40CR	036412	955.40
00092	New Directions I-225331	Jan-Mar 2017 EAP Serv-AD	R	1/18/2017		298.24CR	036413	298.24

PACKET: 05916 Regular Payments-01/11/2017

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01163	North Hills Engineering, Inc I-1612	Dec 2016 Enginer Serv-SW	R	1/18/2017		9,187.50CR	036414	9,187.50
02513	Owen Business Forms-AD I-24700	Envelopes-AD	R	1/18/2017		44.00CR	036415	44.00
00097	P & G Hardware I-Stmt 12/16/2016	Stmt 12/16/2016	R	1/18/2017		189.59CR	036416	189.59
02271	Payless Office Products, Inc. I-2799609-0	Copy Paper-AD	R	1/18/2017		448.95CR	036417	448.95
01701	Platte County Citizen I-1993 I-2004 I-2016	Streets Job Ad-ST Receptionist Job Ad-AD Receptionist Job Ad-AD	R R R	1/18/2017 1/18/2017 1/18/2017		18.80CR 18.00CR 18.00CR	036418 036418 036418	54.80
00107	Platte Rental & Supply I-33298-1	Trimmer/Blower-PK	R	1/18/2017		496.95CR	036419	496.95
00338	R H Fastener Supply, Inc. I-317627-0001	Drill Bits/Ties/Gloves-ST	R	1/18/2017		76.10CR	036420	76.10
00114	Rampart Security, Inc. I-21575	Alarm Monitor Streets Shop-TP	R	1/18/2017		127.50CR	036421	127.50
00115	Rapid Stamp Products I-973706	Background for Eagle Name-AD	R	1/18/2017		4.80CR	036422	4.80
02029	Reinders, Inc. I-5032184-00 I-5032185-00	Rotary Equipment/Seed-PK Seed-PK	R R	1/18/2017 1/18/2017		821.50CR 640.00CR	036423 036423	1,461.50
01982	Rejis Commission I-INV0051859	Dec 2016 REJIS Bill-PD	R	1/18/2017		65.07CR	036424	65.07
02512	Renovations, Etc., LLC I-12/27/2016	Court Window Renovations-CT	R	1/18/2017		1,092.71CR	036425	1,092.71
00274	Ricoh USA, Inc. I-50466109874	Dec 2016 Copier-PD	R	1/18/2017		148.54CR	036426	148.54

PACKET: 05916 Regular Payments-01/11/2017

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02493	Strategic Government Resources							
	I-11693	ICA Prof Fee 12/5-12/9-AD	R	1/18/2017		1,961.05CR	036427	
	I-11694	ICA Prof Fee 12/12-12/16-AD	R	1/18/2017		1,915.80CR	036427	3,876.85
00154	T-Ray Specialties Inc.							
	I-29110	T. Paper/Coffee Cup, Etc-ST	R	1/18/2017		185.39CR	036428	185.39
00838	The Work Zone, Inc.							
	I-44329	Barricades-PK	R	1/18/2017		419.00CR	036429	
	I-44405	Crosswalk Signs-TP	R	1/18/2017		93.76CR	036429	
	I-44407	Barricades/Cones-PK	R	1/18/2017		473.00CR	036429	985.76
01546	Thoroughbred Ford							
	I-29707	V606 Emerg Signal Replace-PD	R	1/18/2017		202.41CR	036430	202.41
01083	UMB Bank, N.A.							
	I-01/25/2017	2004C Bond Payment-SW	R	1/18/2017		14,745.33CR	036431	14,745.33
02411	Victor L. Phillips Co.							
	I-IK94320	Headlight Housing-TP	R	1/18/2017		39.98CR	036432	39.98

PACKET: 05916 Regular Payments-01/11/2017

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
01850	Fleet Services - General Account I-48165192	Fuel-SW/CD/TP/PK	D	1/17/2016		1,625.15CR	000066	1,625.15
01849	Fleet Services - Police I-48163812	Fuel-PD	D	1/17/2017		1,755.26CR	000067	1,755.26
01614	KCPL I-Due 01/13/2017	Electric Due 01/13/2017	D	1/17/2017		521.74CR	000068	
	I-Due 01/17/2017	Electric Due 01/17/2017	D	1/17/2017		7,261.81CR	000068	7,783.55
02057	Lowe's Accounts Receivable I-Stmt 01/02/2017	Stmt 01/02/2017	D	1/17/2017		684.05CR	000069	684.05
00314	Pitney Bowes-Purchase Power I-Dec 2016	12/16 Post-AD/PD/CT/PW/CD/PK/N	D	1/17/2017		222.16CR	000070	222.16

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	53	0.00	92,219.15	92,219.15
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	0.00	12,070.17	12,070.17
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:	58	0.00	104,289.32	104,289.32

PACKET: 05919 Regular Payments-Feb 1st of Mo

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00519	Friends of Parkville Animal Shelter I-02012016-Animal Co	Animal Control-AD	R	1/18/2017		500.00CR	036433	500.00
00577	Sarah E Recker, Law Offic I-02012016-Pub Defen	Public Defender	R	1/18/2017		600.00CR	036434	600.00
01407	Witt, Hicklin & Snider PC I-02012016-Prosecuto	City Procescutor-CT	R	1/18/2017		1,250.00CR	036435	1,250.00

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	2,350.00	2,350.00
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:	3	0.00	2,350.00	2,350.00

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05921 Regular Payments-01/11/2017

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00159	Missouri American Water							
	I-Due 01/26/2017	Water Due 01/26/2017	R	1/18/2017		116.15CR	036436	116.15

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		1	0.00	116.15	116.15
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:		1	0.00	116.15	116.15

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 1/01/2017 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-Stmt 01/02/2017					000069		
	40 520.07-33-00		D 1/17/2017	53.12				
	10 525.05-21-00		Street Repair Materials	84.99				
	10 525.05-21-00		Equipment & Handtools	361.60				
	10 535.05-21-00		Equipment & Handtools	21.15				
	10 525.05-21-00		Equipment & Handtools	163.19				684.05

* * 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	684.05	0.00	684.05
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
10 525.05-21-00	Equipment & Handtools	609.78
10 535.05-21-00	Equipment & Handtools	21.15
	*** FUND TOTAL ***	630.93
40 520.07-33-00	Street Repair Materials	53.12
	*** FUND TOTAL ***	53.12

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	684.05	0.00	684.05
BANK: AP	TOTALS:		1	684.05	0.00	684.05
REPORT TOTALS:			1	684.05	0.00	684.05

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00097	P & G Hardware							
	I-Stmt 12/16/2016							
	Stmt 12/16/2016	R	1/18/2017			036416		
10	520.05-21-00 Handtools		Spray Paint-ST	9.98				
10	520.05-21-00 Handtools		Concrete Bit-ST	16.99				
10	525.05-21-00 Equipment & Handtools		Staple Gun/Staples/M	38.75				
10	525.06-03-00 Restrooms		Sharkbite Valve-PK	12.99				
10	525.06-01-00 Buildings Maint & Repair		Filter-PK	32.99				
10	501.06-01-00 Building Maint & Repair		Sand Tubes-PK	18.36				
10	501.06-01-00 Building Maint & Repair		Bags of Sand-PK	27.54				
10	520.05-21-00 Handtools		Extension Cord-ST	31.99				189.59

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		1	189.59	0.00	189.59
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	

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 501.06-01-00	Building Maint & Repair	45.90
10 520.05-21-00	Handtools	58.96
10 525.05-21-00	Equipment & Handtools	38.75
10 525.06-01-00	Buildings Maint & Repair	32.99
10 525.06-03-00	Restrooms	12.99
	*** FUND TOTAL ***	189.59

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	189.59	0.00	189.59
BANK: AP	TOTALS:		1	189.59	0.00	189.59
REPORT TOTALS:			1	189.59	0.00	189.59

VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 1/01/2017 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-Stmt 01/06/2017		R 1/18/2017			036408		
10	505.05-01-00	Office Supplies & Consumables	Coffee/Shoe Polish,	39.67				
10	520.05-21-00	Handtools	Snow Safety Training	22.72				
10	501.09-21-00	Misc-Other	Holiday Party Hot Do	45.00				
10	501.09-20-02	Exec Session Meeting Supplies	Holiday Party Food-A	91.50				
84	505.09-21-00	Shop with Cop Expenditures	PPCAF Park Vill Chri	373.59				
10	501.09-20-02	Exec Session Meeting Supplies	CA Search Meeting Fo	10.08				
40	520.07-20-00	Emergency Snow Removal	Doughnuts for Snow P	13.98				
10	520.05-21-00	Handtools	Shop Supplies-ST	75.48				
10	501.09-21-00	Misc-Other	Dec Staff Rec Snacks	8.87				
10	505.05-01-00	Office Supplies & Consumables	Fingerprinting Baby	8.19				689.08

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	689.08	0.00	689.08
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
10 501.09-20-02	Exec Session Meeting Supplies	101.58
10 501.09-21-00	Misc-Other	53.87
10 505.05-01-00	Office Supplies & Consumables	47.86
10 520.05-21-00	Handtools	98.20
	*** FUND TOTAL ***	301.51
40 520.07-20-00	Emergency Snow Removal	13.98
	*** FUND TOTAL ***	13.98
84 505.09-21-00	Shop with Cop Expenditures	373.59
	*** FUND TOTAL ***	373.59

VENDOR SET: 01 City of Parkville
BANK: AP Pooled Cash Regular AP
DATE RANGE: 1/01/2017 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
				INVOICE AMOUNT				CHECK AMOUNT
VENDOR SET: 01	BANK: AP	TOTALS:	NO	1	689.08	0.00		689.08
BANK: AP	TOTALS:		1	689.08	0.00			689.08
REPORT TOTALS:			1	689.08	0.00			689.08

CITY OF PARKVILLE
Policy Report

Date: January 6, 2017

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Hold a public hearing and approve the second reading of an ordinance to implement a 10% rate increase for the sewer utility.

BACKGROUND:

The Sewer Fund is a self-sustaining enterprise fund that operates on its own revenue distinct from the City's General Fund. In addition to routine operating expenses, the recommended 2017 budget includes capital outlay (CIP) of \$456,000 in the Sewer Fund. This includes carryover from a few projects that were initiated in 2016 but will be completed in 2017. The proposed Sewer Fund revenue and expenditures for 2017 was presented during the 4th budget work session on November 15, 2016.

The five-year CIP projection includes funding to complete an annual closed-circuit television (CCTV) inspection and sewer cleaning program on a cycle of reviewing the entire sanitary sewer system every 8 years in accordance with industry best management practices. Funding is recommended for major repairs every two years to keep up with maintenance needs. Routine maintenance of the existing sewer system is necessary to preserve the integrity of the system.

Over the past 2 years, the Sewer Fund has experienced several emergency expenditures for maintenance at the sewer plant, sewer pump stations and sewer collection system. Attachment 4 includes a summary of the capital projects. One example of an unplanned emergency expenditure was the repairs needed to the water service line from the water main on FF Hwy to the wastewater treatment plant. Approximately 1,100 lineal feet of water service line was replaced after extreme cracking occurred in the existing pipe. This repair resulted in additional costs of about \$24,000 that was not anticipated.

The following table shows the beginning fund balance, revenue and expenditures for the Sewer Fund from 2014 – 2016.

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Projected</u>
Beginning Fund Balance	\$516,873	\$1,104,409	\$797,784
Revenue	\$1,407,454*	\$1,106,376	\$1,069,210
Expenditures	\$813,557	\$1,514,501	\$1,552,951
Working Capital	\$1,110,769	\$696,284	\$314,043
Target Working Capital	\$332,020	\$507,171	\$345,950

* \$294,984 of revenue in 2014 was a result of merging the Sewer CIP Fund and the Sewer Fund.

Based on an operating budget in 2017 with a 3% rate increase, the working capital will be \$66,412, which is below the target working capital of \$349,186. It is the City's policy to maintain a target working capital of at least 3 months of operations plus current fiscal year debt service

payment for sewer-related emergencies. To assist with the reduced working capital, staff proposes a reduced capital outlay (CIP) program in 2017, deferring \$50,300 from 2017 to 2018.

In 2016, the City contracted with Springsted, Inc. to study the sewer allocation transfer from the Sewer Fund to the General Fund. Springsted polled each City staff member about their work activities to determine how much time was spent on sewer-related work versus non-sewer-related work. The report compiled by Springsted is included in Attachment 5.

Several employees who are paid out of the General Fund assist with sewer-related functions.

- The City Administrator oversees and directs issues that are related to sewer-related projects.
- The Public Works Director assists with the contract administration and management of sewer projects.
- The Director of Operations spends a portion of his time, along with his staff of laborers, to assist the Sewer Department with property maintenance of the City's sewer plant and pump stations.
- The Public Works Administrative Assistant assists with the creation of the contract documents for sewer-related projects.
- The Public Works Construction Inspector inspects the installation of new sewer systems and assists with the inspections for sewer projects.
- The front desk staff answer and direct phone calls related to sewer inquiries and sewer-related issues.
- The financial team (Finance Director, City Treasurer and Billing Clerk) spend a portion of their time processing sewer-related invoices.
- Community Development staff perform sewer utility locates.
- Other administrative staff perform a portion of their daily duties that result in sewer-related activities (i.e. posting information on social media about an upcoming sewer project or lane closures related to a sewer repair).

The study suggested that a reasonable transfer of \$365,644 could be made from the Sewer Fund to the General Fund to cover personnel costs, as well as direct and indirect costs for sewer-related expenses funded by the General Fund. In an effort to assist with the reduced working capital in 2017, staff proposes to limit the allocation from the Sewer Fund to the General Fund to \$150,000.

Since the first reading of the sewer rate increase on December 6, 2016, staff surveyed other municipalities that have sewer utilities to obtain information about their administrative transfers. Every city performs these "allocation" differently, so it is hard to compare the results of the survey. Several cities make the transfers directly with payroll in lieu of a budget transfer, with a percentage of the personnel costs paid by the utility. Platte City uses the information compiled from the previous year's timesheets to set the percentage of the salary paid by the utility. The only city surveyed that provides an administrative transfer similar to Parkville was Excelsior Springs. Excelsior Springs has separate line item in their budget showing the administrative transfer. Their transfer line budget is \$350,000, and covers the personnel costs of their financial department. After discussions with peer communities, staff feels confident in the amount of the assessment and the transparency in the budget associated with the administrative costs.

The proposed changes to the allocation from the Sewer Fund and the capital outlay do not provide the adequate working capital for the Sewer Fund in 2017. To support the proposed operating budget and six-year CIP, a 10% sewer rate increase is recommended in 2017.

ITEM 4A
For 01-17-17
Board of Aldermen Meeting

The table below shows the history, as well as the projections, for the beginning fund balance, revenue and expenditures related to the working capital and target.

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Projected</u>	<u>2017 Proposed</u>
Beginning Fund Balance	\$516,873	\$1,104,409	\$797,784	\$314,043
Revenue	\$1,407,454***	\$1,106,376	\$1,069,210	\$1,177,520*
Expenditures	\$813,557	\$1,514,501	\$1,552,951	\$1,491,563**
Working Capital	\$1,110,769	\$696,284	\$314,043	\$186,922
Target Working Capital	\$332,020	\$507,171	\$345,950	\$349,186

* Expenditure projection for 2017 includes a reduced capital outlay.

** Revenue projection for 2017 assumes a 10% rate increase.

***\$294,984 of revenue in 2014 was a result of merging the Sewer CIP Fund and the Sewer Fund.

A 3% sewer rate increase was implemented in 2015 and a 2.5% sewer rate increase was implemented in 2016. The proposed 10% rate increase would impact the average residential household with an increased sewer bill of approximately \$3.80 per month.

<u>Year</u>	<u>Proposed Rate Increase</u>	<u>Sewer Base Fee</u>	<u>Sewer Consumption Rate</u>	<u>Average Monthly Bill</u>	<u>Monthly Cost Difference</u>
2015	3.00%	\$12.21	\$0.577	\$37.03	\$1.08
2016	2.50%	\$12.52	\$0.592	\$37.95	\$0.92
2017	10.00%	\$13.77	\$0.651	\$41.75	\$3.80

Sewer rates are calculated based on average water usage per household during the winter months. Water usage from the winter months of December, January and February are used to calculate actual flow into the sewer system. The residents can control their monthly bills by conserving water.

Staff surveyed other communities and sewer districts to obtain information about their rate structures for 2016 and 2017. Most communities and sewer districts will experience a rate increase for 2017. North Kansas City will have a 10.5% rate increase and Kansas City will have approximately a 13% increase. Even with the 10% rate increase proposed in 2017, Parkville's rates are still lower than many of the surrounding communities. Platte County Regional Sewer District (PCRS D) will increase their user fee 5%, but the base rate will remain the same. The PCRS D average monthly bill in 2017 will be \$45.78 compared to Parkville's \$41.76. Attachments 7 shows the 2016 rate study and Attachment 8 shows the 2017 rate study along with the proposed rate increases.

With the reduced capital outlay and increased sewer rate, the positive net effect of the working capital is \$120,510. Additional sewer rate increases may be necessary in 2018 to assist with bringing the working capital closer to the working capital target. The proposed rate increase allows the Sewer Fund to maintain operational integrity, while continuing to complete important planned maintenance. Raising the sewer rate will allow the Sewer Fund to recover from the numerous unplanned emergency expenses in 2015 and 2016. If the sewer rate of 10% is not approved, staff will have to cut the sewer CIP by approximately \$100,000. This may delay the annual sewer cleaning and sanitary sewer pipe repair programs. By deferring the preventative maintenance of the sewer system, there is potential for risks of sewer failures and increased emergency spending to repair these failures. The costs related to these emergency repairs are

much higher than the preventative maintenance costs. Staff does not recommend changes to the programmed CIP.

Since the first reading of the sewer rate increase on December 6, 2016, staff also performed an additional survey of communities and sewer districts to obtain information on their connection and impact fees. Connection and impact fees are typically assessed with the building permit fees. Parkville charges \$1,500 for a sewer impact fee and \$1,400 for a sewer connection fee, for a total sewer fee of \$2,900. Attachment 9 includes a chart for the local sewer tap fees for peer communities.

The 2017 sewer forecast revenues assumes approximately 22 new building permits. With the total sewer connection and impact fee of \$2,900, the City will receive \$63,800 in revenues. The purpose of the sewer connection and impact fee is to charge the customer for the tap to the sewer system (connection fee) and their overall impact to the City's sewer collection and treatment system (impact fee). One area to increase revenue to the sewer fund is to increase the sewer connection and impact fee. By increasing the fee by \$500 (to a total connection and impact fee of \$3,400), it is projected that the City could increase revenues by \$11,000 in 2017. By increasing the fee \$1,000 to a total fee of \$3,900, the 2017 revenues would approximately increase by \$22,000.

BUDGET IMPACT:

Each 1% sewer rate increase results in approximately \$10,000 in revenue. A 10% rate increase is recommended in 2017 in order to ensure that revenues meet budgeted expenditure levels and to continue the maintenance and repair work planned in the CIP. The 10% rate increase would result in an additional \$100,300 in revenue. If the Board opts not to approve a rate increase, or to adopt a lower increase, the Sewer Fund revenues will likely fall below the working capital target in 2017. In this case, the City will have to make comparable reductions in budgeted expenses or choose to have an ending fund balance below the working capital target.

By increasing the sewer connection and impact fee an additional \$500, the 2017 revenue is projected to increase \$11,000. By increasing the fee to \$1,000, the 2017 revenue would increase \$22,000.

ALTERNATIVES:

1. Approve the second reading of an ordinance for a 10% increase to the sewer rates.
2. Approve the second reading of an ordinance for a modified rate to meet the desires of the Board of Aldermen.
3. Take no action and do not implement a rate change in 2017.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the second reading of an ordinance to adopt a 10% rate increase for all sewer utility rates.

Staff recommends increasing the sewer connection and impact fee an additional \$500, for a total connection and impact fee of \$3,400. If directed by the Board of Aldermen, staff can include the change to the connection and impact fee in the updated schedule of fees, slated for approval in February.

POLICY:

Section 703.030(A) of the Parkville Municipal Code states that, “the user charge system shall generate adequate annual revenues to pay the costs of annual operation and maintenance including replacement and cost associated with debt retirement.”

The Reserve Policy (Resolution No. 12-01-13) states that, “the sewer utility fund balance should be able to provide 90 days of operations in addition to the current fiscal year debt service payments.”

RSMo 250.233 states that prior to establishing sewer charges, a public hearing shall be held following at least thirty days’ notice. The first reading of the sewer rate increase was held on December 6, 2016 with a public notice the next day.

SUGGESTED MOTION:

I move to approve Bill No. 2906, an ordinance amending various sections of Parkville Municipal Code Chapter 703 and approving a ten percent increase to the sewer base charge, sewer use charge, and surcharge for customers of the Parkville sewer system, on second reading to become Ordinance No. ____.

ATTACHMENTS:

1. Proposed Ordinance
2. 2017 Sewer Fund Budget
3. 2017 Capital Outlay
4. Capital Improvement Status Memo
5. Springsted Sewer Allocation Memo
6. Public Hearing Notice
7. 2016 Sewer Rate Survey
8. 2017 Sewer Rate Survey
9. Connection Fee Survey

AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 703 OF THE PARKVILLE MUNICIPAL CODE REGARDING THE USER CHARGE SYSTEM FOR THE PARKVILLE SANITARY SEWER UTILITY

WHEREAS, the City of Parkville, Missouri has constructed wastewater treatment works; and

WHEREAS, the City of Parkville must pay all expenses associated with said treatment works and charge the users of said treatment works accordingly.

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

Section 1. Subsection C of Section 703.040 is hereby repealed and replaced to read as follows:

- C. The minimum charge per month shall be thirteen dollars and seventy-seven cents (\$13.77). The minimum charge shall apply to all properties connected to the sewer system regardless of water consumption. In addition, each contributor shall pay a user charge for operation and maintenance, including replacement, of sixty-five and one-tenths cents (\$0.651) per one hundred (100) gallons of water as determined in the preceding section.

Section 2. Subsection D of Section 703.040 is hereby repealed and replaced to read as follows:

- D. For those contributors who contribute wastewater the strength of which is greater than normal domestic sewage, a surcharge in addition to the normal user charge will be collected. The surcharge for operation and maintenance, including replacement, is

\$0.8303 per pound BOD
\$0.7141 per pound SS

Section 3. If any portion or section of this ordinance is determined to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, the decision shall in no manner affect the remaining portions of this Section, which shall remain in full force and effect.

Section 4. This ordinance shall be in effect immediately upon its passage and approval.

PASSED and APPROVED this 17th day of January 2017.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

Sewer Fund (30) Revenues and Expenses

Type	Account	Description	Account	2014 Actual	2015 Actual	2016 Budget (amended)	2016 Projected	2017 Budget
Rev: Sewer	Beginning Fund Balance	Projected carryover from prior year.		516,873	1,104,409	797,784	797,784	314,045
	Sewer Charges	Charges levied on all utility customers for use of the City's sewer system.	41501-00	1,016,426	1,020,684	1,014,750	1,003,000	1,028,000
	Sewer Tap Fees	Fees required to connect to the City's sewer system (\$1,500/new home).	41502-00	43,500	39,000	36,000	30,000	30,000
	Sewer Impact Fees	Fees required to compensate the City for the increased demand on the sewer system (\$1,400/new home).	41502-01	42,000	36,400	33,600	26,600	26,600
	MOAW Bill Collection Payment	Money received from Missouri American Water for accepting water bills at City Hall.	41503-00	562	643	650	440	440
	Grinder Pump Administration Fee	A fee paid by the Riss Lake Home Owner's Association for collecting and remitting monthly Riss Lake Subdivision grinder pump maintenance fees.	41504-00	4,620	4,620	4,620	4,620	4,620
	Transfer from Sewer CIP	No longer used. Transfer from Sewer CIP to close out fund in 2014.	41902-00	294,984				
	Revenues: Sewer				1,918,965	2,205,756	1,089,620	1,862,444
Rev: Interest	Interest Income	Interest earned from sewer fund investments.	41701-00	4,361	4,956	4,800	4,500	5,000
	Revenues: Interest Income				4,361	4,956	4,800	4,500
Rev: Misc	Miscellaneous	Includes reimbursements from Viking Football Club for water usage at Viking Field.	41804-00	1,000	74	200	50	50
	Revenues: Misc				1,000	74	200	50
Total Sewer Fund (30) Revenues				1,924,326	2,210,786	1,892,404	1,866,994	1,408,755

Sewer Fund (30) Revenues and Expenses

Type	Account	Description	Account	2014 Actual	2015 Actual	2016 Budget (amended)	2016 Projected	2017 Budget
Exp: Personnel	Salaries	The total salaries for sewer billing duties. A portion of staff salaries are covered by the Sewer Administrative Fee, as related to sewer work performed.	01-01-00	10,062	11,691	13,824	14,785	15,000
	FICA & Medicare	This is the City's share of FICA & Medicare cost for its employees.	01-21-00	770	839	1,058	1,223	1,248
	Professional Development	Cost of educational seminars and conferences attended by Sewer employees.	01-41-00		1,416		-	500
	Retirement	The City's LAGERS contribution for 2016 is 5.9% of general employee salaries.	01-22-00			816	800	1,145
	Expenses: Personnel				10,831	13,946	15,698	16,808
Exp: Insurance	Property & Liability	Premium payment for the City's property & liability coverage.	02-01-00	3,678	2,689	2,850	1,533	1,610
	Health, Life, & Dental	The City offers health, dental, and life insurance to its employees and subsidizes a portion of the premium. Reflects premium increases for employees.	02-02-00		1,622	2,955	3,155	3,407
	Workers Compensation	The workers compensation premium that covers all sewer employees.	02-03-00			500	95	500
	Unemployment	This covers the cost of any unemployment insurance claims for the Sewer Department.	02-04-00			500	-	500
	Expenses: Insurance				3,678	4,312	6,805	4,783
Exp: Utilities	Telephone & Voicemail	The charges for local and long distance telephone service for the sewer plant and lift station dialers.	03-01-00	2,394	2,278	1,600	1,344	1,600
	Electricity	Electric utility charges for the sewer plant and pump stations.	03-02-00	36,499	37,783	46,000	38,148	40,000
	Water	Water utility charges for the sewer plant.	03-04-00	2,083	1,606	3,500	3,378	3,500
	Wi-Fi	The cost of the Wi-Fi hotspot at the sewer plant for internet access.	03-06-00	440	480	480	480	480
	Trash Hauling	The charges for trash hauling at the sewer plant (\$70/year for Main Lift Station dumpster and \$356.52/year for Sewer Plant dumpster).	03-09-00	297	392	600	355	400
	Expenses: Utilities				41,713	42,539	52,180	43,705
Exp: Office Expenses	Office Supplies	This includes items such as stationery, pens/pencils, folders, etc. as well as computer accessories, meeting supplies and general consumables.	05-01-00	229	257	150	239	250
	Postage	All postage and shipping costs, along with any incidental charges.	05-02-00	6,868	5,805	7,000	5,700	6,000
	Delinquencies	Administrative costs related to delinquency collections such as water shut off costs, filing property liens, and certified letters.	05-06-00		826	2,000	2,700	2,000
	Printing	Expenses for printing work not performed by City personnel. This includes items such as business cards, forms, letterhead, and books.	05-04-00	1,032	1,055	1,300		
	Expenses: Office Expenses				8,130	7,943	10,450	8,639

Sewer Fund (30) Revenues and Expenses								
Type	Account	Description	Account	2014 Actual	2015 Actual	2016 Budget (amended)	2016 Projected	2017 Budget
Exp: Maintenance	Building Maintenance & Repair	General maintenance for the sewer plant. Includes crane for the new storage building, installation of yard hydrant, and containment for diesel storage.	06-01-00	4,787	6,863	36,480	46,000	18,000
	Pump Stations Maintenance	General maintenance for six pump stations in the City.	06-12-00	7,968	12,992	14,000	20,000	18,000
	Vehicle Repair & Maintenance	Maintenance for sewer vehicles.	06-21-00	105	41	500	150	500
	Tractor / Lawn Mowing Equipment	Maintenance for the sewer plant tractor and lawn equipment. Includes \$2,000 for hydraulic hoses and ram gate for honey wagon in 2017.	06-21-02	1,024	484	1,000	500	3,000
	Vehicle Gas & Oil	Fuel for sewer division vehicles.	06-22-00	1,254	802	3,000	1,000	2,000
	Equipment Gas & Oil	Fuel for sewer equipment, including the tractor, mower, and generator.	06-22-01	1,198	868	1,500	1,500	1,500
	Software Support Agreement	Annual software maintenance for Data Tech Summit sewer billing software.	06-33-00	1,768	1,910	2,000		2,000
	Expenses: Maintenance				18,103	23,959	58,480	69,150
Exp: City Services	Line Repairs	This covers emergency repairs to sewer lines and manholes. Root control and unexpected clogs. It does not cover repairs budgeted in the sewer CIP.	07-34-00	5,522	24,708	20,000	18,000	20,000
	One Call Utility Locating	This is a fee charged to the City for every One Call sewer utility locate requested in the City limits.	07-42-00	2,366	3,180	2,000	1,000	2,000
	KC Water Dept.	Fees paid to the KCMO Water Department for sewer service provided to some Parkville residents The decrease in 2016 is a result of the decommission of Eastside Pump station.	07-82-00	62,521	53,304	26,000	26,000	26,000
	Platte County Regional Sewer District	Fees paid to the PCRSD for wastewater treatment for Parkville residents formerly served by Eastside Pump station.			3,961	16,000	16,000	16,000
	Odor Control	Chemical used to mitigate odors from sewer lines.	07-91-00	18,138	18,851	22,000	22,000	22,000
	Expenses: City Services				88,546	104,004	86,000	83,000
Exp: Professional Fees	Attorney Fees	Fees associated with contract reviews and sewer related legal questions.	08-01-00	7,049		2,500	2,500	2,500
	Engineering Fees	This covers the fees for work performed by the City Contract Engineer for the sewer system, including SSES Program engineering and management.	08-03-00	1,600	9,900	10,000	11,000	10,000
	Management Contract	Contract with Alliance Water Resources to operate the sewer plant.	08-04-00	275,395	282,245	290,483	290,483	293,400
	Administration Fee	Administrative salaries for sewer related work, Missouri One Call services, and other sewer related administrative functions.	08-06-00	100,000	101,500	103,530	103,530	150,000
	Credit Card Fees	Costs associated with processing credit card transactions.	08-07-00	546	2,732	2,000	3,931	
	Sewer Refunds	Refunds for bill over payments	08-08-00		321		850	900
	Expenses: Professional Fees				384,590	396,698	408,513	412,294
Exp: Other Exp.	Miscellaneous	Miscellaneous includes uncategorized expenses.	09-21-00	4,833	851	2,000	1,650	2,000
	DNR Fees	Annual fee to the Missouri Department of Natural Resources based on the number of sewer connections in the City.	09-22-00	1,641	1,792	2,000	1,789	2,000
	Expenditures: Other Expenditures				6,474	2,643	4,000	3,439

Sewer Fund (30) Revenues and Expenses

Type	Account	Description	Account	2014 Actual	2015 Actual	2016 Budget (amended)	2016 Projected	2017 Budget
Exp: Capital Outlay	Equipment & Machinery	For the purchase of operating equipment for the Sewer Plant. Includes replacement of two tires and four rims on tractor (\$7,000).	04-31-00	14,398	6,615	3,000	3,000	7,000
	Sewer Plant Improvements	Improvements and enhancements to the sewer plant. Includes rebuilding of the bar screen (\$47,000), rebuilding of two clarifier drives (\$15,000). Building improvements include new doors and door jams (\$6,000) and site improvements include access drive and fence (\$13,000).	04-51-00		407	156,200	148,884	81,000
	Pump Station Improvements	Improvements to pump stations. New projects include FF Hwy and McAfee pump station modifications planned for 2017 (\$9,000), improvements to 45 Hwy Pump Station (\$66,000), improvements to S. National Pump Station (\$67,000), and rebuilding of one pump at McAfee Pump Station (\$9,000).	04-61-00	27,694	185,637	37,700	19,654	151,000
	Line Maintenance	Includes carry-over for Sanitary Sewer Phase 3 manhole repairs (\$60,000). New projects include 2017 CCTV & Cleaning (\$56,000), design of Downtown Manhole Reconstruction Phase 2 (\$8,000), and repairs to the Riverchase Sewer Main (\$40,000).	06-42-00	11,566	197,854	636,300	554,098	164,000
	Other Maintenance	Includes repairs to the levee next to to the sewer plant and the stabilization of the streambank along the access drive to the sewer plant.	06-99-00	6,330	68,575	5,000	-	50,000
	Expenditures: Capital Outlay				59,988	459,088	838,200	725,636
Exp: Transfers	Transfer to Debt Service Fund (for Bonds)	No longer used. Funds are transferred to Debt Service for bond payments. Paid off in 2015.	20-02-02		151,063			
	Transfer to Debt Service Fund (for SRF)	Funds are transferred to Debt Service for SRF payments.	20-02-03		206,807	185,495	185,495	181,701
Expenditures: Transfers				-	357,870	185,495	185,495	181,701
Total Sewer Fund (30) Expenditures				622,053	1,413,002	1,665,821	1,552,949	1,304,641
Ending Fund Balance Sewer Fund (30)				1,302,273	797,784	226,583	314,045	104,114

**Capital Improvement Program
FY 2017**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Sewer		Multi-Year Project	Year 2 of 2	WWTP Headworks Screen Rebuild	Rebuild the influent mechanical bar screen at the WWTP. Screen is used to filter out plastics, rags and debris. Includes replacing the screen links, media shafts, and drive chain links. Begin design/bidding in 2016, construct in 2017.	100% Sewer Fund	\$ 47,000	\$ 47,000
Sewer		Equipment	Replacement	Sludge Application Equipment	Equipment replacement for the tractor (two tires and four wheel rims) and wagon (hoes and hydraulic ram gate) that are used to haul and distribute biosolids on agricultural fields.	100% Sewer Fund	\$ 7,000	\$ 7,000
Sewer		Project	Replacement	WWTP Building Improvements	Replace existing doors and door jams on the main building at the WWTF.	100% Sewer Fund	\$6,000	\$6,000
Sewer		Equipment	Replacement	Clarifier Drives	Onsite rebuild of the two hydraulic drive units that make the clarifier mechanisms rotate.	100% Sewer Fund	\$ 15,000	\$ 15,000
Sewer		Project	Maintenance	WWTP Access Road	Replace existing gravel access roadway from FF Hwy to the WWTP.	100% Sewer Fund	\$ 13,000	\$ 13,000
Sewer		Equipment	Replacement	Misc. Pump Station Improvements	Includes installation of FF Hwy Pump Station valves and mission unit, Pinecrest Valve pit lid, and McAfee level transducer.	100% Sewer Fund	\$9,000	\$9,000
Sewer		Project	Replacement	45 Hwy Pump Station	Install new pumps and controls. Begin design in 2016, construct in 2017.	100% Sewer Fund	\$66,000	\$66,000
Sewer		Project	Replacement	South National P.S. Equipment Replacement.	Replace pumps, base elbows, rails, along with electrical work.	100% Sewer Fund	\$67,000	\$67,000
Sewer		Equipment	Replacement	McAfee Pump	Rebuild one existing pump at McAfee Pump Station	100% Sewer Fund	\$9,000	\$9,000
Sewer		Project	New	CCTV	Program to clean and televise a portion of the 15,000 feet per year of the City's sewers.	100% Sewer Fund	\$56,000	\$ 56,000
Sewer		Project	Replacement	Downtown Manhole Reconstruction Phase 2	Second phase of manhole project started in 2016. This involves the reconstruction of existing manholes.	100% Sewer Fund	\$8,000	\$8,000
Sewer		Project	Replacement	Sanitary Sewer Phase 3	Phase 3 repairs to repair manholes and install new manholes to access areas in downtown	100% Sewer Fund	\$60,000	\$60,000
Sewer		Project	Replacement	Riverchase Sewer Repair	Remove and replace sewer main in the Riverchase Subdivision	100% Sewer Fund	\$40,000	\$40,000
Sewer		Project	Replacement	Levee Repair / Bank Stabilization	Repair two location of breeches in the levee and the streambank failure along the creek adjacent to the entrance to the sewer plant.	100% Sewer Fund	\$50,000	\$50,000
Sewer Total							\$ 453,000	\$ 453,000

EXECUTIVE SUMMARY – SEWER CIP UPDATE, JANUARY 2017

City staff and the Contract City Engineer wish to provide the Board of Alderman an update on the status of the Sewer CIP, particularly regarding the progress made to date, the extent of repairs remaining, and the status of the ongoing system assessment. In the near future staff will be asking for direction on how to fund and phase the remaining repairs to the sewer system.

Since the initial SSES Report in 2007, much progress has been made in both the investigation and the repair of the sewer system. The collection system contains 103,000 feet of gravity sewer, 568 manholes, 73,000 feet of pressure sewers (e.g. Riss Lake), 22,000 feet of force mains, and six pumping stations. The largest investigation task is the CCTV investigation of gravity sewers. This data is typically good for about 8 years. Since 2009, the City has completed CCTV investigation of 48% of the gravity sewer system, and this includes all of the larger and more critical pipes. At the current rate of 13% per year, the City should complete the evaluation of the rest of the system in 5 years. The Contract City Engineer uses a GIS mapping system and database to track the condition of the gravity sewer system components and to record the progress of repairs. This form of asset management is used to prioritize system repairs and plan for future projects.

From 2009 to 2016, the City completed eight major projects to repair the gravity sewers and pumping stations, for a total expenditure of about \$1.15 Million. Most of these repairs were accomplished after 2014. These repairs addressed two pumping stations and about 15% of the total gravity sewer system footage and 6% of the total system manholes. Since the repairs program began in 2009, the amount of reactive (i.e. emergency) repair spending has been greatly reduced. However, some reactive spending is still occurring, particularly in the old downtown area where the pipes are 50 – 100 years old.

With data already collected, a backlog of repairs has been created. Currently the sewer system has recommended list of repairs of about \$510,000 within the next 5 years, including some pump station repairs already programmed into the CIP. If we include projections of repairs expected (from future investigations), this value increases to \$780,000. These values address pump stations and the gravity sewer system. Currently there are no means to predict the failure and accomplish the renewal of pressure sewers and force mains – short of complete replacement.

During the next few months, the Department of Public Works will be developing options for accomplishing the remaining sewer investigation and the projected sewer repairs. These options will consider phasing, costs, financing, and future sewer rate impacts. The Department of Public Works will present these options to the Finance Committee and request the input of the Committee.



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MEMORANDUM

TO: City of Parkville, Missouri

FROM: Nick Dragisich

DATE: October 6, 2016

SUBJECT: Administrative Charge to Sewer Service Fund

Springsted was retained to assist the City in determining and recommending an administrative charge allocation from the City's General Fund to its Sewer Service Fund. The administrative charge should reflect the direct support provided by the General Fund to the Sewer Service Fund and also indirect support provided by the City's overhead activities that benefit the Sewer Service fund.

Underlying any cost study is the necessity to identify all costs which are incurred by the General Fund when providing a service to another fund. Without this information, an accurate determination of the appropriate level of cost identification becomes difficult, if not impossible. The General Fund incurs two types of costs in providing support to the Sewer Service Fund. The most obvious costs are those direct costs for services where City staff accounted for in General Fund operating budgets undertake activities that directly benefit the Sewer Service Fund. These would include services like, inspection of sewer construction, filing sewer service forms, and other activities directly related to and benefiting the Sewer Service Fund. The General Fund also incurs indirect costs that benefit the Sewer Service Fund which we define as City-wide overhead activities. These include services like paying bills, issuing payroll checks, coordinating purchasing functions, helping to define policy goals and direction, and other services.

In order to determine these costs, City staff was asked to estimate the time they spent over the course of an average year on activities that directly benefited the Sewer Service Fund and on City-wide overhead activities. General Fund activities that directly benefitted the Sewer Service Fund were reported in Administration, Public Works Administration, Public Works Operations Street, and in Community Development. General Fund overhead activities were reported in Administration, Police, Public Works Administration, Public Works Operations Streets, Community Development, Public Information Division, and Information Technology Division.

The time reported to be spent on either direct or overhead activities by each staff member was used to estimate the personnel related costs for that activity. The personnel related costs included salary, benefits, FICA and Medicare, retirement, and auto allowances. The personnel costs were then multiplied by the percentage of time the employee estimated they spent on the activity to arrive at the personnel cost of that employee providing that service. For example, the City Administrator reported spending 60% of her time on overhead related activities. The total personnel costs for the City Administrator was determined to be \$145,251. That results in an overhead cost of

\$87,151 (\$145,251 x 0.60 = \$87,151). The total personnel costs for each employee related to an activity were summed to get the total personnel costs for that activity.

The total personnel cost for each activity was then divided by the total personnel costs for the department to arrive at a percentage that was used to allocate other department costs. For example, in Administration it was determined that \$230,896 of personnel costs were related to overhead activities. The total personnel costs in Administration are \$459,598. The \$230,896 of personnel related cost for overhead was divided by the total \$459,598 of personnel cost resulting in a ratio of 50.24%. The non-personnel costs for the Administration department were multiplied by that 50.24% to allocate their cost to the overhead activity. For example, the cost of utilities in the Administration budget was \$73,270. This amount was multiplied by 50.24% which resulting in an allocation of \$36,810 (\$73,270 x 0.5024 = \$36,810) of utility costs to the overhead activity. The personnel costs for each activity and the allocated non-personnel costs were added up to arrive at the total cost of each activity for the department under consideration.

This cost allocation carried out for each department reporting overhead and/or sewer service related activities resulted in overhead activities totaling \$630,061 and direct sewer service activities totaling \$106,249 as shown in the table below.

General Fund	2016 Budget	Overhead Activities	Direct Sewer Service Activities
Administration	\$ 1,329,483	\$ 552,860	\$ 25,634
Police	\$ 1,223,870	\$ 6,294	\$ -
Municipal Court	\$ 153,471	\$ -	\$ -
Public Works Admin & Streets	\$ 651,343	\$ 7,140	\$ 60,469
Community Development	\$ 316,393	\$ 5,983	\$ 20,146
Operations Division Parks	\$ 356,007	\$ -	\$ -
Nature Sanctuary	\$ 39,681	\$ -	\$ -
Public Information Division	\$ 13,810	\$ 13,810	\$ -
Information Technology Division	\$ 43,974	\$ 43,974	
Capital Outlay	\$ 351,035	\$ -	\$ -
Totals	\$ 4,479,067	\$ 630,061	\$ 106,249

The direct sewer service activities can be charged directly to the Sewer Service Fund. However, the overhead activities costs need to be converted to an overhead percentage that can then be charged to the Sewer Service Fund. This percentage was determined to be 18.01% as shown in the table below. Capital outlay was subtracted because it is not an operating expense.

Total General Fund	\$ 4,479,067
Less Capital Outlay	\$ (351,035)
Net operating	\$ 4,128,032
Less Overhead	\$ (630,061)
General Fund Overhead Basis	\$ 3,497,971
Overhead percent	18.01%

The overhead allocation to the Sewer Service Fund was determined by subtracting the current \$103,530 administration fee charged to the Sewer Fund from the total Sewer Service Fund expenses of \$1,543,461 to avoid the overcharging of overhead. The remaining \$1,440,111 was multiplied by the overhead percentage of 18.01% to determine the total City overhead allocation of \$259,396. The direct activity expenses of \$106,249 was then added to the overhead allocation to arrive at a total administrative charge of \$365,644 which is the amount the Sewer Service Fund should pay to the General Fund for the support it receives from that fund. The administrative charge should be updated each fiscal year based on then current costs and time allocations. The administrative charge calculation is shown in the table below.

Total Sewer Expenses	\$ 1,543,641
Less Administration Fee	\$ (103,530)
Net Sewer Expenses	\$ 1,440,111
City overhead Allocation	\$ 259,396
City Direct Expenses	\$ 106,249
Total Sewer Administration Fee	\$ 365,644



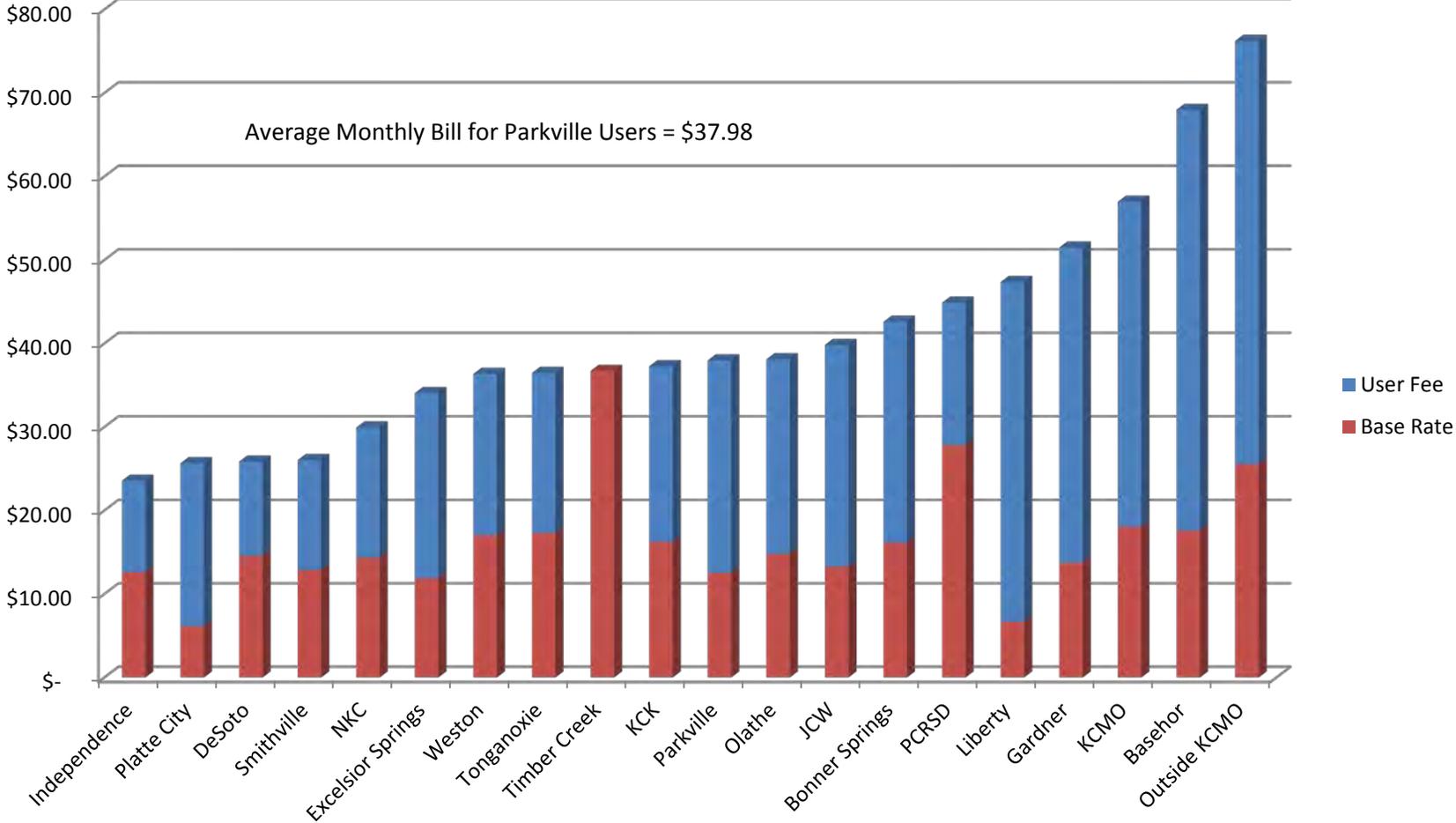
CITY OF PARKVILLE, MISSOURI NOTICE OF PUBLIC HEARING

The City of Parkville, Missouri, will hold a public hearing to discuss a proposed sewer rate increase during its regular Board of Aldermen meeting on January 17, 2017, at 7:00 p.m. in the Municipal Court / Board Room of City Hall, 8880 Clark Avenue, Parkville, Missouri. All interested parties are invited to attend and be heard.

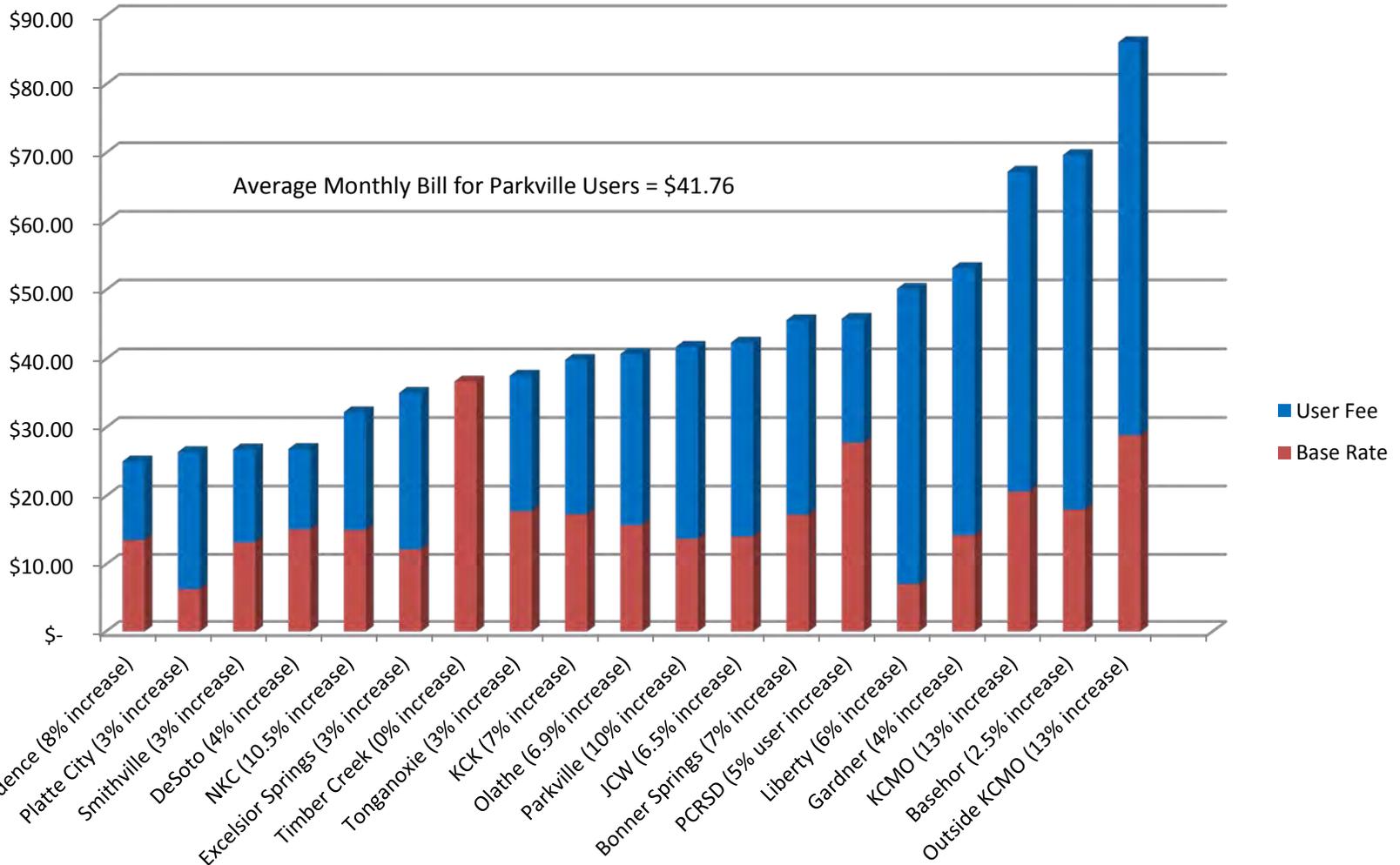
Melissa McChesney
City Clerk

Posted November 29, 2016

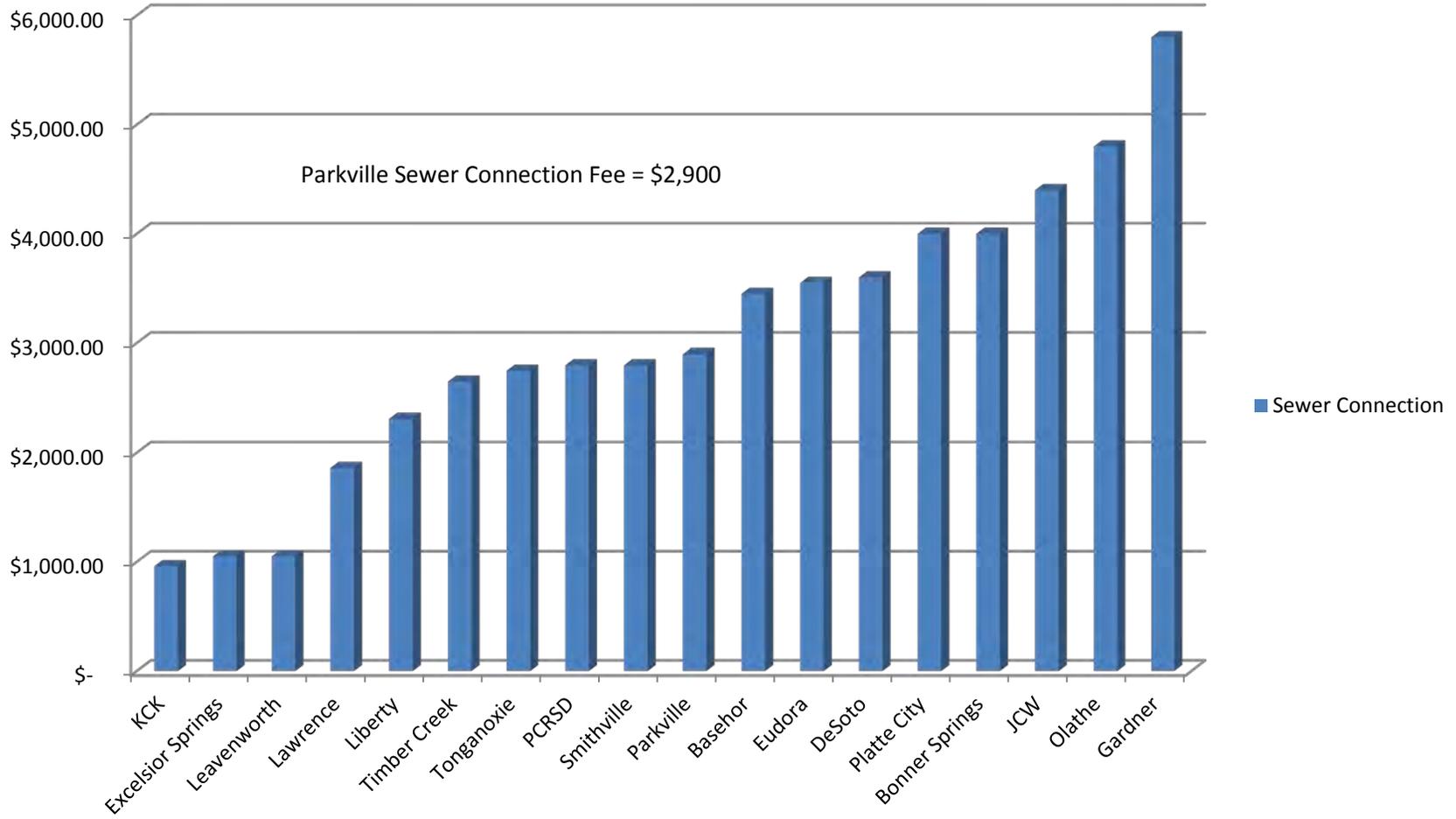
2016 Sewer Rates



2017 Sewer Rates



Sewer Connection Fees



CITY OF PARKVILLE

Policy Report

Date: Tuesday, January 10, 2017

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Alysen Abel
Public Works Director

ISSUE:

Receive and file the report presented by the Park University Capstone Course in Public Administration regarding sidewalk policy.

BACKGROUND:

From September 2016 to December 2016 the City of Parkville partnered with the Park University Capstone Course in Public Administration on a community-based venture. Initially, City staff worked with Park University Professor Terry Ward to select an interesting and viable project with real world management issues for the capstone class to research and analyze. After discussing various projects, the management and maintenance of Parkville sidewalks was chosen.

The City of Parkville maintains approximately 90 lane miles of roadway, many of which include adjoining sidewalks. Historically, the sidewalk maintenance portion of city transportation infrastructure has remained a relatively low priority because of the more pressing issue of roadway maintenance. Sidewalk maintenance was given a score of low priority at the Board planning retreat in July 2016. However, staff recognizes the need to develop a plan for future maintenance of sidewalks to better maintain the infrastructure system. The partnership with Park University provided an opportunity to advance this project through volunteer support in lieu of significant City staff and other resources that are committed for higher priorities. Specifically, the Capstone Course in Public Administration was tasked with determining (1) ways to effectively maintain sidewalk infrastructure on a limited budget and (2) research and recommend a policy based on best practices of the surrounding cities.

As requested throughout the semester, City staff checked in on class progress and answered questions. Professor Ward presented the final report created by the Capstone Course in Public Administration class to staff on January 4, 2017 (Attachment 1). Staff reviewed the report and made comments to the class. Professor Ward is scheduled to present the class findings at the Board of Aldermen meeting on January 17. The report researched polices from Kalispell, Montana; Clarksville, Tennessee; Lee's Summit, Missouri; and Gladstone, Missouri. The report presents three options:

1. Shared Cost Sidewalk Program: In this program a resident would split the cost of damaged sidewalk repair with the city to move up the sidewalk repair priority list.
2. Funding Increase for Sidewalks: Increase funding for sidewalk maintenance to allow the Parkville Public Works department to review any damaged sidewalk reported to the city and then certify it for repair and perform the work.
3. Status Quo: Continue the existing policy with no mandate for repair and limited funding available from the city to perform or share in the cost of performing repair work.

The Capstone Course in Public Administration recommended a funding increase for sidewalk improvements. Implementation of various recommendations related to increased funding (a sales tax increase, grant applications, or using the emergency reserve) may have budgetary implications, which would require further analysis and future action by the Finance Committee

and/or Board of Aldermen. For the time being staff recommends the Board of Aldermen receive and file the report related to sidewalk maintenance from the Capstone Course in Public Administration. Staff believes the next logical step based on the report's conclusions is to complete an inventory of the sidewalks in Parkville and their condition.

BUDGET IMPACT:

There is no budget impact associated with the presentation of the report. Implementation of various recommendations may have budgetary implications which would require further analysis and future action by the Finance Committee and/or Board of Aldermen.

ALTERNATIVES:

1. Receive and file the report and direct staff to budget for an inventory of the city sidewalks in Parkville as a future out-year Capital Improvement Program (CIP) item.
2. Receive and file the report and direct staff to proceed with implementation recommendations to meet the desires of the Board of Aldermen.
3. Receive and file the report and direct no further action at this time.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board receive and file the report and direct staff to budget for an inventory of the city sidewalks in Parkville as a future out-year CIP item.

POLICY:

City Code Section 505.090 sets minimum standards for streets, sidewalks, and storm sewers in Parkville. Sidewalks shall be constructed as specified in Standard Drawing SW-2 of Standard Specifications and Design Criteria, APWA 1981. Sidewalks shall be constructed on one (1) side of all public streets. Five (5) foot sidewalks shall be provided along arterial streets and four (4) foot sidewalks shall be required along collector streets. Handicap ramps shall be provided in accordance with APWA standards at all intersections.

SUGGESTED MOTION:

I move to receive and file the Sidewalk Policy proposal by the Park University Capstone Course in Public Administration and direct staff to budget for an inventory of the city sidewalks in Parkville as a future out-year CIP item.

ATTACHMENT:

1. Sidewalk Policy Proposal by the Capstone Course in Public Administration

PARK UNIVERSITY SIDEWALK POLICY PROPOSAL

Date: January 17, 2017

Prepared By: Park University – Capstone Course in Public Administration

PHILOSOPHY STATEMENT

The quality of life in a community is impacted by many things, but one of the important facets is the quality of the neighborhoods. One of the elements of quality neighborhoods is walkability. Maintaining the sidewalks in Parkville will have a positive impact on citizens' perception and economic development. It will make the sidewalks safer and the community more attractive to possible buyers.

There is no current policy in Parkville regarding the maintenance of sidewalks, and there are many throughout the city that are broken and cracked. As this group, conducted research it was determined that the best approach to this issue is listed below in Alternative B recommendation.

PARKVILLE SIDEWALK POLICY BACKGROUND

The Streets Department of Parkville, Missouri currently maintains over 50 center lane miles of road. The city assumes responsibility for pothole patching, crack sealing, right of way mowing, snow plowing, storm water inlet maintenance, street sweeping and more (parkvillemo.gov).

While Parkville has a policy on sidewalk construction (attached), it does not currently have a policy regarding the repair of sidewalks. This responsibility is borne by the home or business owner whose property the sidewalk is adjacent, but there is no mandate for repair.

To determine this class' recommendation regarding the repair of sidewalks, consideration was given to the best practices of the surrounding cities. Cities of Kansas City, Missouri, Riverside, Missouri, Kansas City, Kansas and Overland Park, Kansas were considered. Of the four cities whose policies were examined, none offered financial provisions for the repair of sidewalks. The web page of each city government was used as a point of reference.

The policies of the surrounding cities are consistent, in that the property owner is deemed liable for maintaining a safe sidewalk. However, by legal precedent in Missouri, if the city is aware of a damaged sidewalk, and doesn't repair it, since it sits in the public right-of-way, the city may be liable. In Parkville, and many suburban municipalities, the city liability insurance is carried by _____, and they require the city to repair any known damaged sidewalk. Some cities, such as KC, MO offer provisions such as a payment plan for residents who do not have the means to cover the costs upfront. However, they are also self-insured, so the

requirements of the insurer are not relevant here. It is just a matter of determining the degree of risk to be assumed.

In making a recommendation, it is also important to consider some of Parkville's demographic information. According to Data USA, 71.9% of the housing units in Parkville, MO are occupied by their owner. The majority of households report incomes exceeding \$200k annually. Property taxes fall around \$800-\$3000 per year. Any change regarding tax liability and/or the liabilities of home ownership will affect a large portion of the city's population. Parkville has a land mass of 14.71 square miles and a 2000 census population of 4,059.

BACKGROUND FROM OTHER MUNICIPALITIES

The sidewalk issue is a problem for most municipalities. I have outlined how three other municipalities handle their side walk issues below:

1. City of Kalispell, Montana

The city of Kalispell, Montana currently conducts a 50/50 sidewalk replacement program. The city encourages the replacement and repairs of sidewalks and has established a cost sharing program. The city equally shares the cost of replacing sidewalks with the adjoining property owner. This program is a first come first serve and the city allocates money annually. The city uses local contractors and uses a competitive bidding process to reduce cost. The city provides inspection services and engineering services at no cost to the home owner.

The property owner may pay for repairs by paying the contractor directly for their portion of cost. The property owner may also choose to pay the cost over an eight year period. This program does add a 5 percent administrative fee. The city of Kalispell pays for sidewalk repairs through a general fund, and the cost of repairs is maintained by the city clerk's office.

2. City of Clarksville Tennessee

The construction and repair of the sidewalks in the city of Clarksville, TN is paid for by the land owner. The maintenance of the sidewalks includes; cleaning of gutters and sidewalks; removal of snow, ice, and weeds.

The expenses of improvements and maintenance of sidewalks will be a debt against owners and could constitute a lien on the lot to fix sidewalk problems that may have occurred. The City of Clarksville does budget for new sidewalk construction. In the 2016 fiscal year budget, installation of new sidewalk in accordance with sidewalk Priority Indicator matrix in the City Code of Ordinances is \$500,000.00. This includes eighteen total projects that are coincident with public spaces and includes schools, parks, greenways, public housing, central business improvement district, single family development, etc.

3. City of Lee's Summit, Missouri

The Lee's Summit, Missouri Analysis Report Project No. 48760 determined that 88 percent or 510 miles of road networks have the potential to have sidewalks based on current city standards. The city conducted an inventory and an assessment on sidewalk conditions. The city broke the sidewalk project into phases and the first phase was assessing the conditions and providing recommendations for long term sidewalk improvements. The city used aerial photography to document the sidewalks and the conditions.

The city conducted phase II which included a field audit, this required field crews to collect data on site for sidewalk improvements. Field crew used GPS technology to provide data to the city and track locations. Sidewalk defects were broken down into eight different categories.

After the sidewalks were analyzed and data was collected the city determined replacement cost. According to Lee's Summit, Missouri Analysis Report (attached), "the cost factors were developed based on the following set of assumptions; contractor installation and standard MoDOT bid item for concrete sidewalk (bid item 608). The standard MoDOT bid item includes sidewalk, curb ramps, incidental grading, concrete tinting, and truncated domes. It is assumed that sidewalks will be replaced at the existing width and a four-inch depth. For estimating purposes, small sites (less than 50 square yards) were estimated at \$45.00 per square yard; medium sites (50 to 100 square yards) at \$40.00 per square yard; and large sites (greater than 100 square yards) at \$35.00 per square yard" (Lee's Summit, Missouri Analysis Report).

The city inventoried over 353 miles of public sidewalks during this process. The city projected to be complete in FY 2012 in addressing the new public sidewalk construction. The public sidewalk construction budget of approximately \$500,000 over the next 10 years would allow the City to address 90% of the priority. The total construction budget from the sidewalk bond is \$1.018 million with half of that allocated to the maintenance and reconstruction of existing sidewalks.

4. The City of Gladstone, and most suburban Northland municipalities

Most of the smaller municipalities in the Northland rely on the insurance pool created by _____. In that insurance policy, the municipality is deemed liable for any harm coming resulting from an accident caused by a damaged sidewalk where its condition of disrepair is known to the city.

RESIDENTIAL DIRECTION

Property owners are required to maintain their sidewalks in good repair. The original intent of the Park capstone class was to recommend that The City of Parkville offer owners a cost sharing option through the 50/50 sidewalk program and that is presented at Option A. This would allow the city split the cost of sidewalk repair with the property owners while maintaining all sidewalks in good repair. This would be a cost saving to both the property owners and the City of Parkville.

OPTION A: The scope of a Shared Cost Sidewalk Program project is limited to amount of constructed sidewalk in the City accepted by the city and may include replacing the main sidewalk in front of the property. Owners of corner properties will be charged for sidewalk on both the main (address) side and non-address side of the property. ADA ramps will be installed by the contractor, but not at the expense of the property owner.

OPTION B: However, when the insurance consideration was introduced, the idea of having all sidewalk maintenance done by the city was considered. Because of the liability identified by the legal precedent, the city would repair damaged sidewalk sections as the city becomes aware of them. The Parkville Public Works department would review any damaged sidewalk reported to the city, and then certify it for repair and perform the work or contract for it.

OPTION C: Continue the existing policy with no mandate from the city for repair and no funding available from the city to perform or share in the cost of performing repair work.

PROGRAM ADMINISTRATION

Replacement is based on engineering considerations. To control the cost and consistency of sidewalk repair, only the portion of sidewalk in need of replacement as determined by the City of Parkville will be replaced at the City's expense. The property owner does have the option to replace the entire sidewalk in front of the property. However, the entire cost to remove and replace the portion of sidewalk determined by the City of Parkville to be in good condition will be charged to the property owner. To clarify, the City will not pay for removal and replacement of sidewalk in good condition.

Sidewalks attached to retaining walls will not be available for this program due to costs associated with removal and reinstallation. A request for participation in the sidewalk cost sharing program can be made by any individual and/or neighborhood association.

The request must be for a specific sidewalk segment and the following information is required at the time of request:

Contact information

Requested sidewalk location

Address of requestor

Estimated length (measurements) of sidewalk needing to be repaired repaired

Brick pavers, planters or any other obstructions in the parkway may be removed during construction if they exist within the right of way. Removed elements and fencing that needs to be removed for the project will be reinstalled by contractor.

FINANCIAL CONSIDERATIONS

The cost associated with residential sidewalk repair are the demolition and haul off, the sidewalk cost, labor, and administration. The 2016 budget for the street department was \$399,656, but this did not include any budget for sidewalk maintenance. The budget for new sidewalk construction is zero since the sidewalks are constructed by the developer or builder.

At this time, there is no inventory of the sidewalks in Parkville or their condition, so consideration should be given to assembling an inventory as a means of developing a full understanding of the scope of the project. We have not reached out to engineering firms to secure estimates of that but we are suggesting a budget of \$50,000-100,000 be allocated for this, and if there are unused funds they could be applied to the sidewalk project.

To try to get an estimate of what the total budget might be we used the information from Lee's Summit and proportioned it to Parkville. They had 510 miles of roads with potential sidewalks. They did a major bond issue to support the repair and maintenance of their sidewalks after conducting a thorough audit. If Parkville had a land mass of 14.71 square miles compared to the 63.35 square miles of land mass in Lee's Summit, then the relative proportion is 23.34%. The population in the 2000 census was 4,059 for Parkville and 91,364 for Lee's Summit or 4.44%, and the relative density for that population was 586/sq. mi. for Parkville versus 1,188 for Lee's Summit. Given that, it would seem the relative demand for sidewalk repair would be in the range of 10-15%, and for purposes of this projecting we are going to use the high end of the range – 15%. So, if the Lee's Summit budget is \$500,000 to take care of 90% of their demand, 15% of \$500,000 or \$75,000 should take care of the Parkville needs. However, for consideration of this policy recommendation, we are recommending that a budget of \$100,000 be used. At this level of likely demand, the cost of an extensive study wouldn't seem to be a wise investment. While there is some risk in not doing the study, the exposure seems reasonable.

Projected Cost of Sidewalk Repairs

With a budget set of \$100,000 and not knowing the area where the sidewalk will be laid-out, only an estimate can be provided. If the cost of concrete is \$18 per square yard, then that would buy about 5,000 square yards. This would then leave funds for wheelchair ramps, truncated domes, stem walls, and removing landscaping or old concrete.

We cannot determine what the needs are, how much of an area are we covering, what type of cut is needed, or how much it will cost without knowing the locations of the sidewalks.

The following budget is projected:

- I. Budget –
 - a. The budget for the project is \$100,000

- b. With a budget of \$100,000, approximately 5,000 square yards of concrete can be laid-out with a 4" thickness with a width of 3 feet.
- c. Areas of priority will be determined by the Public Works department.

II. Material –

- a. Measurements of areas – 5,000 square yards of concrete with a 4" thickness with a width of 3 feet
- b. Standard size or wider – 3 feet wide
- c. Truncated domes as needed at the corners for wheelchair ramps
- d. Wall stems – as needed depending on sidewalk location
- e. Wheelchair ramps – located at the corners or ends of sidewalk(s) as needed
- f. Removal of landscape or existing concrete – not included in cost. However, the budget has room for minimal removal of landscape or existing concrete

Budget Estimates for the City of Parkville

The budget is proposed at \$100,000. Without knowing the exact location(s) of the sidewalks it is difficult to determine if any removal must be done prior to laying down the sidewalk, and its complexity. However, with the estimated expenses there is room in the budget for adjustments as needed.

The following recommendations are made based on evaluation of current City budget and how other communities have used funding and cost-sharing methods. The use of a 3-year plan will allow buy-in from community and building of reserves which can be reallocated annually to help offset demand for sidewalk installation throughout the community.

YEAR 1 - Budget

Expenditure – Initial year of replacements - \$50,000. It is projected there would be a higher demand in the first year.

Source: - Allocate \$50,000 from Emergency Reserve Fund. Maintains over 108% of the GF amount (exceeds 25% Board annual goal for fund). Current balance: \$1,455,948

YEAR 2 – Budget

Allocate \$25,000 to move forward with the replacement program from the Emergency Reserve Fund.

YEAR 3 - Budget

Repeat the Year 2 strategy, allocate \$25,000 if that continues to seem viable after the Year 2 experience.

Develop effective public relations campaign that includes the use of prioritization of sidewalks built based on population density and projected growth of housing; access to adequate public transportation routes, especially for the disabled; and areas of impoverished communities that regularly feel disconnected from the community at-large.

If there is no appetite for temporarily tapping the reserve fund, then these are additional Options that could be considered.

City Transportation Sales Tax

Increase to .6% (currently 0.5%) which would generate an additional \$87,000 (average) in revenue and allocate the curbs and streets.

Alternative Funding Streams – Also, while the inventory is being developed, alternative funding can be sought from other governmental entities. Promotion of program with federal and state programs that may have additional dollars including HUD, US DOL (ADA Act), and other programs that would help to supplement increased building of needed sidewalks. This may provide sufficient funding so that additional reserve funds will not be necessary, and there will not be a need for a tax campaign.

POLITICAL CONSIDERATION

The City of Parkville has historically maintained that there should be a cost to the property owner whose property is adjacent to the sidewalk.

The long-term cost associated with sidewalk maintenance has the potential to create political turbulence. According to City Code 64-243, “Residential property owners are responsible for the following: curbs, sidewalks and driveways that abut their property line”. When looking at City Code 64-243, an immediate concern is the public reaction or backlash that will occur when residents are required to pay incurred cost for repair and maintenance of sidewalks and curbs that abut their property. Cities such as Parkville, who have established sidewalk repair ordinances often face scrutiny from the public as to the fairness and legality of asking a property owner to repair the “public” sidewalk.

In looking at the provisions that were made in other cities regarding sidewalk repair and maintenance, the 50/50 Split between the property owner and the City is a great proposal for the City of Parkville, as well as the local community. When considering this proposal, the legal ramifications are minimal. Aid from the City on sidewalk and curb repair would be a financial relief from the current policy faced by City residents. This may also increase the timeliness in which sidewalks and curbs are repaired and properly maintained. Subdivisions that currently

have a HOA (Homeowners Association) where residents already pay fees or dues for local maintenance and repairs; the HOA could be responsible for the fees associated with repair or construction of sidewalks. They could be the applicant that secures the 50-50 match.

The 2016 budget allocation for the street department was \$399,656. However, there is no money in that budget currently to cover sidewalk repair. However, should unforeseen costs arise there are several proposals that include multiple avenues to generate the required funding: Capital Improvements Program, Federal Funding, Public Works Grant, as well as the Special Improvement Districts, Betterment Program.

It is also noted that the use of funds from the emergency funds should only be used for a short period of time. If it is decided that the implementation of this policy has produced an effective improvement in the sidewalks in Parkville and there is a desire to continue to adopt this policy, then there may be a desire to create a small tax proposal for approval by the citizens.

PR/Community Awareness

If there is a determination that a tax proposal will be presented to the citizens to continue the sidewalk project, then there will be a need to secure voter support. However, it is assumed this would only be the case if there was a broader public infrastructure voter request as the impact of this program would not justify it on its own. During the initial implementation, there should be public awareness efforts. Using the newspaper and city communications, there should be an effort to place articles that will build some awareness and support for the program starting at the outset.

Strategies for securing public support if there is a decision to proceed with a levy vote would be to solicit information throughout the community through town hall meetings, local news advertisement, flyers, letters from the city administration and word of mouth, ensuring as many citizens as possible are aware of the new policy proposal. A policy vote would be required in order to implement this policy. Another avenue to create public support would be the illustration of an increase in residential and commercial property value, an increase in child safety through the use of public walkways, lower vehicle emissions through increased use of public walkways and a decrease in local commuter traffic.

PARK PUBLIC ADMINISTRATION CAPSTONE RECOMMENDATION

The Park Capstone Class recommends: Option B. While the preference is for Option A, it is felt that the liability is such that Option B should be the direction of the city. While this does increase the city budget, the cost is minimal compared to the possibility of an uncovered accident with city liability.

The Sidewalk Replacement Program. The program helps to keep all city sidewalks in good condition. It repairs and replaces damaged sidewalks on an imperative basis. Eligibility for the Sidewalk Replacement Program is determined through an inspection by the city. If damage is caused by action of the property owner or other third part, the will be required to repair the damaged sidewalk in a timely manner.