



## **Finance Committee Agenda**

October 9, 2017

4:30 PM

Administration Conference Room, City Hall

- 1. Call to Order**
- 2. Financial Updates**
  - A. City Administrator Approvals
- 3. Action Items**
  - A. Approve the minutes from the September 25, 2017, meeting
  - B. Approve Work Authorization No. 91 with North Hills Engineering for the design and project management of the Downtown Manhole Repairs Phase 2 project (Public Works)
  - C. Approve the purchase of a Savin MP 5055 copier from ProServ for the Police Department (Police)
- 4. Non-Action Items**
  - A. 2018 Budget Calendar
  - B. Cameras in the Parks
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



CITY ADMINISTRATOR  
PURCHASING APPROVAL

October 4, 2017

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and  
Contract Amount:

Foley Company  
Attn: Darrin Smutzer  
  
\$3,663.28

General Scope of Work Description/Project:

45 Hwy Pump Station Improvements:  
The scope of work for this change order includes the additional time needed for the rental of the bypass pump. Due to heavy rains and delay with KCP&L for electrical service, the contractor needed to rent the bypass pump an additional nine days.

Competitive Purchasing Information: (List bidder, address, and price):

The 2017 Sewer CIP (line item 30-501.04-61-00) includes \$66,000 for the improvements to the 45 Hwy pump station. On February 21, 2017, the Board of Aldermen approved a contract with Foley Company in the amount of \$64,000 for the improvements to the 45 Hwy pump station. Change Order #1, in the amount of \$3,663.28, revises the contract with Foley Company to \$68,563.28. There is capacity in the Sewer Fund (Pump Station Improvements line item), since the S. National Pump Station construction phase was deferred until 2018.

Project Start Date: 8/1/17

Estimated Completion Date: 9/1/17/17

Budget Account Code: 30-501.04-61-00

Authorization:

City Administrator: Joe Lavente  
 Department Head: Alyson Mahal  
 Mayor (if applicable): \_\_\_\_\_

Date: 10/4/17  
10/4/17

Submit to the Finance Committee for Authorization (if requested by the City Administrator)

**Change Order**

**PROJECT (Name and address):**  
45 HWY Pump Station

**CHANGE ORDER NUMBER: 1**  
**DATE:** September 19, 2017

**TO CONTRACTOR (Name and Address):**  
Foley Company  
7501 Front Street  
Kansas City, MO 64120

**PROJECT NO.:** \_\_\_\_\_  
**CONTRACT DATE:** February 21, 2017

**THE CONTRACTOR IS CHANGED AS FOLLOWS:**

The original Contract Sum was	\$ 64,900.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 64,900.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 3,663.28
The new Contract Sum including this Change Order will be	\$ 68,563.28

The Contract Time will be increased by fifteen (15) days.  
The date of Substantial Completion as of the date of this Change Order therefore is August 13, 2017.

<b>Pump Rental</b>	<b>\$3,158.00</b>
<b>9 Days of Delay</b>	<b>505.28</b>
<b>Total</b>	<b>\$3,663.28</b>

The additional pump rental was caused by the heavy storms and the delay in getting KCP&L to the site to dismantle and then re-assemble the electric service entrance weather-head. The rental amount covers two 4-inch self-priming pumps, suction hose, discharge hose, valves, and fittings.

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

**NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.**

Foley Company

City of Parkville

**CONTRACTOR (Firm name)**

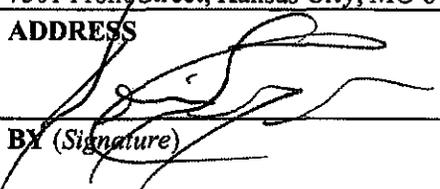
**OWNER (Firm Name)**

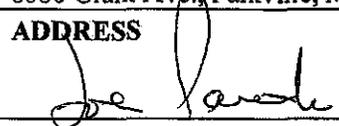
7501 Front Street, Kansas City, MO 64120

8880 Clark Ave., Parkville, MO 64152

**ADDRESS**

**ADDRESS**

  
**BY (Signature)**

  
**BY (Signature)**

Darrin Smutzer, VP of Ops  
**(Typed name)**

Joe Parente, City Administrator  
**(Typed name)**

9/21/2017

**DATE**

**DATE**



**Finance Committee Meeting  
September 25, 2017**

Administration Conference Room, City Hall

**Minutes**

**1. CALL TO ORDER**

Chair Sportsman called the meeting to order at 4:32 p.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Tina Welch and Nan Johnston (*joined meeting at 4:35 p.m.*)
- **City Staff Present:** Police Captain Jon Jordan, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Public Works Director Alysén Abel, Assistant to the City Administrator Anna Mitchell, Public Works Department Intern Nate Ellerman and City Clerk Melissa McChesney

**2. FINANCIAL UPDATES**

**A. City Administrator Approvals**

Public Works Director Alysén Abel provided an explanation of the projects approved by City Administrator Joe Parente within his approval authority.

Nan Johnston joined the meeting at 4:35 p.m.

**3. ACTION ITEMS**

**A. Approve the minutes from the September 11, 2017, meeting**

Dave Rittman moved to approve the September 11, 2017, minutes. Tina Welch seconded; motion passed 4-0.

**B. Reject the bid for the English Landing Park restroom exterior improvements project and authorize staff to obtain three written quotes for each of the trades required and sealed bids for the roof subcontract**

Public Works Director Alysén Abel stated that the first phase of the restroom improvement project was completed in November 2016. Interior improvements, the addition of an Americans with Disabilities Act (ADA) fountain and sidewalk improvements were included in the first phase. The second phase, budgeted in 2017, included exterior improvements and the addition of heating inside the restrooms. One bid was received from R.L. Phillips. Staff was concerned that the bid might be high based on prior bids submitted for other projects. Abel noted that a similar situation occurred during the first phase and in August 2016 the Board of Aldermen authorized staff to obtain three quotes from each of the trades needed for the project.

Abel stated that sealed bids were required for projects over \$20,000 and staff estimated that the cost to replace the roof would exceed that amount.

The consensus of the Finance Committee was for staff to talk with the bidder before the bid would be rejected and to give them an opportunity to provide quotes for the trades needed.

**Rittman moved to authorize staff to contact the low bidder R.L. Phillips to notify them that the City would be approaching additional contractors for sealed bids and ask for their preference on rejecting or keeping the bid open for 60 days. Welch seconded; motion passed 4-0.**

**C. Approve a small construction agreement with MCON for the repair of the stream bank and levee along the creek adjacent to the sewer plant**

Public Works Director Alysén Abel said that the levee near the wastewater treatment facility had two breaches at the entrance to the plant and there was a landslide at the stream bank in 2016. Staff planned to repair the stream bank and levee as an emergency expense but was unable to find contractors to submit quotes. Abel said that money, estimated at \$50,000 based on staff's knowledge of breaches and the area, was programmed in the 2017 Sewer Fund budget. She said that the curb and sidewalk contractor stockpiled debris at the sewer plant that could be used for stabilization. Staff reached out to MCON, the contractor working on the water lines for the new Missouri American Water treatment plant, and J.A. Lillig Excavating, the contractor that graded Cider Mill 7th Plat, who provided quotes for the project. Abel added that the City also had a stockpile of wall segments leftover from the Brink Myers retaining wall that would be used to stabilize the bank.

**Rittman moved to recommend that the Board of Aldermen approve a small construction agreement with MCON for the stream repairs at the sewer plant in the amount of \$13,950. Welch seconded; motion passed 4-0.**

**D. Approve professional services agreements for the on-call engineering and architectural services**

Public Works Director Alysén Abel stated that the City had engineering and planning staff but needed additional help with specialized projects. The former city attorney recommended on-call professional service agreements to help expedite the process when the specialized services were needed. Abel said that nine different disciplines were included in the Request for Proposals (RFQ) and 42 responses were received. The selection committee consisted of City Administrator Joe Parente, Public Works Director Alysén Abel and Community Development Director Stephen Lachky who narrowed down the list to 13 firms. Abel provided an overview of each firm and the special projects they had completed in Parkville and in other areas around the city. She noted that the consultants would have the opportunity to increase their billing rates annually.

Chair Sportsman asked how staff knew it was not being overcharged for services compared to other qualified firms. Abel said that staff would evaluate each project prior to executing a work authorization to determine if the proposal fit within the boundaries of what she and Community Development Director Stephen Lachky knew to be appropriate for each project. The proposals would be adjusted if needed.

In response to a concern about budgeting, Abel said that each project would include its own budget and the services would fit within the budget. She noted that it was the same process that had been done with prior on-call agreements.

Chair Sportsman also voiced his concern about potential conflicts with the same company doing on-call services and also construction projects. Abel responded that the only potential conflict she could foresee was with a traffic engineer that designed a concept and noted that the traffic engineer would not be able to complete a third-party review for the same project.

**Rittman moved to recommend that the Board of Aldermen approve professional services agreements with each of the firms recommended by the selection committee. Welch seconded; motion passed 4-0.**

**E. Approve a purchase order with Dale Brothers, Inc. for the salt and sand materials for the 2017-2018 winter season**

Public Works Director Alysén Abel stated that staff had materials ready to go for the first snow of the winter season but additional materials might be needed. Quotes were received from three vendors and the 2017 budget included \$40,000. Abel noted that the City had spent approximately \$26,000 to-date in 2017.

**Rittman moved to recommend that the Board of Aldermen approve a purchase order with Dale Brothers, Inc. for salt and sand materials through April 1, 2018, subject to annual appropriations. Welch seconded; motion passed 4-0.**

**4. NON-ACTION ITEMS**

**A. Cameras in the Parks**

Police Captain Jon Jordan provided an update on the research for cameras in the parks, noting that staff reached out to other cities to find out how they addressed the same issue. He said that the owner of the company that served Weatherby Lake visited the park and recommended using a motion-activated camera approximately three-fourths down the boat ramp in Platte Landing Park in order to avoid picking up daily pedestrian traffic at the top of the ramp. The owner recommended that the wireless signal be sent to the Parks headquarters building and to use the internet to send information to City Hall where the information would be stored on the City's server. The estimated cost was \$2,500 for two high definition cameras.

The consensus of the Finance Committee was for staff to continue researching the recommended cameras and to look into upgrading the internet service at the Parks building.

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

**6. OTHER BUSINESS**

**7. ADJOURNMENT**

Chair Sportsman adjourned the meeting at 5:43 p.m.

Submitted by:

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

\_\_\_\_\_  
Approval Date

## **CITY OF PARKVILLE Policy Report**

Date: October 4, 2017

Prepared By:  
Alysen Abel  
Public Works Director

Reviewed By:  
Melissa McChesney  
City Clerk

ISSUE:

Approve a work authorization with North Hills Engineering (Jay Norco) for the design and project management of the Downtown Manhole Repairs Phase 2 project.

BACKGROUND:

On August 5, 2014, the Board of Aldermen approved a five-year agreement with North Hills Engineering (NHE) for on-call contract engineering services. The arrangement allows the City to execute individual work authorizations for supplemental engineering services for specific projects and studies.

The scope of the proposed work authorization includes the design and project management of the repairs to the existing sanitary sewer system, primarily in downtown. The area of the project is generally located west of Main Street, between 2<sup>nd</sup> and 12<sup>th</sup> streets. The project will address the urgent needs in the oldest part of Parkville sewer system; construction will include repairs to the sewer lines and manholes.

The long-range Capital Improvements Program (CIP) approved in December 2016 included \$8,000 in 2017 for the design of the Downtown Manhole Repairs and \$77,000 in 2018 for the construction. Based on CCTV data collected during the 2017 CCTV program, there are pipes that have significant damage that need to be addressed ahead of schedule. Based on the data collected, staff recommends increasing the scope of the design and construction of the Downtown Manhole Repairs project. The design is planned to span over the end of 2017 and beginning of 2018 to assist with budget constraints. The proposed 2018 CIP incorporates staff's recommendation.

BUDGET IMPACT:

The Sewer Fund includes \$8,000 in the 2017 CIP for the design of the Downtown Manhole Reconstruction Phase 2. The proposed 2018 CIP includes \$130,000 for the remaining design and construction. The estimated construction budget is \$115,000.

ALTERNATIVES:

1. Recommend that the Board of Aldermen approve the work authorization with North Hills Engineering for the design and project management for the Downtown Manhole Repairs Phase 2 project in the amount of \$18,975.
2. Direct staff to negotiate changes to the work authorization.
3. Do not approve the work authorization.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of the work authorization with North Hills Engineering for the design and project management for the Downtown Manhole Repairs Phase 2 Project. Based on the CCTV data collected in 2017, there is a significant need to repair many of the sewer lines and manhole structures in the downtown area.

## **ITEM 3B**

*For 10-09-17*

*Board of Aldermen – Finance Committee Meeting*

### POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

### SUGGESTED MOTION:

I move to recommend the Board of Aldermen approve Work Authorization No. 91 with North Hills Engineering for the Downtown Manhole Repairs Phase 2 project in the amount of \$18,975.

### ATTACHMENT:

1. Work Authorization No. 91

**WORK PLANNING / AUTHORIZATION FORM**

Number: WA-91

**Project / Work Description:**

Design and Project Management for Downtown Manhole Repairs Phase 2 Project (DMRPh2)

**Purpose:** To design and administer construction of repairs/replacement of sanitary sewer system.

This WA covers the design, document preparation, bidding, and construction administration of the DMRPh2 Project.

The DMRPh2 project has been programmed for 2018. (Phase 1 was completed in 2016-17.)

The project will address the urgent needs in the oldest part of the Parkville System.: addressing line repairs and manholes.

Area of the project is generally west of Main St., between 2nd St. and 12th St.

The manholes and line repairs are needed also to be able to investigate and locate the existing sewer lines.

**Engineering & Proj. Mgt. Budget** \$15,000 Includes review of old CCTV records, and field work with H&H Septic.

\$4,000 Inspections, field engineering, water-main separation, changes in the work.

**H&H Septic:** \$4,000 Jetter cleaning, access, and tracing service lines and small main pipes.

**Construction Budget:** \$115,000

**Service Provider:** North Hills Engineering, Inc.

**Terms:** Subject to the provisions of the August 5, 2014 Engineering Services Agreement between the City and North Hills Engineering Incorporated

**Manhole and Line Repairs Project:**

Project Management and Coordination Meetings with City Staff ( 5 month project.)	10
Develop preliminary work plan for minicam investigation	8
Visit the Sites of work to evaluate access, disturbance, easements required, etc.	7
Develop work plan with H&H to perform mini-cam work.	4
Accompany H&H on mini-cam investigation, for location on downtown sewer lines.	12
Perform field measurements and survey shots to verify key dimensions.	12
Review CCTV data to locate tap locations and determine which are live vs. dead.	8
Finalize work packages and extent of work, need for alternate bid options.	7
Prepare preliminary opinion of probable construction cost	3
Meet with affected residents to discuss the project, access reqts., and gather feedback.	6
Assemble and coordinate/review bidding and contract documents, using City format.	18
Use large-project City standard contract. Write technical specifications.	
Prepare drawings to describe the work. Use GIS mapping and parcel data, survey, show access.	76
Design Review Meeting with Public Works Director, respond to comments, make revisions.	4
Meet with public to obtain signed access agreements.	6
Set up project at local plan room, for internet distribution, also advertise on City website.	3
Meet with bidders and address questions during the advertisement period, prepare addenda.	6
Review bids, check qualifications and experience, and recommend award to City	4
Respond too change requests, claims, prepare change orders as required.	9
Construction administration and review of pay requests.	8
Conduct Meetings with Contractor - Pre-Con, progress, final.	10
Periodic visits to observe the work. (Part Time Inspection)	32
Includes surprises, water main relocations, adjustments in layout, etc	

**Excluded:** \_\_\_\_\_ 253

Services of City Attorney for easement document preparation (Only if easements are needed, not expected.)  
Acquisition of Easements (If needed - by City Staff). NHE will obtain signed access agreements.

**Estimated Consultant Fee:**

253 Hours x \$ 75.00 / hour = \$ 18,975.00

**Budget:** Sewer Budget / CIP

**Schedule:**

Estimated Completion Date: 3/1/2018

Project Deadlines: n/a





CITY ADMINISTRATOR  
PURCHASING APPROVAL

City of Parkville

Preparation date:

October 05, 2017

Department: Police Department

Low Bidder and  
Contract Amount:

ProServ  
3920 Pettis Road  
St. Joseph, MO 64503  
Attn: Jeff Zeit  
\$7849.00

General Scope of Work Description/Project:

Replace Police Department copy machine (not repairable)

The Police Department copy machine was a "hand me down" from City Hall, is approximately twelve years old and is no longer serviceable due to a recent breakdown, repair parts are not available due its age. Staff contacted several companies regarding the document production needs of the PD and received three bids.

Staff recommends purchasing the Savin MP 5055 from ProServ, located in St. Joseph, MO for \$7,849.00, which includes a five-year maintenance/toner contract.

The PD budgeted \$2,000 (\$166.67 per month) in 2017 for the current copier maintenance contract and would have gone up by 10% in November of 2017, but was cancelled due to the machine failing.

\*All three proposals included a five-year lease option rather than purchasing the machine (see attached spreadsheet).

Competitive Purchasing Information: (List bidder, address, and price):

Project Start Date:

10/9/17

Estimated Completion Date:

10/9/2022

Budget Account Code:

501.04-22-00

Authorization:

- City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_
- Department Head: \_\_\_\_\_
- Mayor (if applicable): \_\_\_\_\_
- Submit to the Finance Committee for Authorization (if requested by the City Administrator)

## Purchase Vs Lease analysis

### Purchase

	Cost	copies	overage per copy	Service/toner cost charged per copy	copies	overage per copy
Savin MP 5055	\$ 7,849.00	From Proserv	St. Joseph, MO	\$384 a year	48,000/year	0.008 (5 yr lock)
Ricoh MP 5055	\$ 8,513.00	from Ricoh	National Company	\$26.86 (monthly)	4,000/month	0.0067 (5 yr lock)
Toshiba 5008A	\$ 8,832.00	from Toshiba	National Company	\$32.40 (monthly)	4,500/month	0.0072 (up 10% yr))

### 5 year lease

	per month	copies	overage per copy	five yr total		
Savin MP 5055	\$ 160.00	48,000/year	0.008 (5 yr lock)	\$ 9,600.00	From Proserv	St. Joseph, MO
Toshiba 5008A	\$ 162.34	4,500/month	0.0072 (up 10% yr))	\$ 10,169.00	from Toshiba	National Company
Ricoh MP 5055	\$ 181.80	4,000/month	0.0067 (5 yr lock)	\$ 10,908.00	from Ricoh	National Company

5 year Comparison cost			
	lease	purchase	difference
Savin MP 5055	\$ 9,600.00	\$ 7,849.00	\$ 1,751.00
Ricoh MP 5055	\$ 10,908.00	\$ 8,513.00	\$ 2,395.00
Toshiba 5008A	\$ 10,169.00	\$ 8,832.00	\$ 1,337.00

**Notes:**

Proserv is the only company that would allow the PD to make 48,000 copies on the year and pay any copy overages at the end of the year. Ricoh and Toshiba both require a monthly overage fee and would not carry over unused copies. Staff finds that the yearly overage would save money since the PD is either over or under 4,000 copies per month.

Ricoh and Savin are the same machines, just different stickers on the outside.

Toshiba is the only company that would not lock the per copy charge cost, it will go up about 10% a year.



# 2018 Budget Calendar

Revised 10-04-17

August							September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

  Denotes Board of Aldermen review/action

## July 2017

- 10<sup>th</sup> Review 2018 budget calendar with Finance Committee
- 20<sup>th</sup> Budget worksheets issued to staff for capital and operating budgets (all funds).

## August 2017

- 9<sup>th</sup> Preliminary review of parks and nature sanctuary budget request by Community Land and Recreation Board (CLARB).
- 11<sup>th</sup> **Board of Aldermen priority setting workshop**
- 15<sup>th</sup> Public hearing on the revised property tax levy for the 2016 tax year.

## September 2017

- 1<sup>st</sup> Deadline for departments to have 2018 Budget requests in to the City Administrator
- 4<sup>th</sup> – 8<sup>th</sup> Review and creation of initial operating budget for major funds and Capital Improvement Program (CIP)
- 13<sup>th</sup> Final review of Parks and Nature Sanctuary budget request by Community Land and Recreation Board (CLARB)
- 11<sup>th</sup> - 29<sup>th</sup> City administrator and department head budget meetings
  - General Fund and CIP
    - Revenues
    - Administration (includes information technology & public information)
    - Community development
    - Police
    - Municipal court
    - Public works – administration
    - Parks
    - Streets
    - Nature sanctuary
  - Transportation Fund
  - Sewer Enterprise Fund
  - Other funds

## **October 2017**

- 2<sup>nd</sup> - 9<sup>th</sup> Review and creation of second iteration of operating budget for major funds and CIP
- 10<sup>th</sup> Planning and Zoning Commission review of proposed projects for 2018-2022 CIP
- 17<sup>th</sup> First budget work session with the Board of Aldermen on proposed 2018 budget  
(3<sup>rd</sup> Tuesday - 5:30 p.m.)  
**Tentative Topics – Revenue forecast, General Fund operating budget, Emergency Reserve Fund, minor funds**
- 30<sup>th</sup> Second budget work session with the Board of Aldermen on proposed 2018 budget and 2018-2022 CIP. (5<sup>th</sup> Monday – 5:30 p.m.)  
**Tentative Topics – CIP – Part 1 (focus on General Fund); debt service funds; General Fund operating follow-up**

## **November 2017**

- 7<sup>th</sup> Third budget work session with the Board of Aldermen on proposed 2018 Budget and 2018-2022 CIP. (1<sup>st</sup> Tuesday – 6:00 p.m.)  
**Tentative Topics – CIP – Part 2 (focus on outside sources and minor funds); Transportation Fund, miscellaneous follow-up**
- 14<sup>th</sup>-15<sup>th</sup> Fourth and final budget work session with the Board of Aldermen on proposed 2018 Budget and 2018-2022 CIP. (~~2<sup>nd</sup> Tuesday~~ 2<sup>nd</sup> Wednesday – 5:30 p.m.)  
**Tentative Topics - Sewer Enterprise Fund and sewer CIP; summary review**

## **December 2017**

- 5<sup>th</sup> First reading of ordinance adopting the 2018 budget, 2018-2022 CIP, and amended 2016 City Budget for select funds if necessary (1<sup>st</sup> Tuesday – 7:00 p.m.)
- 19<sup>th</sup> Second and final reading of ordinance adopting the 2018 budget and 2018-2022 CIP  
(3<sup>rd</sup> Tuesday – 7:00 p.m.)

## **January 2018**

- 1<sup>st</sup> 2018 fiscal year begins
- 30<sup>th</sup> Publication of adopted 2018 budget document