



**Finance Committee Meeting
May 30, 2017**

Administration Conference Room, City Hall

Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 4:30 p.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Nan Johnston and Robert Lock
- **Other Aldermen Present:** Kevin Heaton
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the April 24, 2017, meeting

Robert Lock moved to approve the April 24, 2017, minutes. Nan Johnston seconded; motion passed 3-0.

Chair Sportsman deviated from the order of business and moved item B to the end of the meeting so Alderman Whitley could participate in the discussion.

C. Approve a three-year service agreement with Consolidated Communications for City Hall telephone service

Assistant to the City Administrator Tim Blakeslee said phone service was on a month-to-month contract and as part of the phone upgrade staff learned that the City could save money through a long-term contract. He noted that if within the three years the technology changed staff could opt-out and pursue another agreement. Estimated savings were \$4,300 over the three-year period.

Lock moved to recommend that the Board of Aldermen approve a three-year service agreement with Consolidated Communications for City Hall telephone service in the amount of \$10,080 plus applicable fees and taxes. Johnston seconded; motion passed 3-0.

D. Approve a process for collecting undercharged account balances owed by sewer customers

Finance/Human Resources Director Matthew Chapman stated that he and City Administrator Joe Parente determined that the issue could be handled at the staff level and did not need formal approval by the Finance Committee. He provided an overview of the issue, noting that the city treasurer discovered a number of customer accounts that were billed at the base rate but consumption was not included due to an employee error and some software challenges. Chapman said the sewer billing policy was silent on how far back staff could go to collect the charges and he consulted with legal counsel who supported going back one year to collect the unbilled amounts. The customers would not be subject to a late fee or penalty and payment arrangements could be made.

Tina Welch arrived at 4:38 p.m.

Chapman added that staff would determine the final amounts and relay the information to the Finance Committee. Chair Sportsman requested additional information about how much the City would be losing by not going back further than one year and asked staff to present the draft letter that would be sent to sewer customers prior to sending them out.

No action was taken.

E. Approve a professional services agreement with The Austin Peters Group, Inc. for a compensation and classification study of all city employees

Finance/Human Resources Director Matthew Chapman stated that funds were budgeted in 2017 for a salary study and a request for proposals was issued on March 24. Staff received four responses and a selection committee comprised of Chair Sportsman, City Administrator Joe Parente, Public Works Director Alysén Abel, Police Chief Kevin Chrisman and Chapman, narrowed down the selection to two firms who were interviewed by phone. Based on the results of the interview, the proposals received and a review of the references the selection committee recommended The Austin Peters Group. They would spend approximately 30 hours on-site and hold one-on-one meetings. Chapman noted that the fee was over the budgeted amount but staff was confident that the difference could be absorbed in the professional services line item in the Administration budget. The agreement included a five-year maintenance term and the firm would continue to work with staff when needed.

Lock moved to recommend that the Board of Aldermen approve a professional services agreement with The Austin Peters Group, Inc. for a compensation and classification study in the amount of \$21,480. Tina Welch seconded; motion passed 4-0.

F. Approve the purchase of computers and related equipment for city employees

City Clerk Melissa McChesney stated that the 2017 Capital Improvement Program included the replacement of six computers. In addition, staff recommended the purchase of a new computer for the Police Department training room and additional computer equipment.

Lock moved to approve the purchase of computers and related equipment in an amount not to exceed \$7,750 and authorize disposal of surplus computer equipment. Johnston seconded; motion passed 4-0.

G. Approve a professional services agreement with Kirk Davis for facilitation services for a strategic planning process

City Administrator Joe Parente said that during the transition he had a discussion with the former Interim city administrator Kirk Davis about facilitating the retreat to set priorities for the 2018 budget year. Davis was recommended because of his work with the City and his experience as a city manager with Gladstone. A facilitator would also attend to facilitate the session.

Lock moved to approve a professional services agreement with Kirk Davis for facilitation services for a strategic planning process in the amount of \$4,300. Welch seconded; motion passed 4-0.

H. Approve a cooperative agreement with Parkville Old Towne Market Community Improvement District for the Downtown Streetlight Project

Public Works Director Alysén Abel said that the City had a previous arrangement with the Main Street Parkville Association (MSPA) for maintenance and repair of the existing streetlights on Main and First streets in downtown Parkville. The Downtown Entryway Project included the addition of 22 streetlights along Route 9 and downtown merchants requested that the theme be continued onto First, Second and Main streets.

In December 2016 MSPA submitted a check to the City to cover the cost of the design and in March 2017 the Parkville Old Towne Market Community Improvement District (POTMCID) approved a grant request from MSPA to reimburse them for the design cost. Staff estimated that the cost difference between the standard lighting and the decorative lighting would be approximately \$3,400 per year depending on the type of decorative lighting recommended. The City presented an agreement to the POTMCID and requested a short-term agreement of one year. The Board of Aldermen voiced concerns with a short-term at the March 21 meeting and requested that staff recommend an agreement for a longer term. The POTCMID approved the agreement on

May 11 with a clause that both parties would be able to review the agreement if the cost exceeded \$5,000.

Lock moved to recommend that the Board of Aldermen approve the cooperative agreement with POTMCID that outlines the cost share for the decorative streetlights in Downtown Parkville. Welch seconded; motion passed 4-0.

I. Approve a professional services agreement with TranSystems for the design of the Downtown Streetlight project

Public Works Director Alysén Abel stated that TranSystems completed the design of the Downtown Entryway Project so staff reached out to them for the Downtown Streetlight Project for the addition of 22 new streetlights. The goal was to take the existing lights on Route 9 and extend them to First, Second and Main streets but in a smaller scale. In addition to the new lights staff would reconstruct the sidewalks at each location. Abel noted that staff reached out to TranSystems to expand the scope to include streetscape improvements recommended in Vision Downtown Parkville but the estimated cost of \$45,000 was not budgeted and there was not capacity in the 2017 budget to cover the additional cost.

Lock moved to recommend that the Board of Aldermen approve the professional services agreement with TranSystems for the design of the downtown streetlight project in the amount of \$12,500. Welch seconded; motion passed 4-0.

J. Approve a service agreement with Blue Nile Contractors for the 2017 sanitary sewer closed circuit television and cleaning program

Public Works Director Alysén Abel said that staff collected closed circuit television (CCTV) data since 2007 and several areas remained untelevised. City Engineer Jay Norco prioritized the sewers based on the information received and the severity of the issues. In March 2017 a work authorization was approved with Norco for the design and engineering of the program for approximately 13,000 lineal feet. A bid opening was held in April and four responses were received. Abel noted that staff worked with the contractor on other sewer projects and never as a main project manager, but received positive feedback from the references. Staff was concerned about the bid being so much lower than the other bids and was told it was because the contractor wanted to work with the City.

Lock moved to recommend that the Board of Aldermen approve the construction services agreement with Blue Nile Contractors for the 2017 sanitary sewer CCTV and cleaning program in the amount of \$23,582.50 with the unit prices as provided in the bid documents. Welch seconded; motion passed 4-0.

The Committee returned to the regular order of business on the agenda.

B. Revise the Purchasing Policy regarding limits of purchasing authority, local preference and thresholds for bids

Assistant to the City Administrator Tim Blakeslee provided an overview of the recommended changes to the purchasing policy. The revised policy included a tiered approach for local preference – three percent to Parkville businesses, two percent to Platte County businesses and one percent to businesses in Missouri. Staff reviewed peer communities to determine appropriate levels for purchasing authority for department heads, the city administrator, Finance Committee and Board of Aldermen. The other revisions related to thresholds for bids.

Chair Sportsman shared his concerns about the visibility to the Finance Committee and Board of Aldermen for staff purchases and noted that it was important to be sure the policy was adaptable to staffing changes in the future.

Brian Whitley joined the meeting at 5:59 p.m.

Discussion continued about the visibility of purchases over \$10,000. Chair Sportsman recommended that staff notify the Committee about purchases within the authority of the city

administrator and implement proper checks and balances for emergency purchases. He also requested that the city administrator provide a summary of purchases within his approval authority to the Committee.

The consensus was for the Finance Committee to become a recommending body to the Board of Aldermen instead of an approving body for purchases over \$10,000 and for the city administrator to provide a report of staff purchases between \$2,500 and \$10,000 to the Committee.

Lock moved to recommend that the Board of Aldermen amend the purchasing policy as outlined in the policy regarding local preference and thresholds for bids and limits of purchasing authority with adjustments as recommended by the Finance Committee. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

The presentation was postponed to the next meeting

B. Cameras in the Parks

Chief Chrisman said that Kenton Locks, who did the keycard system at City Hall, visited Platte Landing Park to put together a cost estimate for a camera at the restroom near the boat ramp because it was the only location with electricity in the area. They recommended a camera with an SD card that overwrote itself at an estimated cost of \$3,600. The SD card would be overwritten every 15 days.

5. UNFINISHED BUSINESS

6. OTHER BUSINESS

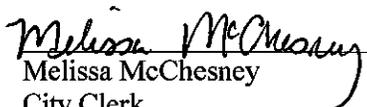
Community Development Director Stephen Lachky provided an update to the hay harvest request for proposals that was discussed at the April 24 meeting. He said that staff learned that most farmers did not have hay harvest equipment and only a few did similar sized property. Staff reached out to Phillip Bindel who submitted the original proposal and he revised the cost per bale. Estimated revenue was \$540.

Lock moved to approve a professional services agreement with Phillip Bindel in amount of \$9.00 per hay bale. Welch seconded; motion passed 4-0.

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 6:51 p.m.

Submitted by:


Melissa McChesney
City Clerk

June 12, 2017
Approval Date