



Finance Committee Agenda

June 11, 2018

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 May 21, 2018, meeting
 - B. Approve a sponsorship with Main Street Parkville Association for the July 4th fireworks celebration (Administration)
- 4. Non-Action Items**
 - A. Municipal Court Audit Update (Administration)
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



CITY ADMINISTRATOR
PURCHASING APPROVAL

June 6, 2018

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and
Contract Amount:

FTC Equipment
5238 Winner Road
Kansas City, MO 64127

\$6,609

General Scope of Work Description/Project:

Emergency Blower Repair:
The scope of this work authorization to repair Blower #2 at the wastewater treatment facility. The cost includes the removal and installation of the existing blower for repair.

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

The 2018 Sewer budget includes \$20,000 for Building Maintenance for general maintenance for the sewer plant. To date, a little over \$2,000 has been spent. There is capacity in this budget line item to cover the expense.

Project Start Date: 05/01/18

Estimated Completion Date: 05/25/18

Budget Account Code: 30-501.06-01-00

Authorization:

City Administrator: Joe Jansen

Date: 6/6/18

Department Head: Alyssa Mahal

6/6/18

Mayor (if applicable): _____

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



Work Authorization #15-2018

Date: May 1, 2018
 Issued to: FTC Equipment, LLC
 5238-Winner Road
 Kansas City, MO 64127

Project/Work Description: WWTP
 Title: Aeration Basin Blowers
 Scope of Work/Purpose: Field Service Call to troubleshoot, Repair and Install Aeration Blower #2
 Schedule and Price: 3/7/18 Field Service Call to Troubleshoot

2 Hrs. Labor @ \$85.00	\$170.00
2 Hrs. Labor @ \$85.00	\$170.00
<u>3/9/18 Field Service Call to Remove Blower for Repair</u>	
4 Hrs. Labor @ \$85.00	\$340.00
4 Hrs. Labor @ \$85.00	\$340.00
1 Truck Service Charge	\$150.00
1 Materials, Lubes, Solvents & Supplies	\$50.00
1 Overhaul Kit	\$2,634.00
1 Materials, Lubes< Solvents & Supplies	\$50.00
7 Hrs. Labor @ \$75.00	\$525.00
4 Hrs. Labor @ \$75.00	\$300.00
9 Hrs. Labor @ \$75.00	\$675.00
<u>4/12/18 Field Service Call to install Blower</u>	
6 Hrs. Labor @ \$85.00	\$510.00
6 Hrs. Labor @ \$85.00	\$510.00
1 Materials, Lubes, Solvents & Supplies	\$35.00
1 Truck @ \$150.00	\$150.00
Total	\$6,609.00

Project Start Date: May 1, 2018
 Estimated Completion Date: May 1, 2018
 Latest Acceptable Date: May 25, 2018
 Estimated Cost: \$6,609.00
 Expenditure Limit: \$6,609.00
 Budget Account Code: 30-501.06-01-00

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: Angela Schlotzer/acct. clerk Signature: Angela Schlotzer
 Company: FTC Equipment, LLC Date: 5-23-18

Authorization

Department Head: Alysen Abel Date: 6/16/18
Alysen Abel, Public Works Director

City Administrator (if over \$2,500): Joe Parente Date: 6/16/18
Joe Parente, City Administrator

Mayor (if over \$10,000): _____ Date: _____
Nanette K. Johnston

For Internal Staff Use Only

(initial each item and file with executed work authorization)

Employment Eligibility Status Verification (if the cost exceeds \$5,000)

Certificate of Insurance that demonstrates compliance with the Terms and Conditions

Valid business license



CITY ADMINISTRATOR
PURCHASING APPROVAL

June 6, 2018

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and
Contract Amount:

George Butler Associates
9801 Renner Blvd
Lenexa, KS 66219

Amount not to exceed \$4,000

General Scope of Work Description/Project:

Six at Park Development:
The scope of this work authorization is the third party traffic engineering review of the Six at Park Development. This includes the coordination and review of the traffic study, attendance at Planning Commission and Board meetings as authorized by staff, and review of the traffic features on the site development plans.

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

The 2018 Community Development budget includes \$3,000 for the Engineering and Planning Fees for consulting engineering and other professional services to support Community Development. There is capacity in this budget to support this expense.

Project Start Date: 05/01/18

Estimated Completion Date: 08/01/18

Budget Account Code: 10-518.08-03-00

Authorization:

City Administrator: Joe Laramie

Department Head: Allyn Mahal

Mayor (if applicable): _____

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

Date: 6/6/18

6/6/18



WA # 1

Work Authorization

City of Parkville
Department of Public Works

Preparation date: May 23, 2018

To: GBA
9801 Renner Boulevard
Lenexa, KS 66219

General Scope of Work Description/Project:

Professional Personnel Services for the Six at Park Project

10 hours – trip generation calculations and turn lane checks, summary memo preparation, site development plan reviews, Planning Commission hearing attendance, and coordination with applicant / engineer on the scope of the TIS study.

3.5 hours – reviewing the TIS study and coordination with city staff.

Additional hours with the hourly rates outlined in the professional services contract dated 10/3/2017.

Total cost not to exceed \$4,000

Primary Tasks: (List task and hours):

Estimated Total: \$ 4,000.00

Project Start Date: 5/22/18

Estimated Completion Date: 6/1/18

Budget Account Code: 10-518.08-03-00

Schedule: Denise C Clark 5/23/18

Authorization: _____

City Administrator: _____

Department Head: _____

Mayor: *Alyson Mahal*

Date: _____

6/6/18



CITY ADMINISTRATOR
PURCHASING APPROVAL

June 6, 2018

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and
Contract Amount:

Martin Marietta
P.O. Box 93186
Chicago, IL 60673-3186

\$4,834.30

General Scope of Work Description/Project:

WWTF Access Road Improvements:

The scope of this work authorization is for the gravel material for the access roadway to the wastewater treatment facility.

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

The City has an account with Martin Marietta quarry, which is the closest supplier of gravel. Based on the amount of gravel purchased, the quarry will provide a commercial discount to the City. The project took 11 truck loads of gravel, the cost of each truck depended on the weight of the gravel.

The 2017 Sewer budget included \$13,000 for Site Improvements at the sewer plant, which include improvements to the access road and the installation of a fence gate. The gate was installed in 2017, at a cost of \$3,837. Due to delays in other projects at the plant, the sewer access roadway was delayed until their completion in 2018. Now that the Levee and Bank Stabilization projects are complete, the access roadway could be improved. The budget was carried over from 2017. There is capacity in the Sewer Capital Improvement Program (CIP) to accommodate this expense.

Project Start Date: 04/24/18

Estimated Completion Date: 06/01/18

Budget Account Code: 30-501.04-51-00

Authorization:

City Administrator: Joe Louder

Date: 6/6/18

Department Head: Alyson Mahal

6/10/18

Mayor (if applicable): _____

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



P.O. Box 30013
 Raleigh, NC 27622-0013
 Visit eRocks™ at www.martinmarietta.com

FOR BILLING QUESTIONS PLEASE CALL
913-390-8396

JOB NAME: 2018 PARKVILLE CITY OF

SOLD TO: 002406 003683

CITY OF PARKVILLE
8880 CLARK AVENUE
PARKVILLE MO 64152

SHIP TO:

SELF HAUL
PARKVILLE SEWER PLANT ROAD
FF HWY, RIGHT BEFORE BRIDGE ROAD WILL T
BY RAIL ROAD TRACKS, I BLOCK BEFORE UNIO
PLATTE CITY MO 64079

PAYMENT TERMS: NET 30 DAYS- A/R

Order No.	Customer PO No.	Dest. No.	Job No.	Dist	Business Unit	Business Unit Name	Cust. No.	Invoice Date	Invoice No.	
12266863 SO		001	4240680009	88	36401	Parkville Mine - New	424068	4/30/18	22914921	
Ship Date Car/Barge No.	Product No.	Description	Quantity	UM	Unit Price	Material Amount	Freight Rate	Freight Amount	Taxes & Fees	TOTAL
04/26/18	2005	TY5 MO BASE								
		1396946	27.92	TN	12.75	355.98	3.02	84.32		440.30
		1396949	27.72	TN	12.75	353.43	3.02	83.71		437.14
		1396950	28.14	TN	12.75	358.79	3.02	84.98		443.77
		1396951	28.22	TN	12.75	359.81	3.02	85.22		445.03
		1396958	27.53	TN	12.75	351.01	3.02	83.14		434.15
		SUBTOTAL	139.53			1,779.02		421.37		2,200.39
04/27/18	2005	TY5 MO BASE								
		1396965	28.31	TN	12.75	360.95	3.02	85.50		446.45
		1396969	28.24	TN	12.75	360.06	3.02	85.28		445.34
		SUBTOTAL	56.55			721.01		170.78		891.79
		TOTAL	196.08			2,500.03		592.15		3,092.18
								INVOICE TOTAL	\$3,092.18	

MA018054345700240600001000010000



RECEIVED
 MAY 11 2018
 CITY OF PARKVILLE, MO

DETACH and include this Return Portion with Payment



CUSTOMER NUMBER: 424068 CITY OF PARKVILLE
INVOICE NUMBER: 22914921

REMIT TO:

MARTIN MARIETTA MATERIALS
 PO Box 93186
 Chicago IL 60673-3186

PAYMENT DUE \$3,092.18

Call or go online to report possible wrongdoing or to obtain clarification on ethical matter 1-800-209-4508 www.martinmarietta.alertline.com.
 For all other questions call the billing number above.

PLEASE NOTIFY US OF ANY ALTERATIONS YOU MAKE TOWARDS THE INVOICE AMOUNT



P.O. Box 30013
 Raleigh, NC 27622-0013
 Visit eRocks™ at www.martinmarietta.com

FOR BILLING QUESTIONS PLEASE CALL
913-390-8396

JOB NAME: 2018 PARKVILLE CITY OF

SOLD TO: 002148 003264
 CITY OF PARKVILLE
 8880 CLARK AVENUE
 PARKVILLE MO 64152

SHIP TO:
 SELF HAUL
 PARKVILLE SEWER PLANT ROAD
 FF HWY, RIGHT BEFORE BRIDGE ROAD WILL T
 BY RAIL ROAD TRACKS, 1 BLOCK BEFORE UNIO
 PLATTE CITY MO 64079

PAYMENT TERMS: NET 30 DAYS- A/R

Order No.	Customer PO No.	Dest. No.	Job No.	Dist	Business Unit	Business Unit Name	Cust. No.	Invoice Date	Invoice No.	
12255851 SO		001	4240680009	88	36401	Parkville Mine - New	424068	4/26/18	22861671	
Ship Date Car/Barge No.	Product No.	Description	Quantity	UM	Unit Price	Material Amount	Freight Rate	Freight Amount	Taxes & Fees	TOTAL
04/24/18	2005	TY5 MO BASE								
		1396913	26.48	TN	12.75	337.62	3.02	79.97		417.59
		1396914	28.25	TN	12.75	360.19	3.02	85.32		445.51
		1396916	27.91	TN	12.75	355.85	3.02	84.29		440.14
		1396917	27.83	TN	12.75	354.83	3.02	84.05		438.88
		SUBTOTAL	110.47			1,408.49		333.63		1,742.12
		TOTAL	110.47			1,408.49		333.63		1,742.12
INVOICE TOTAL									\$1,742.12	

RECEIVED
 APR 27 2018
 CITY OF PARKVILLE MO

DETACH and Include this Return Portion with Payment



CUSTOMER NUMBER: 424068 CITY OF PARKVILLE
 INVOICE NUMBER: 22861671

REMIT TO:
 MARTIN MARIETTA MATERIALS
 PO Box 93186
 Chicago IL 60673-3186

PAYMENT DUE \$1,742.12

Call or go online to report possible wrongdoing or to obtain clarification on ethical matter 1-800-209-4508 www.martinmarietta.alertline.com.
 For all other questions call the billing number above.

PLEASE NOTIFY US OF ANY ALTERATIONS YOU MAKE TOWARDS THE INVOICE AMOUNT

MA018043828400214800001000010000



P.O. Box 30013
Raleigh, North Carolina 27622-0013

Visit eRocks™ at www.martinmarietta.com

R
E
M
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T
T
O

CUSTOMER NO.
424068

STATEMENT NO.
2863150

Martin Marietta Materials
PO Box 93186
Chicago IL 60673-3186

000659 000682

CITY OF PARKVILLE
8880 CLARK AVENUE
PARKVILLE MO 64152 US

FOR QUESTIONS, PLEASE CALL: 913-390-8398

Balance Due 4,918.52

Payment Amount

If remittance does not agree with the balance on this statement, please send details of what is being paid so that the remittance can be properly applied.

DETACH and include this Return Portion with Payment

Please report any potential ethics violations to the Martin Marietta Corporate Ethics Office 1-800-209-4508 or see www.martinmarietta.com.

DATE	LOCATION	INVOICE NUMBER	REFERENCE NUMBER	DOC TYPE	DESCRIPTION	CHARGES AND CREDITS
04/23/18	36401	3014440	00000	RU	Unapplied Cash	273.05-
03/08/18	36401	22485973	00000	RI	Invoice	357.27
04/26/18	36401	22861671	00000	RI	Invoice	1,742.12
04/30/18	36401	22914921	00000	RI	Invoice	3,092.18

MA01805435860025010000010000010000



RECEIVED
MAY 11 2018
CITY OF PARKVILLE, MO

AS OF DATE	04/30/18	ENDING BALANCE	4,918.52
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CITY ADMINISTRATOR
PURCHASING APPROVAL

June 6, 2018

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and
Contract Amount:

USA Concrete
6242 E. 12th Street
Kansas City, MO 64109

\$3,000

General Scope of Work Description/Project:

2018 Curb & Sidewalk Program:

The scope of this change order is the improvements to Pocket Park. The contractor will remove and replace the retaining wall, sidewalk and steps for the access to Parkville Minigolf. Additional work includes the removal and replacement of the brick pavers at the base of the steps in front of Finders Keepers.

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

The 2018 Transportation budget includes \$50,000 for the Concrete Curb & Sidewalk Program. On April 17, 2018, the Board of Aldermen approved a construction agreement with USA Concrete in the amount of \$62,100. With the additional work in this Change Order, the revised contract amount is \$65,100.

There is capacity in other areas of the Transportation budget that will assist with this overage. Staff anticipates budget savings with the Truck Equipment purchase this year, as well as budget savings in other maintenance line items in the Transportation budget.

Project Start Date: 05/25/18

Estimated Completion Date: 06/06/18

Budget Account Code: 40-520.04-90-00

Authorization:

City Administrator: Joe Lane

Date: 6/4/18

Department Head: Allyson Mahal

6/6/18

Mayor (if applicable): _____

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

CHANGE ORDER

PROJECT
2018 Curb & Sidewalk Program

CHANGE ORDER NUMBER: 1
DATE: June 4, 2018

TO CONTRACTOR
USA Concrete
6242 E. 12th Street
KCMO 64109

PROJECT NO.:
CONTRACT DATE: 4/17/2018

THE CONTRACTOR IS CHANGED AS FOLLOWS:

The original Contract Sum was	\$ 62,100.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 62,100.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 3,000.00
The new Contract Sum including this Change Order will be	\$ 65,100.00

ADD THE FOLLOWING WORK:

Remove and replace wall, sidewalk and steps in Pocket Park

The Contract Time will be increased by zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

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.**

USA Concrete

CONTRACTOR (*Firm name*)

City of Parkville

OWNER (*Firm Name*)

ADDRESS
Juan Quiroga

BY (*Signature*)

ADDRESS
Joe Parente

BY (*Signature*)

~~Paul McAnany~~ JUAN QUIROGA

(*Typed name*)

Joe Parente, City Administrator

(*Typed name*)

6/4/18

DATE

6/6/18

DATE



**Finance Committee Meeting
May 21, 2018**

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, Vice Chair Dave Rittman, Nan Johnston, Robert Lock and Tina Welch
- **Other Aldermen Present:**
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Public Works Director Alysén Abel, Community Development Director Stephen Lachky, Assistant to the City Administrator Anna Mitchell and City Clerk Melissa McChesney
- **Others Present:** Michael Keenan, Cochran Head Vick & Co., P.C.

Dave Rittman moved to deviate from the order of business to address the action items first prior to the financial updates. Tina Welch seconded; motion passed 5-0.

2. FINANCIAL UPDATES

A. City Administrator Approvals

City Administrator Joe Parente provided an overview of a purchase approved within his authority.

3. ACTION ITEMS

A. Approve the minutes from the May 7, 2018, meeting

Chair Marc Sportsman requested that the e-mail from City Engineer Jay Norco explaining the cost of steel for the Wastewater Treatment Facility headworks screen project be attached to the minutes as Exhibit A.

Rittman moved to approve the May 7, 2018, minutes, as amended. Welch seconded; motion passed 5-0.

B. Review and approve the audit for fiscal year 2017, as prepared by Cochran Head Vick & Co., P.C.

Michael Keenan, Cochran Head Vick & Co., P.C. provided an overview of the draft audit, noting that there were no illegal acts, no changes in accounting policies and no difficulties or agreements with management. An inefficiency was identified in the internal controls related to the lease purchase for street maintenance issued in 2017. Only the amounts that were drawn down from the account were recorded instead of the full amount that included funds for Route 9 improvements. City Administrator Joe Parente stated that the not reported were those held by the trustee.

Keenan said that the management letter contained suggestions for best practices and possible improvements in the internal control inefficiency found in Municipal Court that was carried over from prior audits. He noted that recommendations from the 2016 audit regarding the sewer account were implemented and staff continued to work on collecting on past due accounts.

Discussion focused on the negative change in net position shown under the statement of activities section of the audit resulting from the enhanced street maintenance which were not a capital asset; the positive change in the Sewer Fund net position due to the contributed infrastructure items from the developers for completed projects that were recognized as an asset to the City in

the year it was donated; long-term debt principal payments that began in 2017; and the increased contribution to Missouri Local Government Employees Retirement System.

Further discussion focused on the internal control issue in Municipal Court. Finance/Human Resources Director Matthew Chapman said that staff was unable to determine where the additional funds should have been categorized and had reached out to the State of Missouri for advice on the best course of action to ensure the funds were distributed appropriately. The account was closed in March 2018. Parente added that staff would provide a monthly reconciliation to the Finance Committee. The consensus of the Committee was for staff to provide an update on the Municipal Court issue at a future meeting.

Rittman moved to recommend that the Board of Aldermen approve the audited financial statements for the fiscal year ended December 31, 2017. Welch seconded; motion passed 5-0.

C. Approve a sponsorship with Main Street Parkville Association for the July 4th fireworks

City Administrator Joe Parente stated that in 2017 he and Mayor Johnston were approached by the Main Street Parkville Association (MSPA) to discuss funding needs from the City. He noted that historically the City was not involved in sponsoring or providing direct assistance to organizations. Mayor Johnston said that other cities did not charge their main street organizations event fees and thought it might be fair to reimburse MSPA in an amount comparable to what they paid in fees.

City staff researched peer communities and determined that most cities did not use General Fund money. Some cities had creative ways of generating revenue through community improvement districts and hotel/motel taxes. Mayor Johnston noted that the request was more about balancing a funding model so MSPA could do more to benefit downtown.

Discussion focused on supporting downtown in other ways, waiving event fees and concerns that the City could become an ongoing funding source in the future. In order to help the Committee make a more informed decision, the consensus was for staff to compile a list of the City's non-monetary contributions to past events for police and public works services.

No action was taken.

D. Approve a professional services agreement with BBN Architects, Inc. for design services for downtown streetscape components

City Administrator Joe Parente said that as part of the 2017 strategic planning process, staff developed a list of action items to complete in 2018. The City's on-call architectural firm BBN Architects, Inc. would provide conceptual designs for street signs, a curb cutout for the streetscape and maintenance and design of Pocket Park that would be separated into three different costs. He noted that the sign component would be designed in 2018 and money would be allocated in 2019 to fund the project.

Rittman moved to approve a professional services agreement with BBN Architects, Inc. for design services for downtown streetscape components in the amount of \$3,879. Welch seconded; motion passed 5-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

The Committee returned to the regular order of business.

2. FINANCIAL UPDATES

A. City Administrator Approvals

City Administrator Joe Parente provided an overview of a purchase approved within his authority.

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 6:09 p.m.

Submitted by:

Melissa McChesney
City Clerk

Approval Date

CITY OF PARKVILLE **REVISED Policy Report**

Date: Wednesday, June 6, 2018

Prepared By:
Joe Parente
City Administrator

Reviewed By:
Melissa McChesney
City Clerk

ISSUE:

Approve a sponsorship with Main Street Parkville Association for the July 4th fireworks.

BACKGROUND:

The Main Street Parkville Association (MSPA) is a volunteer, membership-based organization dedicated to the preservation and promotion of historic downtown Parkville. The organization focuses on design, economic restructuring, organization, and promotion. It is financially supported by membership fees, sponsorships, grants, and revenues derived from events. Historic downtown Parkville has several events each year, including Cruise Nights, Final Fridays, Parkville July 4th Celebration, Parkville Days, and Christmas on the River. It also hosts the annual Parkville Microbrew Fest as a fundraising event and a promotion that brings thousands of people to downtown Parkville. The events help promote downtown Parkville, but also serve as community gatherings bringing people together to enjoy and celebrate Parkville.

Parkville's traditional salute to Independence Day includes a pancake breakfast, a community parade, carnival rides, food, games, shopping, music, and the annual fireworks finale, all coordinated by MSPA. Residents from throughout the Parkville area attend the fireworks display and celebration of our nation's birthday and independence.

The City supports MSPA and downtown Parkville in a variety of ways including improvements to streets, sidewalks, parking lots, and lighting. It is a member of the organization and works cooperatively in carrying out the many community events on city streets and in city parks.

MSPA has approached the City in the past about providing additional support over and above what it provides. Part of the reason for the request is MSPA's efforts to further its mission in improving downtown Parkville through a funding model endorsed by the Missouri Main Street Association. The model relies on a certain level of public funding to support the organization. MSPA has recently approached the City about becoming a sponsor for a main event. MSPA offers main event sponsorships for various community events. Included is a sponsorship to offset the cost for the 4th of July fireworks display. A copy of the MSPA Sponsorship Application may be found as Attachment 1.

BUDGET IMPACT:

MSPA offers two \$5,000 sponsorships for the 4th of July fireworks display. The cost of a \$5,000 sponsorship would be paid out of the 2018 Administrative Budget Miscellaneous expense budget.

FINANCIAL SUPPORT FOR MAIN STREET ORGANIZATIONS:

As part of the ongoing dialogue with MSPA about the level of public financial support for their organization, staff engaged in a survey to determine the level of public financial support for Main Street organizations in Missouri (Attachment 2). While staff understands the model being pursued by Missouri Main Street Association and MSPA, it also wanted to understand how similar cities support their Main Street programs.

ITEM 3B

For 06-11-18

Board of Aldermen – Finance Committee Meeting

Other cities have the same primary municipal responsibilities as Parkville in providing essential services to its residents including public safety programs, suitable roads and infrastructure, and other services citizens demand and deserve. It is typical for cities to prioritize spending for essential needs such as police protection and preventing the deterioration of public infrastructure and facilities. It is not uncommon for even these essential services to be restricted due to limited funding resources, forcing projects or programs to be deferred or not pursued. Because a large part of city services are funded by the General Operating Fund of the municipality, supported by general municipal revenue, special projects or programs often depend on the availability of special revenue sources or grants. The survey of municipalities supports this by showing most financial support for Main Street programs comes from special revenue sources, rather than general operating funds.

The survey of financial assistance of similar communities found varying levels of support for Main Street organizations. As expected, there are a wide range of ways communities provide support. Some communities have service agreements, similar to what Parkville has with the Parkville Economic Development Council for economic development services. Some provide financial support for festivals and events. Other provide direct financial support to the organization. In some communities, no financial support is provided. What appears to be a driving factor, concerning the level of support in other communities, is the existence of a special revenue source that funds these types of activities. Special revenue sources such as community improvement districts and a hotel/transient guest tax, to promote tourism and events, are more prominent in the survey than the allocation of General Fund dollars.

In Parkville, a Community Improvement District has been in existence since 2006, and has provided annual support ranging from \$55,000 per year to \$75,000 per year. The City does have a Hotel/Transient Guest Tax, but it generates insufficient revenues to fund Main Street programs. Any additional funding commitment would be discretionary and come from the General Fund.

The intent of the survey is to help the City understand how other communities support Main Street programs and to help gauge the level of support Parkville provides. It could also help guide any discretionary funding decisions in the future. The survey will be provided to MSPA to assist with efforts to build their funding model.

FINANCE COMMITTEE UPDATE:

At the May 21, 2018 Finance Committee meeting, a discussion occurred regarding the city's interest in becoming a sponsor for a Main Street Event. The amount of funds the city annually spends assisting with community events sponsored by the Main Street Parkville Association was part of the discussion. While no action was taken on the funding request, the Finance Committee did request additional information from staff. Attachment 4 and 5 are staffing surveys provided by the Police Department and the Public Work's Department. The surveys were compiled to help estimate the annual cost to the city budget, related to special events in downtown Parkville.

The Police Department estimates it has spent an average of \$6,700 in 2016 and 2017 in overtime cost staffing the parades, July 4th Fireworks, and Christmas on the River. The cost do not include personnel already on duty, or the command staff that is not paid overtime. Please note the MSPA does hire off-duty police officers for events, but these expenses are paid directly and are not included in the costs outlined above.

The Public Works Department, mostly through the Parks Division, estimates it spends 84 hours annually staffing events. The estimated impact to the budget for salary, benefits and overtime is \$2,580.

ITEM 3B

For 06-11-18

Board of Aldermen – Finance Committee Meeting

ALTERNATIVES:

1. Approve a sponsorship with the Main Street Organization for \$5,000.
2. Do not approve a sponsorship.
3. Provide further direction to staff regarding Main Street Organization funding.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends approval, as part of the city's discretionary funding for special programs and services in the community, a Major Event Sponsorship for the 4th of July Fireworks Celebration at a cost of \$5,000.

POLICY:

The Purchasing Policy, Resolution No. 17-016, sets approval requirements based on expenditure levels. Because this expenditure is a new program or service, it requires approval by the Finance Committee, prior to further authorization set forth in the Purchasing Policy.

SUGGESTED MOTION:

I move to approve a sponsorship with the Main Street Parkville Association for the July 4th fireworks celebration in the amount of \$5,000.

ATTACHMENTS:

1. Sponsorship Application
2. Missouri Municipal Main Street Program Public Funding Survey
3. MSPA 2017 Event Expenses
4. Police Department Survey
5. Public Works Department Survey



Main Street Parkville Association Sponsorship 2018

Please select your annual Main Street Parkville Sponsorship level:

- _____ Contributing Sponsor \$1,000
- _____ Supporting Sponsor \$2,500
- _____ Presenting Sponsor \$5,000
- _____ Premier Sponsor \$10,000

Please select your Main Event sponsorship:

- _____ Gallery of the Trees 2017 Sponsor \$1,000 (2 sponsors)
- _____ Christmas on the River 2017 Fireworks Sponsor \$2,000 (3 sponsors)
- _____ Microbrew Fest Music Sponsor \$3,000
- _____ 4th of July Fireworks Sponsor \$5,000 (2 sponsors)
- _____ Parkville Days Music Sponsor \$5,000
- _____ Parkville Days Helicopter Rides Sponsor \$2,500
- _____ Cruise Nights Sponsor \$1,500

Please contact MSPA for additional sponsorship opportunities.

Company Name: _____
Contact Person: _____
Address: _____
City, State & Zip Code: _____
Phone Number: _____ Email Address: _____
Website Address: _____

Parkville Community Development Corporation is a 501(c)3 nonprofit organization [Tax Id: 43-1699762], dba Main Street Parkville Association. All donations to this organization are tax deductible.

Please make checks payable to: **Main Street Parkville Association**
Mail to: 106 ½ Main Street, Parkville, MO 64152



Annual Main Street Parkville Sponsorships

- Generate and increase visibility for your business
- Invest and support your local community
- Associate your business with a successful community development initiative
- Support our mission of revitalization and promotion of Historic Downtown Parkville

Benefits	Premier Sponsor \$10,000	Presenting Sponsor \$5,000	Supporting Sponsor \$2,500	Contributing Sponsor \$1,000
Free MSPA Membership – includes 1 voting member representation at MSPA membership meetings	✓	✓	✓	✓
Business name and website link on the Main Street Parkville website, Our Sponsors section	✓	✓	✓	✓
Business name on printed event/festival materials	✓	✓	✓	✓
Business name included in Event announcements	✓	✓	✓	✓
Text and web link on Parkville Microbrew Fest website	✓	✓	✓	✓
Business highlighted on MSPA social media, Facebook – 7,000+ followers	✓	✓	✓	
Free Parade entry for the July 4 th Celebration and Parkville Days Parades	✓	✓	✓	
Sponsors highlighted in Press Releases	✓	✓		
Logo on Event(s) banner		✓		
Free Event booth (if applicable)	✓	✓		
(4) Admissions to the Annual Parkville Microbrew Fest		✓		
(8) Admissions to the Annual Parkville Microbrew Fest	✓			
Table or Tickets for 8 at annual Gallery of Trees event	✓			
Business name, logo and website link on Main Street Parkville website, Our Sponsors	✓			
Business name, logo and web link on Parkville Microbrew Fest website	✓			



Main Event Sponsorships

Gallery of the Trees 2017 Sponsor: \$1,000 (2 sponsorships available)

- Sponsorship Recognition at the Fundraising Event
- Name, Logo and Website link on Main Street Parkville website – Christmas on the River Event Page
- Name and Logo on Event Advertising / Promotional Materials

Christmas on the River 2017 Fireworks Sponsor: \$2,000 (3 sponsorships available)

- Banner with Sponsor Name Recognition "Fireworks Sponsored by *Sponsor Name*"
- Name, Logo and Website link on Main Street Parkville website – Christmas on the River Event Page
- Name and Logo on Event Advertising / Promotional Materials
- Sponsorship recognition on Main Street Parkville Social Media

Microbrew Fest Music Sponsor: \$3,000

- Stage Banner with Sponsor Name Recognition "Parkville Microbrew Fest Music Sponsored by *Sponsor Name*"
- Band Performances Stage Introduction
- Name, Logo, and Website link on Parkville Microbrew Fest website
- Sponsorship recognition on Parkville Microbrew Fest Social Media

4th of July Fireworks Sponsor: \$10,000 -or- \$5,000 (2 sponsorships)

- Banner with Sponsor Name Recognition "Fireworks Sponsored by *Sponsor Name*"
- Name, Logo and Website link on Main Street Parkville website – 4th of July Event Page
- Name and Logo on Event Advertising / Promotional Materials
- Sponsorship recognition on Main Street Parkville Social Media
- Sponsorship recognition at 4th of July Parade

- Vendor Space at Event (10 x 10), if applicable

Main Event Sponsorships (continued)

Parkville Days Helicopter Rides Sponsor: \$2,500

- (4) Individual Rider Passes
- (2) Vinyl Ad Pieces, includes Name / Logo on Helicopter
- Name, Logo, and Website link on Main Street Parkville Website – Parkville Days Event Page
- Sponsorship Recognition on Main Street Parkville Social Media
- Sponsor Recognition at Parkville Days Parade

Parkville Days Music Sponsor: \$5,000

- Stage Banner with Sponsor Name Recognition “Parkville Days Music Sponsored by *Sponsor Name*”
- Sponsorship Recognition at headliner Band performances
- Name and Logo on Event Advertising / Promotional Materials
- Name, Logo, and Website link on Main Street Parkville Website – Parkville Days Event Page
- Sponsorship Recognition on Main Street Parkville Social Media
- Sponsor Recognition at Parkville Days Parade
- Free Vendor Space at Event (10x10)

Cruise Nights Sponsor: \$1,500

- Banner with Name & Logo displayed at Cruise Night Events
- Name & Logo on Cruise Night T-shirts
- Name & Logo on Cruise Night Dash Plaques
- Sponsorship Recognition at each Cruise Night
- Sponsorship Recognition on Cruise Nights Social Media

Survey of Municipal Main Street Programs in Missouri - 2017/18

City	Population	City General Fund Contribution (excludes membership fees)	Amount of Hotel/Transient Guest Tax Contributed to Main Street Program	Other City Budget Contribution from Special Revenue Funds	Amount of Annual CID Revenue	Additional Information on Funding
Excelsior Springs	11,512	\$0		\$40,000	\$33,000	The City has an agreement with the Downtown Excelsior Partnership to provide economic development and tourism services for downtown. The source of the funds are from the event fees at the Elms Hotel Fund (84% goes to the DEP). The services provided by the DEP includes staffing the Water Bar/Visitor Information Center; Marketing and advertising DEP; ticket sales for DEP. There is also a Downtown Community Improvement District. The CID collects 3/4% sales tax.
Chillicothe	9,714	Unknown		\$30,000	N/A	The Budget includes a contribution to Main Street Chillicothe for \$30,000. The budget did not identify the source of funding. The city did not respond to inquiries of the source of funds.
Lee's Summit	95,973	\$0	\$60,000	\$0	\$345,000	The City collected \$394,372 last year from the 5% Hotel/Transient Guest Tax. There is also a Downtown Community Improvement District. The CID collects a 1 cent sales tax. The taxes generate approximately \$345,000 per year. The city also cost shares a Facilities Maintenance Worker with the Downtown CID.
Liberty	30,376	\$0	\$18,100 (\$8,100 Summer Concert Series; \$10,000 to Historic Downtown Association)	\$0	\$72,026	The City collected \$186,890 from the Hotel/Transient Guest Tax. The Main Street group can apply for project/event specific money which the city receives through the Transient Guest Tax. The Summer Concert Series is presently being funded. Each project/event has to meet the definition of creating tourism. Liberty has the Historic Downtown Community Improvement District. It generated \$72,026 in 2017.
Blue Springs	54,431	\$0	\$0	\$20,000	\$0	The City collects \$580,000 from the Hotel/Transient Guest Tax, but the funds are committed to convention/tourism uses. The City provides \$20,000 of Federal Community Development Block Grant Funds for the Downtown Alive Organization. Additional CDBG Funds are used for downtown infrastructure. A new program reduces building permit fees in the downtown corridor by 50% in order to incentivize new residential development.
Belton	23,290	\$0	Unknown (Fall Event Contribution?)	\$0	\$0	Belton has a Hotel/Transient Guest Tax. It generates approximately \$200,000 per year. The minutes reflected a contribution to the Fall downtown event. The source of funds are unknown, but the existence of the hotel tax makes this a possible source.
Oak Grove	8,052	\$0		\$0	\$0	No Main Street organization. Under development.
Independence	117,255	\$10,000	\$0	\$25,000	\$0	There is a special property tax levy to improve the city's downtown business district (Independence Square Benefit District \$0.5749.). It applies to certain businesses. It brings in approximately \$25,000 per year. Independence has a 6.5% Hotel/Transient Sales Tax that generates approximately \$1.9 million each year. It is primarily used for culture and recreation.
Grandview	25,190	\$0	\$10,000 (contribution to music festival)	\$0	\$0	The Main Street organization created in 2015 from a MO Main Street Grant. The Hotel/Transient Guest Tax generates \$125,000 per year. The funds are partially used to make a \$10,000 contribution to the Music Festival as a Major Sponsor.
Kearney	9,790	\$7,500	N/A	\$0	\$0	The City provides \$30,000 funding to the Firehouse Center for Creative Excellence. In addition to administering educational training programs and youth sports, the organization provides administrative support for the MO Main Street program. An estimated 25% of the grant is used administering the Main Street program.

Survey of Municipal Main Street Programs in Missouri - 2017/18

City	Population	City General Fund Contribution (excludes membership fees)	Amount of Hotel/Transient Guest Tax Contributed to Main Street Program	Other City Budget Contribution from Special Revenue Funds	Amount of Annual CID Revenue	Additional Information on Funding
Moberly	13,863	\$4,000	\$0	\$50,000	New	Hotel/Transient Guest Tax brings in \$101,000 per year. Pays for tourism related purposes, such as city events and other activities that bring tourists to Moberly. They also apply and receive tourism tax funds for special events or capital improvements they apply for. There is a Downtown Neighborhood Improvement District that funds capital improvements (approximately \$50,000 per year). In 2017, a new downtown Community Improvement District was approved. The District imposes a 1% sales tax. No revenues were yet reported.
Odessa	5,195	\$0		\$0	\$0	The City provided initial funding to join Main Street program. Additional support comes from City participation in events, in-kind contributions of some advertisement, etc. to help promote and support their efforts
Raytown	29,261	\$0		\$0	New	A new CID District was formed in 2018. The City also provide some marketing via our public access TV channel, Facebook and website for the Annual Egg Hunt and Holiday Lighting Events.
Sedalia	21,489	\$0		\$22,500	\$0	The City has a Central Business District and Cultural District Property special property tax. The tax generates approximately \$52,000 per year. It provides \$22,500 funding to the Main Street organization. The remaining funds are used for improvements to the district.
Parkville	6,514	\$0	\$0	\$0	\$55,000	The City generates \$1,300 from its Hotel/Transient Guest Tax. It funds Economic Development Programs. The City has a Community Improvement District with a 1% sales tax. The District generates approximately \$55,000 per year.
Harrisonville	10,042	\$3,000		\$3,000	\$0	The City helps pay a portion of the Christmas Lights for the Square every year. Currently pursuing a grant from MO Main St Connection
Gladstone	27,114	\$0			\$0	No Traditional Downtown
Grain Valley	13,134	\$0	\$0	\$0	\$0	No Main Street Association. The City has Hotel/Transient Guest Tax that funds economic development and chamber sponsorships. The fund generates approximately \$35,000 per year.
St. Joseph	76,472	\$0	\$0	\$26,000	\$0	Gaming Funds provides \$26,000 per year for the Downtown Partnership Contract. Riverfront Economic Development Tax is an additional 3% hotel tax to pay for downtown development. It generates approximately \$630,000 per year. The regular hotel tax generates approximately \$650,000 per year and funds the civic center.
Pleasant Hill	8,444	\$6,000		\$0	\$0	The City provides \$6,000 funding to the Downtown CID. The use of the funds are unknown. City previously funded 1/2 costs to apply for Missouri Main Street Connection Grant - not known if they will receive it. Special Events Fund is derived from revenues from special events, including the Cass County Fair. It pays for other special events including live music concerts. It 2016 it generated \$138,000 in revenue.
Smithville	9,455	\$0		\$0	\$0	No source of funding found for the Smithville Downtown Heritage Association. The Chamber of Commerce is also active in Downtown events.
Weston	2,603	\$0	\$53,000	\$0	\$0	City has no actual Downtown Association or a Main Street organization, just the Weston Development Co., dba Weston Chamber of Commerce. The City generates \$79,500 per year from a 3/8 cent Hotel/Transient Guest sales Tax.
Platte City	4,706	\$6,000		\$50,000 (one time commitment)	\$0	The City contributes 6,000 for downtown and other community events. The city provides \$50,000 for downtown revitalization matching grant program. The city made a two year commitment.

Downtown Parkville 2017 Event Expenses

Event	Total Event Expenses	City Fee	Damage Deposit	Cleanup	Fireworks Expense
MicroBrew Fest	\$40,000.00	\$625.00	\$1,000.00	\$500.00	
4 th of July	\$20,000.00	\$825.00		\$900.00	\$10,000.00
Parkville Days	\$24,000.00	\$1,625.00	\$1,500.00	\$600.00	
Christmas on the River	\$23,000.00	\$325.00		\$300.00	\$7,500.00
Cruise Nights	\$2,300.00	\$500.00			
Final Fridays Fest	\$1,500.00	\$200.00			
	\$110,800.00	\$4,100.00	\$2,500.00	\$2,300.00	\$17,500.00

Police Department Total Overtime Cost/Tasks for Main Street Events for the year

2018 Projected \$3,700.00 due to shift change to 12s
2016 and 2017 average of approximately \$6,700.00 of overtime cost to PD.

Parade Cost (entire PD on duty for 3 hours, bike Officer for 4 hours)

- 2018 Projected overtime alone will cost PD about \$750.
- 2017 Overtime alone cost PD approximately \$1,200.
- 2016 Overtime alone cost PD approximately \$1,200.

Parade requires 12 Officers plus at least two duty crews, Chief of Police and Captain to handle. We also request the assistance of one Trooper from MSHP (17 total).

General notes:

- **2018** Will be less than 2017 due to 12-hour shifts. Cost does not include Chief of Police, Captain, or at least two duty cars and MSHP.
- **2017** Average per hour overtime cost to PD was about \$348.00 per hours for 12 extra staff on duty (2 Sergeants and 10 Officers). Does not include Chief of Police or Captain.
- **2016** Average per hour overtime cost to PD was about \$343.00 per hour for 12 extra staff on duty (2 Sergeants and 10 Officers). Does not include Chief of Police or Captain.

Christmas on the River event (entire PD on duty for event)

- **2018** Projected overtime alone cost to PD about \$1,100 (will be less than years past due to 12-hour shift, half of patrol will be scheduled to work that day, the other half will be called in on overtime (7 total if we are at full staff).
- **2017** Overtime only cost to PD about \$1661.17. Does not include duty officers assigned to event or Chief of Police and Captain.
- **2016** Overtime only cost the PD about the same as 2017.

July 4 event (includes parade and evening fireworks, 11 total hours)

- **2018** Projected overtime only cost to the PD for the day \$1,850.00
- **2017** Overtime cost to the PD was about \$3,825.00.
- **2016** Overtime cost to the PD was about \$3,773.00.

Of note:

- We adjust our patrol schedule to keep OT cost down as best we can during events.
- We also adjust patrols to focus on the area of the events, due to crowds and increased traffic, which pulls patrols away from the rest of the City.
- Special events require overnight setups; such as parades, Parkville Days and cruise nights, these tasks are performed by duty crews.
- Cruise nights also require duty crews to block off and monitor the City Lot throughout the day.

Off-duty

- Brewfest: Four Officers are hired by the event; we also have extra patrol on-duty during this event. For the past three years, 26 total hours of off-duty has been hired, and Captain Jordan works the Saturday Day of event.
 - The off-duty requirement for 2019 may be increased for the last half of this event due to the stress of increased traffic and amount of intoxicated persons in the DTA.
- Parkville Days: Three Officers are hired by the event during the event times (day/evenings) and one for overnight security. Total of 82 hours of off-duty.
- July 4 carnival. One off-duty Officer used hired to be at the Carnival while it was open, this was cancelled approximately 4 or 5 years ago. The event is now covered by our duty Officers.

Parks Department- Event Assistance

Cruise Night Event's (4 events per year)

Set up – Barricades, signs and trash cans.

Trash Cans / check power and turn on.

Tear Down – Barricades, signs and trash cans / trash bags

Staff Time – 4 hours per event (16 hours total)

Brew Fest

Power & pedestals - confirm in working order.

Additional trash cans / recycle bins / trash bags / sand for wet areas

Post event – detail cleaning, straw bales picked / ground care maintenance (damage dependent on weather conditions), trash cans / trash bags / picnic tables relocated back to original areas.

Staff Time – 10 to 16 hours

4th of July

Set up – Barricades, cones, signage, road closures and detour signs

Extra trash cans, pedestal power tests, parade set up and tear down, 3 men work during the parade and are in charge of removing all cones set out prior to parade and reconfigure cones downtown for the evening's fireworks celebration.

Staff Time – 21 hours

Parkville Days

Set up- Barricades, cones, signage, detour signs are placed out prior to parade. 3 men work during the parade. 100+ vendors in park, extra loads on pedestals, increased power issues with excessive loads on pedestals. Parking on ball field, post event recovery with green spaces.

Staff Time – 28 hours

Christmas on the River

Barricades, cones, signs for road closures set out. Extra trash cans and pedestals checked prior to event.

Staff Time – 5 hours

Total Cost (assuming \$30 per manhour for salary, benefits & overtime) = \$2,580



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

CITY OF PARKVILLE Memorandum

Date: June 7, 2018

To: Mayor and Board of Aldermen

From: Matthew Chapman, Finance/HR Director

CC: Joe Parente, City Administrator

RE: Municipal Court Fine Account

A large, unidentified balance was discovered in the Municipal Court Fine account. Multiple City staff members researched the balance to determine a cause and appropriate distribution of the funds. A clear explanation was unable to be determined.

The Municipal Court Fine account was closed in April 2018 to isolate the balance in question. A new fine account was opened with a \$50 starting balance. May was the first month staff was able to complete the reconciliation with all revenues and expenses flowing through the new account. The account was able to be balanced with no unidentified funds.

At the May 21st Finance Committee Meeting, the question was raised as to why the unidentified balance in the original Municipal Court Fine account at 12/31/2017 did not remain the same each month, but showed fluctuations. This was a result of the timing of bankcard payment processing. For payments made in the last week of each month, the settlement of these payments regularly takes 2-3 days and can take as long as 5 days. So these payments will be reflected in the internal City account, but not yet reflected on the bank statement. The Finance Department will be taking over the monthly reconciliation process and these timing differences will be handled as deposits in transit moving forward.