



FINANCE COMMITTEE

Monday, September 27, 2021 3:30 PM

Administration Conference Room, City Hall

Members of the Finance Committee will meet via telephone or video conference. Members of the public interested in this meeting are encouraged to listen in on the meeting via the following – Telephone: (312) 626-6799; Meeting ID: 860 0979 9809; Password: 788006 – rather than appear at City Hall (note: occupancy will be limited).

1. Call to Order

2. Financial Updates

- A. City Administrator Approvals

3. Action Items

- A. Approve the minutes for the September 7, 2021, meeting
- B. Amend the 2021 Operating Budget ordinance (Administration)
- C. Amend the 2021 salary ordinance (Administration)
- D. Approve Work Authorization No. 1 to construct a new glass enclosure and improve the existing enclosure at City Hall (Administration)

4. Non-Action Items

- A. Recording Meetings (Administration)
- B. Downtown Restrooms (Administration)

5. Unfinished Business (postponed from prior meetings)

6. Other Business

7. Adjourn



**CITY ADMINISTRATOR
PURCHASING APPROVAL**
(\$2,500-\$10,000)

City of Parkville

Preparation date:

September 20, 2021

Department:

Low Bidder and
Contract Amount:

Mid America Regional Council

General Scope of Work Description/Project:

Diversity and Inclusion Facilitation Services. MARC will assist city staff, and the Diversity and Inclusion Commission with facilitation services to as
The City has an ongoing relationship with the Mid America Regional Council on community planning initiatives. MARC provided alternatives as part of its Government Training Institute (GTI) which the city participates in on occasion.

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

Project Start Date:

10/1/2021

Estimated Completion Date:

12/1/2021

Budget Account Code:

08-02-02

Authorization(s):

☐ City Administrator:

Date:

9/20/21

☐ Department Head:

☐ Mayor (if applicable):

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



CUSTOM COURSE TRAINING AGREEMENT

Government Training Institute Mid-America Regional Council

This training agreement is entered into by **the City of Parkville, Missouri** hereinafter "agency," and Mid- America Regional Council, hereinafter "MARC," of Kansas City, Missouri, on this ____ day of September 2021.

MARC agrees to provide the following training program as specified below:

PROGRAM INFORMATION: Please see attached Scope of Services, attached hereto and incorporated by reference.

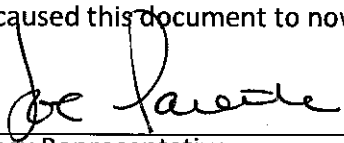
Training Title:	City of Parkville, MO – Diversity & Inclusion Commission – Facilitation Services		
Date(s):	Sept./Oct. 2021 – Date TBD	Time(s):	TBD
No. of Sessions:	Up to 2 (2 hours each)	Max. Enrollment:	N/A
Location(s):	TBD – Parkville, MO or virtual		
Consultant(s):	Hannayd Ruiz		
Point of Contact	Amiee Wenson		

COVENANTS:

A total training cost of **not to exceed \$1,800.00** is due to MARC upon invoice receipt at the completion of the services. Alterations to this training agreement require written consent from both the agency and MARC as stated in this document.

The agency reserves the right to commence and terminate said services at its discretion. However, if said services are canceled less than 14 days before the first session a sum of \$750 will be due to MARC as a reimbursement for preparation costs and commitments made.

We, the undersigned, have affixed our name to this training agreement, and as such, have caused this document to now be in full force and effect.



Agency Representative

9/20/21

Date

Amiee Wenson, Local Government Services Program Manager

Date

Scope of Work for Facilitation Services for the Diversity and Inclusion Commission – City of Parkville, MO September 2, 2021

I. Background and Experience

Mid-America Regional Council (MARC) is the Metropolitan Planning Organization and association of city and county governments, serving the Kansas City region's nine counties and 119 cities. The City of Parkville is an active member of MARC; Parkville staff and elected officials are involved in numerous regional committees. MARC provides a forum for local governments to convene and define shared solutions to common challenges. The MARC Board of Directors consists of 33 locally elected leaders from the nine member counties and six largest cities in the region.

Because of expressed interest of local government leaders who were striving to maintain and improve the ability of their organizations to make effective decisions and deliver quality services, MARC established the Government Training Institute (GTI) in 1996. Over the years GTI has evolved into a training provider of choice for local governments in the metropolitan area by offering cost-effective training of the highest quality in the form of certificate programs, leadership training and customized training programs. It is designed to provide a consistent and responsive mechanism for meeting the training and organizational development needs of local government employees. Since 1996, over 160,000 constituents have participated in GTI special events, regional, state, and multi-state conferences, certificate programs, seminars and technical workshops. For the services requested by the City of Parkville, MARC proposes to utilize resources of GTI.

MARC is responsible for preparing and adopting plans on behalf of area local governments, and public engagement and committee deliberations of technical and policy issues are fundamental parts of the work of the agency. GTI routinely supports these planning and public engagement processes through professional facilitation. GTI consultants are some of the area's top professionals. They provide affordable know-how about strategic planning, communications, organizational effectiveness and collaborative decision-making.

II. Scope of Work

The Parkville Board of Aldermen recently adopted Ordinance No. 3070 to establish the Diversity and Inclusion Commission. The Commission includes five volunteer citizens and residents from the Parkville community who are appointed by the mayor with approval of the Board of Aldermen. The city administrator serves as the staff liaison to the Commission, and the mayor and one alderman serve as liaisons between the Commission and the governing body.

The ordinance establishes the broad duties and responsibilities of the Commission including promoting community awareness and education on the value of diversity in the community and making recommendations to the city to promote equity, diversity and inclusion in government affairs. The City of Parkville requests facilitation services to help the Commission with its initial organization and strategy to accomplish its charge.

Scope of Work - Basic Facilitation Services

GTI can offer the in-house facilitation expertise of Hannayd Ruiz, who has experience in facilitation and training in the areas of diversity, equity and inclusion. This is a budget-conscious option for basic third-party facilitation services, so services will not include specific diversity, equity and inclusion content or consulting. To control costs, GTI requests that the City of Parkville assign a staff member to assist with note taking during facilitated meetings.

Deliverables:

1. Meet with informed parties/leaders for a one-hour consultation and to customize the kick-off agenda.
2. Facilitate an estimated two-hour kickoff meeting (second two-hour meeting optional).
3. Recommend next steps for the Commission to achieve its charge.

The project will be accomplished within 30 days (one meeting) or 60 days (two meetings) of the execution of the contract, contingent upon agreement for scheduling meetings. GTI requests at least 10 business days' notice between the contract execution and the first facilitated meeting of the Diversity and Inclusion Commission to allow adequate time for preparation.

III. Project Personnel

MARC has a knowledgeable and committed team to serve the region to provide quality, collaborative solutions that address community needs. The team identified to work with the City of Parkville has applicable experience in local government and professional facilitation.

Government Training Institute (GTI)

Hannayd Ruiz, Lead Facilitator

Hannayd Ruiz joined MARC in 2018 and serves as the Homeless Management Information System Project Administrator. In this role, she supports agencies through facilitation, training, and sharing best practices to improve overall data quality. She has led and facilitated conversations around diversity, equity and inclusion with large stakeholder groups composed of up to 50 participants, all from diverse backgrounds. Hannayd has collaborated with St. Luke's Health System, KU Hospital, North Kansas City Hospital, KC CARE Health Center, Samuel U Rodgers Health, and other community organizations to help community members overcome barriers. Hannayd has several years of experience providing care coordination, support, advocacy, health education, and navigating complex social and health systems. She has experience working with local government clients and community partners. Most recently she facilitated a diversity & inclusion visioning work session for the City of Independence, Missouri.

Amiee Wenson, Local Government Services Program Manager

Amiee has worked with local government agencies in the Kansas City metropolitan area for over twenty years. With her diverse experience working for organizations like the City of Lee's Summit and Jackson County, MO, Amiee brings a perspective as a practitioner who can understand the challenges of delivering training to a diverse organization. Amiee has a bachelor's degree and Master of Public Administration degree from the University of Kansas. In her role at MARC, she manages the Government Training Institute (GTI). She will be the project manager and lead point of contact for contractual issues, planning and implementation of the services.

Shelly Bolling-Strickland, GTI Registrar

Shelly is a certified non-profit leadership professional with over 20 years of extensive experience in volunteer and leadership engagement, fundraising and community collaboration. Shelly is a team player who rapidly develops rapport with staff and community partners at all levels. She is a graduate of the GTI Successful Facilitator Certificate program. Shelly will provide administrative support services as needed including scheduling and preparing meeting materials.

IV. Procurement Process

MARC's Government Training Institute operates as a shared service among its member cities and counties. GTI members, including Parkville, are those cities and counties that have paid an annual membership fee to support the service and obtain a 15 percent discount on more GTI courses and programs. As a municipal shared service, GTI follows a public procurement process in accordance with the Mid-America Regional Council Purchasing Policy, adopted by the MARC Board of Directors and effective on September 1, 2021. GTI periodically issues a Request for Statements of Qualifications to obtain information and fee quotes for potential vendors for GTI trainings and events. GTI maintains a Qualifications File that is used to select the most appropriate trainer/instructor for a particular training session. Vendor selection is based on several criteria, including but not limited to experience, qualifications and references; training philosophy; availability; and fees and honorariums.

V. Fee Proposal

Costs for the services outlined herein are as follows:

\$1,400 (one facilitated meeting) OR
\$1,800 (two facilitated meetings)

MARC proposes to deliver the services for a lump sum fee that is inclusive of expenses such as materials and mileage. Costs will not exceed this amount unless the City of Parkville directs changes to the scope of services outlined herein. In addition, the City of Parkville is a member of MARC's Government Training Institute which entitles the City to a 15% discount on fees for all customized consulting, facilitation and training services excluding direct reimbursables (pricing reflects the member discount).



CITY ADMINISTRATOR
PURCHASING APPROVAL

September 23, 2021

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and
Contract Amount:

Terry Snelling Construction
200004 E Yocum Road
Independence, MO 64058

\$6,720

General Scope of Work Description/Project:

Driveway Reconstruction - 5744 Woodhaven:

Staff was alerted to an issues with the driveway located at 5744 Woodhaven. The driveway apron and associated curb was constructed when the house was built. In significant rain events, drainage from the street flows onto the private property. The drainage from the public street needs to remain in the gutter line. A portion of the driveway apron will need to be reconstructed in order to tilt the driveway to force the water to remain in the curb.

Staff contact three contractors to provide quotes for the driveway reconstruction. Terry Snelling was the low bidder with a bid of \$6,720. Terry Snelling Construction has previously worked with the City on the Curb & Sidewalk Program.

There is funding remaining in the 2021 Transportation Fund to accommodate this expense.

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

Staff contact three contractors to provide quotes for the driveway reconstruction. Terry Snelling was the low bidder with a bid of \$6,720. Terry Snelling Construction has previously worked with the City on the Curb & Sidewalk Program.

Project Start Date:

9/23/21

Estimated Completion Date:

12/31/21

Budget Account Code:

40-520.04-90-00

Authorization:

- ☐ City Administrator: _____
☐ Department Head: Alyson Mahul
☐ Mayor (if applicable): _____
☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

Date: 9/23/21

SMALL CONSTRUCTION SERVICES AGREEMENT

RISS LAKE CURB & DRIVEWAY MODIFICATION AT WOODHAVEN

THIS SERVICE AGREEMENT, entered into on this **25th day of August, 2021** by and between the **CITY OF PARKVILLE, MISSOURI** ("City") and **TERRY SNELLING CONSTRUCTION**, ("Contractor").

WHEREAS, the City seeks to hire Contractor to provide certain construction services as described in Exhibit "A" to this Agreement (the "Construction Services"); and

WHEREAS, the City has budgeted funds to acquire the services necessary to complete the Construction Services; and

WHEREAS, Contractor has the necessary staff and qualifications to provide the Construction Services to the City.

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 "Construction Services" when used in this Agreement shall mean any and all labor, material, equipment, insurance, surety bonds or other thing of value that may be required by this Agreement including its exhibits.
- B. The City agrees to retain Contractor and Contractor agrees to perform and complete the Construction Services described in the **Exhibit "A"** – Scope of Work, attached hereto and incorporated by reference.
- C. Service Provider represents it has all necessary skills, personnel, financial capacity, licenses, permits, knowledge, and certifications required to perform the Services described herein.

II. COMPENSATION

- A. As consideration for providing the Construction Services, the City shall pay Contractor as set forth in **Exhibit "A"**.
- B. Contractor shall submit its invoices to the City either at completion of the Project, or on such milestone or other interim terms as set forth on **Exhibit "A"**. Contractor's final invoice shall be accompanied by Waivers and Releases of Claim on the forms attached as **Exhibit "B-2"** to this Agreement, executed by Contractor any all subcontractors with contract values of \$5,000 or more, and notarized. If partial payments are authorized on **Exhibit "A"**, then Contractor shall submit partial waivers on the form attached as **Exhibit "B-1."** 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 Contractor of the nature of the dispute regarding the balance.
- C. Contractor 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.

III. SCHEDULE

- A. Time is of the essence in performance of this Agreement.
- B. Unless otherwise directed by the City, Contractor shall commence performance of the Construction Services upon execution of this Agreement.
- C. Services shall be completed within the schedule set forth on **Exhibit "A"**.
- D. Neither the City nor the Contractor shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.
- E. If **Exhibit "A"** contains a provision for Liquidated Damages, it shall be because the parties have agreed that late completion of the Construction Services by Contractor would cause irreparable harm to the City, which harm is difficult to quantify; and that the parties have agreed that the amount stated in Exhibit "A" for Liquidated Damages is a fair approximation of the daily costs that the City would incur for late Substantial Completion of the work.

IV. CHANGES

- A. The City reserves the right issue Changes, both additive and deductive, to the Scope of Work at the City's discretion. Contractor shall advise the City of additional costs and time delays, if any, resulting from such Changes, before Contractor performs the Changes. No adjustment to the Contract Time or Contract Price will be permitted unless Contractor has advised the City of the potential impact prior to commencing work on the Change, and the City either issues a Change Order which is agreed to by the parties, or the City directs the Contractor to proceed.
- B. Contractor shall provide Construction 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 Contractor without the City's prior written consent shall be at the Contractor's own risk, cost, and expense, and Contractor shall not make a claim for compensation from the City for such work.

V. INDEMNIFICATION

- A. Contractor shall indemnify 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 Contractor's negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Construction Services, including performance by Contractor'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 furnished by Contractor in the course of performance of the work, except to the extent that such claims arise from materials created or supplied by the City.
- B. Contractor's obligation to indemnify and hold harmless shall remain in effect and shall be binding on Contractor whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

VI. INSURANCE

- A. Contractor shall secure and maintain, at its expense, through the duration of this Agreement insurance as set forth on **Exhibit "C."**

VII. ASSIGNMENT OF AND RESPONSIBILITY FOR PERSONNEL

- A. Contractor'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 Contractor.
- B. Unless otherwise stated in **Exhibit "A"**, Contractor shall be represented by a Superintendent or Foreman authorized to give and receive all instruction and notices from and to the City at all times while performing Construction Services, and shall have on site a person who is fluent in all languages necessary to communicate instructions regarding the work and information regarding medical emergencies with Contractor's employees and subcontractors.
- C. All of the Construction Services required hereunder will be performed by the Contractor or under Contractor'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.
- D. 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 including, but not limited to, indemnification, insurance and warranties.
- E. Contractor and all subcontractors with a contract value of \$5,000 or more shall execute affidavits on the form attached as **Exhibit "D"**, attesting to their compliance with RSMo. § 285.530.5 concerning compliance with Missouri's Worker Eligibility requirements.
- F. Contractor and all subcontractors must require all on-site employees to complete the ten-hour construction training program required under Section 292.675 RSMo. unless they have previously completed the program and have documentation of having done so. Contractor shall execute the affidavit attached as **Exhibit "E"**, attesting that it has provided OSHA safety training for its on-site employees. Contractor will forfeit a penalty to the City of \$2,500 plus an additional \$100 for each employee employed by Contractor or any subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training. See Section 292.675 RSMo.
- G. No illegal drug or alcohol usage will be tolerated at the Site. All persons admitted to work on the Site will dress appropriately and avoid foul language. Music shall not be played at volume levels that would be objectionable to third-parties. Any worker found by the City to be violating these conduct requirements will be removed immediately.

VIII. WARRANTY

- A. The Contractor warrants to the City that materials and equipment furnished under the Contract will be of good quality and new unless the Scope of Work documents require or permit otherwise. The Contractor further warrants that the work will conform to the requirements of the Scope of Work documents and will be free from defects, except for those inherent in the quality of the Work the Scope of Work documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the work not executed by the Contractor or its subcontractors or suppliers, improper or insufficient maintenance or improper operation. If required by the Owner, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. The Contractor's warranties required by the Agreement (express and implied)

shall remain in full force and effect even if a material or equipment item is required by the Owner to be manufactured by a specific entity, and no other equivalent product manufactured by any other entity is acceptable.

- B. The Contractor's warranty in Section IX.A. shall not be construed to replace, change or otherwise limit any statutory or common law warranty rights of the Owner, or any other Contract requirements.

IX. OWNERSHIP OF WORK PRODUCT

Contractor agrees that any documents, materials and/or work products produced in whole or in part by or through it under this Agreement, any intellectual property rights of Contractor therein (collectively the "Works") are intended to be owned by the City. Accordingly, Contractor hereby assigns and agrees to assign to the City all of its right title and interest in and to such Works.

X. RELATIONSHIP OF THE PARTIES

- A. Contractor represents that it is an independent contractor and that no personnel performing any of the Construction Services shall be employees of or have any contractual relationship with the City.

XI. 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 Contractor shall be sent to:

City of Parkville
Attn: Alysén Abel, Public Works Director
8880 Clark Ave.
Parkville, MO 64152

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

Terry Snelling Construction
Terry Snelling
20004 E. Yocum Road
Independence, MO 64058
816-985-4507
terry@terrysnellingconstruction.com

XII. CORRECTION OF WORK

The Contractor shall promptly correct work rejected by the City or failing to conform to the requirements of the Agreement, whether discovered before or after Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for services and expenses of a designer made necessary thereby, shall be at the Contractor's expense. If the Contractor fails to correct nonconforming Work within ten (10) days after receipt of written notice from the City, the City may correct it at Contractor's expense.

XIII. 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. Notwithstanding anything to the contrary in this Agreement or exhibit, 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 Contractor. The City shall compensate Contractor for the Construction Services that have been completed to the City's satisfaction as of the date of termination. Contractor shall perform no activities other than reasonable wrap-up activities after receipt of notice of termination.
- C. The City may terminate the Agreement for cause if the Contractor
 - 1. refuses or fails to supply enough properly skilled workers or proper materials;
 - 2. fails to make payment to Subcontractors for materials, equipment, services or labor in accordance with the respective agreements between the Contractor and the Subcontractors;
 - 3. disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority;
 - 4. or its Subcontractors or Sub-subcontractors causes a work stoppage due to any strike, picket, boycott or participates in any voluntary or involuntary cessation of Work; or
 - 5. otherwise is guilty of substantial breach of a provision of the Agreement.

When any of the above reasons exist, the City may without prejudice to any other rights or remedies of the City and after giving the Contractor and the Contractor's surety, if any, seven (7) days' written notice, terminate the Agreement and may, subject to any prior rights of the surety, if any:

- 1. Exclude the Contractor from the Project site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- 2. Direct the work of subcontractors; and
- 3. Finish the Work by whatever reasonable method the City may deem expedient. Upon written request of the Contractor, the City shall furnish to the Contractor a detailed accounting of the costs incurred by the City in finishing the Work.

When the Owner terminates the Agreement for one of the reasons stated in Section XIV. A., the Contractor shall not be entitled to receive further payment until the Work is finished.

If the unpaid balance of the Contract Price exceeds costs of finishing the Work, including compensation for the services and expenses of a designer, and legal, consultant and testing fees made necessary thereby, and other damages incurred by the City and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor or its surety, if any, shall pay the difference to the City upon demand. The obligation for payment, if any, shall survive termination of the Agreement.

XIV. RESOLUTION OF DISPUTES

- A. Should the Contractor believe that it is entitled to any relief due to errors, omissions or defects in the Plans or Specifications, or as a result of any act or omission of an independent

contractor designer in connection with the Project, the City shall cooperate with the Contractor by permitting the Contractor to pursue legal action against the designer in the name of the City at Contractor's sole risk and expense as the City would otherwise have against such designer. The City shall pay to Contractor such sums as may be recovered from the designer on behalf of Contractor. Other than this duty of cooperation and remittance, the City shall have no liability or obligation to Contractor for any act, error, omission, negligence or breach of duty by a designer.

- B. City and Contractor agree that disputes relative to the Work shall first be addressed by negotiations between the parties. Such negotiations shall take place within thirty (30) days of demand by the party seeking resolution of the dispute. If direct negotiations fail to resolve the dispute, the party initiating the claim that is the basis for the dispute shall be free to take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute Contractor shall proceed with the Work as per the Contract Documents as if no dispute existed.
- C. In order to preserve its rights to dispute a matter hereunder, the complaining party must submit a written notice to the other party setting forth the basis for its complaint within twenty (20) calendar days following receipt of the decision of the City Public Works Director as to such matter or other action on which the dispute is based. A decision of the City Public Works Director (where appropriate) under GC-7 above; notice of dispute, and direct negotiation, shall be conditions precedent to further action.
- D. Arbitration of disputes.
 - 1. Claims, except those waived as provided for elsewhere in this Agreement, which have not been resolved by the procedures described above, shall be decided by arbitration which, unless the parties mutually agree otherwise, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect at the time of the arbitration. The demand for arbitration shall be filed in writing with the other party to the Contract and with the American Arbitration Association.
 - 2. A demand for arbitration may be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations.
 - 3. An arbitration pursuant to this Section may be joined with an arbitration involving common issues of law or fact between the City or Contractor and any person or entity with whom the City or Contractor has a contractual obligation to arbitrate disputes which does not prohibit consolidation or joinder. No other arbitration arising out of or relating to the Contract shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to the Contract or not a party to an agreement with the City Contractor, except by written consent containing a specific reference to the Agreement signed by the City and Contractor and any other person or entities sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the parties to the Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

4. Claims and Timely Assertion of Claims. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.
5. Judgment on Final Award. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

XV. MISCELLANEOUS PROVISIONS

- A. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.
- B. Assignability. Contractor 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 Contractor 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. Contractor 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. Contractor shall comply with all applicable laws, ordinances, and codes of the State of Missouri 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, Contractor agrees as follows:
 - i. Contractor 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. Contractor 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. Contractor 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. 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 Contractor shall take appropriate steps to assure compliance.
- G. Interest of Contractor and Employees. Contractor covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels

therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

- H. 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 Contractor, and attached hereto.
- I. 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.
- J. 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.
- K. Third Parties. The Services to be performed by the Contractor 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.

CITY OF PARKVILLE, MISSOURI

By: _____
Joe Parente, City Administrator

AMA

ATTEST:

Melissa McChesney, City Clerk

TERRY SNELLING CONSTRUCTION

By: _____
TERRY S. SNELLING
Printed Name Pres.

Exhibit A

Scope of Work and Pricing

Riss Lake Curb and Driveway Modification – Woodhaven

Remove, modify and raise grade, replace 57 lineal ft. of curb, 120 sq. ft. of 6" driveway and 120 sq. ft. of 4" driveway. Haul away all debris. The driveway will be closed for a minimum of three days. Should any asphalt be damaged City will patch.

Amount of Agreement - \$6,720.00

Term of Agreement 90 days

Exhibit "D"

Missouri Worker Eligibility Affidavit

Effective January 1, 2009, all contractors and subcontractors with contract amounts in excess of \$5,000 on public projects in Missouri are required to verify the employment eligibility status of employees through the E-verify federal program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services. Contractor shall indemnify, defend and hold harmless the City of Parkville against any expense incurred including imposition of fines which results from violation of such laws. **Contractor affirmatively states that it is not knowingly in violation of R.S. Mo. 285.530.1 and shall not henceforth be in such violation. Contractor further agrees to execute this sworn affidavit under the penalty of perjury attesting to the fact that the direct Contractor's employees are lawfully present in the United States. Failure of Contractor to comply with this requirement shall be grounds for termination for default.**

COMES NOW Affiant Terry S. Snelling, being of lawful age, and states the following based on personal knowledge, under oath and fully aware of the penalties for perjury:

1. I presently am employed by _____ ("Contractor") and am authorized by Subcontractor to make representation on its behalf.
2. All of Contractor's employees are lawfully present in the United States.

Further affiant sayeth naught.

Contractor: TERRY SNELLING CONSTRUCTION INC
By: TERRY S. SNELLING
Title: President
Date: Sept 14, 2021
Signature: [Signature]
Print Name: TERRY S. SNELLING

Subscribed and sworn to before me this 14th day of Sept, 20 21

[Signature]
Notary Public

My commission expires:

SHAKERA SCOTT
Notary Public - Notary Seal
STATE OF MISSOURI
Jackson County
My Commission Expires May 31, 2023
Commission # 15635763

Exhibit "E"

AFFIDAVIT OF COMPLIANCE WITH SAFETY TRAINING REQUIREMENTS

Required by R.S. Mo. § 292.675

Before me, the undersigned Notary Public, personally appeared
TERRY S. SNELLING who is PRESIDENT (title) of
TERRY SNELLING CONST. INC. (a corporation/partnership/sole proprietorship/limited liability
company, and states that he/she is authorized to make this affidavit, and being duly sworn upon his/her
oath, deposes and states as follows:

That said company has verified the completion of a 10-hour construction safety program with
respect to the employees working in connection with the contracted services.

The terms of this affidavit shall have the same meaning as is set forth in 292.675 of the
Revised Statutes of Missouri.

Further affiant sayeth naught.

Contractor: TERRY SNELLING CONST. INC
By: TERRY S. SNELLING
Title: President
Date: Sept 14, 2021
Signature: [Signature]
Print Name: TERRY S. SNELLING

Subscribed and sworn to before me this 14th day of Sept, 2021

[Signature]
Notary Public

My commission expires:

05.31.23

SHAKERA SCOTT
Notary Public - Notary Seal
STATE OF MISSOURI
Jackson County
My Commission Expires May 31, 2023
Commission # 15635763



Finance Committee Meeting
Monday, September 13, 2021 3:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 3:32 p.m. A quorum was present.

Members Present: Chair Marc Sportsman, Vice Chair Dave Rittman, Tina Welch and Robert Lock

City Staff Present: Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Finance/Human Resources Director Matthew Chapman, Public Works Project Manager Chris Ashley, Assistant to the City Administrator Jeffery Rhodes and City Clerk Melissa McChesney

2. Financial Updates

3. Action Items

A. Approve the minutes for the August 9, 2021 meeting

Dave Rittman moved to approve the minutes for the August 9, 2021, meeting. Robert Lock seconded; motion passed 4-0.

B. Approve the minutes for the August 30, 2021 meeting

Rittman moved to approve the minutes for the August 30, 2021, meeting. Tina Welch seconded; motion passed 4-0.

C. Approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting

City Clerk Melissa McChesney stated that the City had contracted with Curious Eye Productions to record and live stream City board and commission meetings. The renewal would be through December 31, 2023.

Rittman moved to recommend that the Board of Aldermen approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting through December 31, 2023 in a total amount not to exceed \$13,610. Welch seconded; motion passed 4-0.

D. Approve a construction agreement with SGI to reconstruct the stairs and relocate the Grigsby Statue in Pocket Park

Public Works Director Alysén Abel said that the first phase to improve the frontage to Pocket Park was contracted to McConnell & Associates. The second phase would include reconstructing the south stairs and relocating the Grigsby statue. After speaking with the contractors, staff recommended completing the second phase first because large equipment would be needed to relocate the statue and the bollards would limit the amount of space available. A bid opening was held and three bids were received. Abel noted that the low bid

included considerations for additional work that had associated costs. Chair Sportsman requested that staff seek estimates for the additional considerations from the other bidders to determine if the prices were in-line with the low bidder's pricing.

Discussion focused on the actual costs compared to the estimates from the Pocket Park Master Plan. The work was anticipated to begin in late October when the mini golf course closed.

Rittman moved to recommend that the Board of Aldermen approve a construction agreement with SGI for the stair reconstruction and statue relocation in Pocket Park in the amount of \$104,815. Welch seconded; motion passed 4-0.

E. **Approve a supplemental agreement with Alliance Water Resources for the management, maintenance and operations of the City's wastewater treatment and collection system**

Public Works Director Alysén Abel stated that Alliance Water Resources managed the wastewater treatment plant since 2002 and in July 2020 the Board of Aldermen approved a three-year agreement. The 2021 fee included a 2.13 percent price increase at a cost of \$311,916.

Rittman moved to recommend that the Board of Aldermen approve a supplemental agreement with Alliance Water Resources for the management, maintenance and operations of the wastewater treatment and collection system in the amount of \$312,216. Welch seconded; motion passed 4-0.

F. **Approve Work Authorization No. 6 with Vireo for the design of the park entryway signage**

Public Works Director Alysén Abel said that the City held several small committee meetings to review concepts for signs at the entrances to English Landing and Platte Landing parks. The Board of Aldermen approved the concepts for five different signs on April 20, 2021. The work authorization included Vireo working directly with sign fabricators for plans and specifications to prepare a bid package for a total amount of \$33,260. Abel noted that once the sign locations were determined, additional surveying or engineering services might be needed.

Discussion focused on the Parks Sales Tax Fund and if staff could work directly with the fabricators on the designs previously approved. Abel responded that she was unsure that City staff had the expertise and that the approved renderings were only pictures with colors and dimensions. She added that more information would be needed for the fabricators to make the signs and she would contact fabricators to determine if more information was needed to make the signs.

Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 6 with Vireo for the design of the parks entryway signage in the amount of \$33,260. Tina Welch seconded; motion passed 4-0.

4. Non-Action Items

A. **Quarterly Projects Update**

Public Works Director Alysén Abel provided an overview of the status of capital improvement projects.

5. Unfinished Business (postponed from prior meetings)

6. Other Business

Chair Sportsman requested an update on the status of opening the bridge on FF Highway and Abel responded that the project was delayed due to supply issues. She anticipated it would be opened once the guardrails were redesigned and delivered.

7. Adjourn

Chair Sportsman adjourned the meeting at 4:44 p.m.

Submitted by:

Melissa McChesney
City Clerk

Approval Date

CITY OF PARKVILLE**Policy Report**

Date: September 22, 2021

Prepared By:

Matthew Chapman, Finance/HR Director

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Amend the 2021 Operating Budget ordinance (Administration)

BACKGROUND:

On December 14, 2020, the Board of Aldermen adopted Ordinance No.3062 approving the 2021 Operating Budget and 2021-2026 Capital Improvement Program (CIP). Subsequent to the budget adoption, a number of events and transactions have occurred that warrant an amendment to the budget ordinance. The events and transactions are mostly attributed to matters that were not anticipated when the original budget was approved, or required the completion of debt financing before a budget could be established. A brief explanation of each budget amendment and transfer is provided below. The amendments are needed to balance final year end budgets, and transfers, to account for budget expenditures in certain budgets.

Projects Fund (96) – \$400,000 transfer to the General Fund (10). In 2020, the General Fund transferred \$400,000 to the Projects Fund for the local share of the Route 9 6th Street Project. The project is also funded with a \$400,000 state grant. The transfer was approved prior to COVID-19 when the economic consequences were unknown. With ARPA grant funds available for certain project expenses for the Route 9 6th Street Project, the transfer from the General Fund is no longer necessary. The funds will be returned to the General Fund to offset revenue losses associated with COVID-19.

General Fund (10)/Transportation Fund (40) – \$100,000 transfer from the Transportation Fund (40) to the General Fund (10). In 2020, the General Fund transferred \$205,779 to the Transportation Fund. The Fund transfer was necessary due to lower revenue than expected due to the COVID-19 related revenue losses, as well as certain higher than expected budgetary costs. With ARPA grant funds available for certain project expenses for the annual street asphalt overlay project, a portion of the general fund transfer is no longer necessary. The funds will be returned to the General Fund to offset revenue loss associated with COVID-19.

General Fund (10)/Transportation Fund (40) – remove \$100,000 transfer from the General Fund to the Transportation Fund. The FY 2021 Transportation Fund budget anticipated continued stress on revenues associated with COVID-19, as well as expenses exceeding revenues. As the result, the budget included an additional transfer of \$100,000 in General Fund dollars to offset the revenue loss. With ARPA grant funds available for certain project expenses for the annual street asphalt overlay project, it is now projected the transfer is no longer necessary and will be removed from the budget.

ARPA Fund (XX) - The City was notified it will receive \$1,445,188 in funds from the American

Rescue Plan Act (ARPA). A distribution of 50% of the funds were received this current year, with the other funds to be distributed in 2022. The FY 2021 Budget is revised to provide for funding for three eligible projects. The funding of the projects with ARPA funds will offset revenue losses associated with COVID-19. One project addresses public health protection related to modifications to public areas in the reception area. The following Budget is proposed to be established:

Revenue:	\$722,595.00 in ARPA Grant Funds
Expenses:	\$400,000.00 for Route 9 6th Street Project
	\$150,000.00 for Annual Street Asphalt Overlay Project
	\$13,000.00 for City Hall Reception Area Enclosure

Sewer Fund (30) – Increase the Administrative Transfer to the General Fund (10) from \$300,000.00 to \$350,000.00. In July, 2021 the Board of Aldermen approved an ordinance increasing the sewer user fees. As part of the consideration of the fee increase, an increase in the Administrative Transfer from the Sewer Fund to the General Fund was contemplated. The rates were set with consideration of a \$50,000 increase.

NID Debt Funds – In 2020, the city refunded certain debt associated with the Brush Creek and Brink Meyer Road Neighborhood Improvement Districts. The refunding and reissuing of the debt at lower interest rates resulted in significant savings to the city and property owners who are responsible for special assessments. As part of the debt restructuring, the proceeds from the reissued debt was issued as Crossover Debt, to be held until such time the original Bonds were eligible to be called and paid off (in 2021). Because the Crossover Debt was executed during Fiscal Year 2021, it is necessary to establish a budget to account for these transactions. The FY 2021 Budget is amended as follows:

Brush Creek NID Debt Service Fund (23)

Revenues:	Interest Income	\$4,845.00
Expenses:	Crossover Escrow Bond Principal	\$4,300,413.00
	Crossover Escrow Bond Interest	\$4,845.00

Brink Meyer Road Debt Service Fund (24)

Revenues:	Interest Income	\$3,323.00
Expenses:	Crossover Escrow Bond Principal	\$2,949,227.00
	Crossover Escrow Bond Interest	\$3,323.00

Projects Fund (95), Lease Purchase Agreement, Road Capital Maintenance Fund (96) and Transportation Fund (40) - In FY 2021, the City issued financing for the remaining costs for the Route 9 Project from Highway 45 to Lakeview Drive. The debt issuance will fund the remaining costs for the project. It also included the refunding of the remaining debt for the 2017 City streets project and the 2017 Grant Anticipation Debt, issued to advance funds for the project prior to receipt of grant funds scheduled in 2020. The FY 2021 Budget is amended as follows:

Projects Fund (95)

Revenues:	Bond Proceeds	\$2,985,000.00
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	Bond Premium	\$107,782.00
	Grants	\$2,699,500.00
	Transfer in from Transportation Fund (40)	\$14,300.00
Expenses:	Lease payoff/Transfer out to Fund 96	\$1,323,802.00
	Costs of Issuance	\$89,414.00
	Project Expenses	\$4,632,572.00

Transportation Fund (40)

Expenses:	Transfer out	\$14,300.00
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Lease Purchase Road Capital Maintenance Fund (96)

Revenue:	Transfer in from Projects Fund (95)	\$1,323,802.00
Expenses:	Debt service – Lease payoff	\$1,323,802.00

BUDGET IMPACT:

This budget amendment will increase the 2021 budget by the amounts listed. Revenues will also increase by the amounts listed. The sources of revenues are explained in each budget amendment.

ALTERNATIVES:

1. Recommend the Board of Aldermen adopt an ordinance to amend the 2021 Operating Budget, as outlined by staff.
2. Recommend the Board of Aldermen adopt an ordinance to amend the 2021 Operating Budget, with changes directed by the Board of Aldermen.
3. Do not amend the budget and provide alternative directions for staff.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board approve an ordinance amending the 2021 Operating Budget.

POLICY:

Because the annual budget was adopted by ordinance, an ordinance is required to amend or repeal it.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen adopt an ordinance amending the 2021 Operating Budget and fund transfers.

ATTACHMENTS:

1. Ordinance

BILL NO. ____

ORDINANCE NO. ____

AN ORDINANCE AMENDING ORDINANCE NO. 3055 TO AMEND THE OPERATING BUDGET AND FUND TRANSFERS FOR THE PERIOD FROM JANUARY 1 THROUGH DECEMBER 31, 2021, AND THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2020 THROUGH 2025 FOR THE CITY OF PARKVILLE, MISSOURI

WHEREAS, on December 15, 2020, the Board of Aldermen of the City of Parkville adopted Ordinance No. 3055 to adopt the 2021 Operating Budget and 2021 – 2026 Capital Improvement Program (CIP) for the 2020 fiscal year; and

WHEREAS, new financial information made available during the fiscal year necessitates an amendment to the 2021 Operating Budget and 2021 – 2026 CIP to implement new priorities for city services.

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

Section 1. The Board of Aldermen does hereby amend Ordinance No. 3055 that adopted the 2021 Operating Budget and 2021 – 2026 CIP for fiscal year 2021.

Section 2. The Board of Aldermen does hereby approve and adopt Budget Amendment No. 1 for the 2021 fiscal year, attached hereto and incorporated herein by reference as Exhibit A, implementing changes to the budgets for the General Fund, Transportation Fund, Projects Fund Sewer Fund, and Debt Service Fund and to make certain fund transfers.

Section 2. This ordinance shall become effective upon passage.

PASSED and APPROVED this 5th day of October 2021.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

Exhibit A

FY 2021 Budget Amendment No. 1

Budget Amendments:

1. Projects Fund (96) – \$400,000 transfer to the General Fund (10)
2. General Fund (10)/Transportation Fund (40) – \$100,000 transfer from the Transportation Fund (40) to the General Fund (10)
3. General Fund (10)/Transportation Fund (40) – remove \$100,000 transfer from the General Fund to the Transportation Fund
4. ARPA Fund (XX)

Revenue:	\$722,595.00 in ARPA Grant Funds	
Expenses:	\$400,000.00 for Route 9 6 th Street Project	
	\$200,000.00 for Annual Street Asphalt Overlay Project	
	\$15,000.00 for City Hall Reception Area Enclosure	
5. Sewer Fund (30) – Increase the Administrative Transfer to the General Fund (10) from \$300,000.00 to \$350,000.00.
6. Brush Creek NID Debt Service Fund (23)

Revenues:	Interest Income	\$4,845.00
Expenses:	Crossover Escrow Bond Principal	\$4,300,413.00
	Crossover Escrow Bond Interest	\$4,845.00
7. Brink Meyer Road Debt Service Fund (24)

Revenues:	Interest Income	\$3,323.00
Expenses:	Crossover Escrow Bond Principal	\$2,949,227.00
	Crossover Escrow Bond Interest	\$3,323.00
8. Projects Fund (95)

Revenues:	Bond Proceeds	\$2,985,000.00
	Bond Premium	\$107,782.00
	Grants	\$2,699,500.00
	Transfer in from Transportation Fund (40)	\$14,300.00
Expenses:	Lease payoff/Transfer out to Fund 96	\$1,323,802.00
	Costs of Issuance	\$89,414.00
	Project Expenses	\$4,632,572.00

9. Transportation Fund (40)

Expenses:	Transfer out	\$14,300.00
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10. Lease Purchase Road Capital Maintenance Fund (96)

Revenue:	Transfer in from Projects Fund (95)	\$1,323,802.00
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Expenses:	Debt service – Lease payoff	\$1,323,802.00
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DRAFT

CITY OF PARKVILLE
Policy Report

Date: September 24, 2021

Prepared By:

Matthew Chapman, Finance/HR Director

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Amend the 2021 salary ordinance (Administration)

BACKGROUND:

On December 15, 2020, the Board of Aldermen approved Ordinance No. 3018 classify all employee positions and establish compensation for such classifications.

Earlier this year, the City entered into an Agreement with Austin Peters Group (APG) to perform a market survey update to the 2017 Compensation Study. On August 9, 2021, APG presented the findings of the update at the Finance Committee meeting. The findings included a report that included updates to the city's classification system based on positioning city positions at 50% and 60% of the Peer Communities that were part of the survey. There was extensive discussion at the meeting concerning the Police Department and staffing issues related to the recruitment and retention of positions. Because of the current number of vacancies in the Police Department, staff was directed to prepare an amendment to the Salary Ordinance to implement the recommendations to the Police Department during the current Fiscal Year, and to incorporate other general positions into the FY 2022 budget process. The rationale for doing so included the fact the Police Department Fiscal Year 2021 Operating Budget has excess savings related to the number of vacant positions that have existed year to-date. Taking this step will help with the current staffing levels in the Police Department, as it relates to recruitment and retention of positions.

As a result of the recommendations made in the final Market Survey Update Report produced by APG, and at the direction of the Finance Committee, staff is requesting that pay ranges for all Police Department personnel be adjusted to the 60th percentile and that these new hourly/annual rates include the recommended compression adjustment. In addition, to assist with recruitment for vacant positions, a supplemental pay stipend will be made available for new Police Department hires of up to \$5,000, at the discretion of the Police Chief.

BUDGET IMPACT:

The total annual budget impact to adjust police department salaries to the 60th percentile and to include the recommended compression adjustment would be \$64,219.

ALTERNATIVES:

1. Adopt an ordinance to amend the salary schedule by adjusting police department salaries to the 60th percentile based on the results in the APG Market Survey Update

2. Adopt the ordinance to amend the salary schedule subject to changes requested by the Board of Aldermen.
3. Reject the ordinance and provide alternate direction to staff.

5. Postpone the item

STAFF RECOMMENDATION:

Staff recommends the adoption of an ordinance to amend the salary schedule by adjusting police department salaries to the 60th percentile based on the results in the APG Market Survey Update.

POLICY:

Section B-3 of the City of Parkville's Personnel Manual requires the Board of Aldermen to adopt a pay plan with minimum and maximum amounts for each classification. The salary for any new, promoted or transferred employee shall be determined by the city administrator in consultation with the human resources director and department head of the employee within the approved salary ranges of the position.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen adopt an ordinance to amend the 2021 salary ordinance.

ATTACHMENTS:

1. Ordinance
2. Draft Salary Survey Report

AN ORDINANCE CLASSIFYING ALL EMPLOYEE POSITIONS AND ESTABLISHING COMPENSATION FOR SUCH CLASSIFICATIONS

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

SECTION 1. The following pay ranges are established for permanent full-time city employees. All classifications followed by (E) are exempt under the Fair Labor Standards Act (FLSA):

Classification	Department	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Laborer	Public Works	\$31,052	\$43,772	\$14.93	\$21.05
Billing Clerk	Admin/Sewer	\$33,979	\$47,911	\$16.33	\$23.04
Department Assistant	Admin/Various	\$33,979	\$47,911	\$16.33	\$23.04
Skilled Laborer	Public Works	\$36,026	\$50,792	\$17.33	\$24.42
Officer I	Police	\$44,450	\$63,149	\$21.37	\$30.36
Officer II	Police	\$47,403	\$67,330	\$22.79	\$32.37
Court Administrator	Municipal Court	\$43,575	\$61,422	\$20.96	\$29.53
Building Inspector	Community Development	\$43,575	\$61,422	\$20.96	\$29.53
Management Analyst	Any	\$43,575	\$61,422	\$20.96	\$29.53
Superintendent	Public Works	\$50,171	\$70,975	\$24.21	\$34.12
Building Official	Community Development	\$50,171	\$70,975	\$24.21	\$34.12
Construction Inspector	Public Works	\$50,171	\$70,975	\$24.21	\$34.12
Detective Sergeant	Police	\$56,451	\$80,163	\$27.14	\$38.54
Sergeant	Police	\$56,451	\$80,163	\$27.14	\$38.54
Treasurer (E)	Administration	\$53,061	\$74,803	\$25.50	\$35.97
Assistant to the City Administrator (E)	Administration	\$53,061	\$74,803	\$25.50	\$35.97
City Clerk (E)	Administration	\$53,061	\$74,803	\$25.50	\$35.97
Operations Director (E)	Public Works	\$53,061	\$74,803	\$25.50	\$35.97
Captain (E)	Police	\$71,864	\$102,045	\$34.55	\$49.06
Finance/Human Resources Director (E)	Administration	\$72,118	\$101,673	\$34.68	\$48.88
Community Development Director (E)	Community Development	\$72,118	\$101,673	\$34.68	\$48.88
Public Works Director (E)	Public Works	\$73,175	\$103,149	\$35.18	\$49.60
Chief (E)	Police	\$90,189	\$128,086	\$43.36	\$61.58

SECTION 2. The following pay plan is established for temporary and part-time positions:

Classification	Department	Hourly	
		Minimum	Maximum
Intern	Various	\$14.97	\$21.11
Planner	Community Development	\$21.02	\$29.61
Receptionist	Administration	\$14.97	\$21.11
Seasonal Laborer	Public Works	\$14.97	\$21.11
Department Assistant	Various	\$16.39	\$23.10
Court Clerk	Municipal Court	\$14.97	\$21.11
Assistant Director	Nature Sanctuary	\$14.97	\$21.11
Director	Nature Sanctuary	\$16.39	\$23.10
Code Enforcement Officer	Community Development	\$16.39	\$23.10

SECTION 3. The current pay plan is based on a Compensation and Classification Study completed by The Austin Peters Group, Inc.(APG) and presented to the Board of Aldermen in a work session on September 19, 2017. The study included updating job descriptions based on current duties, evaluating and classifying positions into pay grades, and determining what market adjustments should be made to pay rates based on information obtained from peers for wages and benefits. APG completed a Market Survey Update in August 2021 and recommended adjustments to the police department pay structure are included in this update.

SECTION 4. All employees shall normally receive a rate of pay no less than the minimum of the pay grade and no higher than the maximum of the pay grade.

SECTION 5. The following annual salaries are established for elected and appointed officials:

Mayor	\$14,400
Alderman	\$5,400
Municipal Judge	\$18,000
City Administrator	Such amount as established by the Board of Aldermen through a contract between the City and the City Administrator. An annual adjustment to compensation is dependent upon the results of a performance evaluation, in accordance with the employment agreement.

SECTION 6. The 2021 Salary Schedule for current employees is attached hereto and hereby incorporated by reference. The 2021 Salary Schedule includes a 3 percent merit raise for eligible employees in accordance with Section 2.G. of the Parkville Personnel Manual (Resolution No. 12-01-15). Employees who have reached the maximum of their salary ranges will be eligible for a one-time bonus equal to the approved cost-of-living adjustment pending receipt of a satisfactory performance review.

SECTION 7. All provisions of ordinances and resolutions in conflict with this ordinance relative to the classification and compensation of employees of the City of Parkville, Missouri are hereby repealed.

SECTION 8. This revised ordinance shall take effect on October 5, 2021.

PASSED and APPROVED this 5th day of October 2021.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

Revised 2021 City of Parkville Salary Schedule

Last Name	Title	Department	Hourly Rate	Annual Salary
Abel	Public Works Director	Public Works	\$40.78	\$84,807
Allwood	Officer II	Police	\$24.52	\$51,002
Ashley	Project Manager	Public Works	\$27.69	Hourly
Barnard	Superintendent	PW Parks	\$29.61	\$61,589
Blair	Construction Inspector	Public Works	\$27.69	Hourly
Bontrager	Director	Nature Sanctuary	\$17.52	\$36,442
Buckmaster	Department Assistant	Public Works	\$17.13	Hourly
Chapman	Human Resources/Finance Director	Administration	\$37.30	\$77,591
Chrisman	Chief	Police	\$49.30	\$102,544
Correa	Officer	Police	\$22.52	\$46,842
Frazier	Assistant Director	Nature Sanctuary	\$15.23	Hourly
Gault	Building Inspector	Community Development	\$26.90	\$55,949
Gee	Sergeant	Police	\$29.22	\$60,778
Giarratana	Building Official	Community Development	\$32.70	Hourly
Guilford	Code Enforcement Officer	Community Development	\$16.69	Hourly
Heckadon	Officer II	Police	\$25.80	\$53,664
Hefley	City Treasurer	Administration	\$30.46	\$63,345
Hill	Officer II	Police	\$23.59	\$49,067
Hubbell	Detective Sergeant	Police	\$30.90	\$64,272
Johnson	Skilled Laborer	PW Streets	\$22.40	\$46,606
Jordan	Captain	Police	\$39.75	\$82,680
Kaiserski	Billing Clerk	Sewer	\$17.51	\$36,421
Lachky	Community Development Director	Community Development	\$36.38	\$75,670
Layton	Officer	Police	\$21.66	\$45,053
Liberty	Department Assistant	Police	\$23.07	\$47,986
Lovell	Skilled Laborer	PW Streets	\$20.64	\$42,935
McCauley	Officer	Police	\$21.39	\$44,491
McChesney	City Clerk	Administration	\$27.59	\$57,397
McMillen	Officer	Police	\$23.36	\$48,589
Mitchell	Assistant to the City Administrator	Administration	\$26.05	\$54,167
Morton	Receptionist	Administration	\$15.23	Hourly
Phelan	Laborer	PW Parks	\$15.84	\$32,947
Rizzuti	Court Clerk	Court	\$22.98	\$47,803
Schaffner	Laborer	Parks	\$15.66	\$32,573
Schank	Operations Director	PW Streets	\$36.48	\$75,890
Sollars	Officer II	Police	\$23.91	\$49,733
Stanton	Planner	Community Development	\$23.54	\$48,963
Stark	Receptionist	Administration	\$15.23	Hourly
Stone	Sergeant	Police	\$31.00	\$64,480
Taylor	Laborer	PW Streets	\$15.23	\$31,687
Tomlin	Sergeant	Police	\$30.38	\$63,190
Whitby	Laborer	PW Streets	\$15.84	\$32,947
White	Skilled Laborer	PW Streets	\$22.40	\$46,606
Wooldridge	Officer	Police	\$21.66	\$45,053



Market Survey Update
City of Parkville, Missouri
August 2, 2021



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I. Background and Introduction

The City of Parkville, Missouri engaged the services of The Austin Peters Group (APG), Inc., based in Overland Park, Kansas and Fort Collins, Colorado. The service engagement was for a market study update and a compression analysis. APG has provided the City Administrator with additional supporting documents for the project. This document is an overview of recommendations and findings. This document is the final report for the City of Parkville.

II. Findings

The City of Parkville approved engagement of The Austin Peters Group, Inc. to provide an updated market study beginning July 1, 2021. The market study update follows a comprehensive compensation and classification study completed in 2017 for the Parkville.

The market study update provides findings at the 50th and 60th percentile for the city to consider in implementation.

Finding 1: Two options for movement of pay ranges are provided at the 50th percentile and 60th percentile of the market. At the 50th percentile of the market the cost to move all employees (except law enforcement) is \$50,202.59 and the cost for law enforcement employees is \$39,676.65 for a total of \$89,879.24. At the 60th percentile of the market the cost to move all employees (except law enforcement) is \$62,262.94 and the cost for law enforcement employees is \$56,950.75 for a total of \$122,213.69. These totals at the 50th and 60th percentile include moving employees to new range minimums and moving employees through the pay range to alleviate pay compression. Law enforcement pay was analyzed separately from all other employees and separate ranges were established. The City should move pay ranges according to an index that follows what pay ranges move for employers in Kansas City regional area. The proposed adjustments will increase competitiveness for all positions, including law enforcement.

Finding 2: Comparison of benefits showed Parkville in a better position for health insurance coverage and cost for single and family coverage. This was true for dental coverage as well. Vision is not provided by Parkville, however the majority of peers have coverage. No recommendations were made regarding benefits. A summary of comparisons of benefits is found in Table 3.

Finding 3: Three positions needed additional pay range adjustments upward due to market conditions: Code Enforcement, Nature Sanctuary Director, and Planner.

III. Market Study and Results

Collection of Salary Data

The salary study was completed with data collected from peer cities used in the prior study. After a review of peer cities, a few cities were added to the 2021 study from the Kansas City region. The market study update included all the positions from the prior study with a few adjustments. A total of 29 job titles/positions were used in the market analysis.

Each market respondent was asked to complete a survey that included the following:

- Prior to finalizing the market survey instrument, Parkville's Finance Director solicited department head review of the descriptions of positions to ensure changes from 2017 were captured and reflected current positions.
- The salary survey that asked participants to match and rate their own positions with those in the salary survey. For each position, the respondent provided the title of the position, minimum pay, maximum pay, average or actual pay, number of people in the position, number of people supervised by the position, and exempt or non-exempt status under Fair Labor Standards Act. Hourly wage rates were reported as of July 1, 2021. A sample and guide were provided to assist respondents.
- Each Market Peer was contacted a minimum of three times using email and telephone. Many Market Peers were contacted more than three times to clarify positions, reporting, and responsibilities. Some peers were able to provide all of the data requested, while others were able to provide partial information.
- Market respondents were analyzed for a Cost-of-Living Index (COLI) published by the Council for Community and Economic Research (C2ER). COLI data is recognized by the U.S. Census Bureau, U.S. Bureau of Labor Statistics, CNN Money, and the President's Council of Economic Advisors. Parkville and the average of peer respondents had the same COLI index. The market data did not require any adjustment for COLI.

A combined total of 20 respondents that included cities and one county were represented in the market survey response (see Table 1).

Table 1: Respondents to the Survey

City/County	County	COLI 2019	Pop 2019	Response
Basehor	Leavenworth	93.3	5,951	Yes
Bonner Springs	Johnson	107	7,782	Yes
DeSoto	Johnson	107	6,254	Yes
Excelsior Springs	Clay	92	11,640	Yes
Gladstone	Clay	92	27,126	Yes
Grain Valley	Jackson	90.6	13,966	Yes
Harrisonville	Cass	91.8	10,043	Yes
Kearney	Clay	92	10,095	Yes
Lansing	Leavenworth	93.3	11,900	Yes
Merriam	Johnson	107	11,185	Yes
Mission	Johnson	107	9,523	Yes
North Kansas City	Clay	92	4,477	Yes
Oak Grove	Jackson	90.6	8,217	Yes
Platte City	Platte	97.2	4,901	Yes
Platte County	Platte	97.2		Yes
Pleasant Hill	Cass	91.8	8,510	Yes
Riverside	Platte	97.2	3,342	Yes
Roeland Park	Johnson	107	6,769	Yes
Smithville	Clay	92	9,884	Yes
Spring Hill	Johnson	107	6,626	Yes
Average		97.3	9,800	
Parkville	Platte	97.2	6,724	Yes
Edwardsville	Wyandotte	94.9	4,492	No
Greenwood	Jackson	90.6	6,247	No
Liberty	Clay	92	31,328	No
Peculiar	Cass	91.8	5,139	No

Once salary survey data was collected, the review with current positions and ranges was used to develop adjusted pay ranges. No positions or employees received a proposed decrease in pay. APG has provided the City Administrator with a detailed analysis by person as to financial adjustments.

The proposed ranges for positions are in Table 2.

Table 2: Proposed Ranges by Position

Department	Job Title	Current Range Minimum	Current Range Maximum	Proposed New Range Min 50th Percentile	Proposed New Range Max 50th Percentile	Proposed New Range Min 60th Percentile	Proposed New Range Max 60th Percentile
Public Works	Laborer	\$ 14.93	\$ 21.05	\$ 15.53	\$ 22.23	\$ 15.92	\$ 22.91
Parks	Laborer	\$ 14.93	\$ 21.05	\$ 15.53	\$ 22.23	\$ 15.92	\$ 22.91
Administration	Receptionist	\$ 14.97	\$ 21.11	\$ 15.53	\$ 22.23	\$ 15.92	\$ 22.91
Nature Sanctuary	Asst Director	\$ 14.97	\$ 21.11	\$ 15.53	\$ 22.23	\$ 15.92	\$ 22.91
Police	Dept Assistant - Police	\$ 16.33	\$ 23.04	\$ 16.61	\$ 23.77	\$ 17.01	\$ 24.49
Administration	Billing Clerk	\$ 16.33	\$ 23.04	\$ 16.61	\$ 23.77	\$ 17.01	\$ 24.49
Public Works	Dept Assistant - PW	\$ 16.33	\$ 23.04	\$ 16.61	\$ 23.77	\$ 17.01	\$ 24.49
Community Development	Code Enforcement	\$ 16.39	\$ 23.10	\$ 17.88	\$ 25.59	\$ 18.25	\$ 26.27
Nature Sanctuary	Director	\$ 16.39	\$ 23.10	\$ 17.88	\$ 25.59	\$ 18.25	\$ 26.27
Public Works	Skilled Laborer	\$ 17.33	\$ 24.42	\$ 17.88	\$ 25.59	\$ 18.25	\$ 26.27
Court	Court Administrator	\$ 20.96	\$ 29.53	\$ 20.96	\$ 29.53	\$ 20.96	\$ 29.53
Community Development	Building Inspector	\$ 20.96	\$ 29.53	\$ 20.96	\$ 29.53	\$ 20.96	\$ 29.53
Community Development	Planner	\$ 21.02	\$ 29.61	\$ 24.44	\$ 34.99	\$ 24.85	\$ 35.77
Public Works	Project Manager	\$ 22.88	\$ 32.25	\$ 24.44	\$ 34.99	\$ 24.85	\$ 35.77
Public Works	Construction Insp	\$ 24.21	\$ 34.12	\$ 24.44	\$ 34.99	\$ 24.85	\$ 35.77
Community Development	Building Official	\$ 24.21	\$ 34.12	\$ 24.44	\$ 34.99	\$ 24.85	\$ 35.77
Parks	Superintendent	\$ 24.21	\$ 34.12	\$ 24.44	\$ 34.99	\$ 24.85	\$ 35.77
Administration	City Clerk	\$ 25.50	\$ 35.97	\$ 27.16	\$ 38.87	\$ 27.78	\$ 39.99
Administration	Asst to the City Admin.	\$ 25.50	\$ 35.97	\$ 27.16	\$ 38.87	\$ 27.78	\$ 39.99
Administration	City Treasurer	\$ 25.50	\$ 35.97	\$ 27.16	\$ 38.87	\$ 27.78	\$ 39.99
Public Works	Operations Dir	\$ 25.50	\$ 35.97	\$ 27.16	\$ 38.87	\$ 27.78	\$ 39.99
Administration	Finance/HR Director	\$ 34.68	\$ 48.88	\$ 38.44	\$ 55.02	\$ 39.26	\$ 56.52
Community Development	Comm Dev Director	\$ 34.68	\$ 48.88	\$ 38.44	\$ 55.02	\$ 39.26	\$ 56.52
Public Works	Public Works Director	\$ 35.18	\$ 49.60	\$ 38.26	\$ 54.76	\$ 39.49	\$ 56.85
Administration	City Administrator	\$ 45.80	\$ 65.91	\$ 48.09	\$ 68.83	\$ 52.19	\$ 75.12

Department	Job Title	Current Range Minimum	Current Range Maximum	Proposed New Range Min 50th Percentile	Proposed New Range Max 50th Percentile	Proposed New Range Min 60th Percentile	Proposed New Range Max 60th Percentile
Police	Officer	\$ 19.96	\$ 27.39	\$ 21.04	\$ 29.49	\$ 21.37	\$ 30.36
Police	Officer II	\$ 20.96	\$ 29.53	\$ 22.43	\$ 31.45	\$ 22.79	\$ 32.37
Police	Sergeant	\$ 25.50	\$ 35.97	\$ 25.92	\$ 36.34	\$ 27.14	\$ 38.54
Police	Detective Sergeant	\$ 25.50	\$ 35.97	\$ 25.92	\$ 36.34	\$ 27.14	\$ 38.54
Police	Captain	\$ 32.05	\$ 45.17	\$ 33.03	\$ 46.30	\$ 34.55	\$ 49.06
Police	Police Chief	\$ 35.18	\$ 49.60	\$ 38.66	\$ 54.20	\$ 43.36	\$ 61.58

Table 3: Benefits - Summary of Insurance and Benefits

Health Insurance, Benefits, and Leave - represents a summary of results of information provided. Not all organizations provided information on benefits and leave.

Parkville Employees: 40 FT, 16 PT and 6 Department Heads

Peer Group Average Employees: 64 FT, 46 PT, and 6 Department Heads

Benefits Report for Parkville, Missouri

Benefits Item	Employer Share %		Employer Monthly Amount		Additional Information	
	Parkville	Peer Group Average	Parkville	Peer Group Average	Parkville	Peer Group Average
Health Insurance (single)	93%	87%	\$414	\$503.63	BCBSKC	BCBS (4) Cigna (2) United Health (1) Humana (1) MPR (1) No Response (12)
Health Insurance (family)	81%	76%	\$1,280	\$1,312.15	Same as above	Same as above
Vision (single)	0%	66%	\$0.00	\$6.00	BCBSKC	VSP (5) BCBS (1) Ameritas (1) Eye Med (1) MetLife (1) MPR (1) United Health (1) No Response (8)
Vision (family)	0%	56%	\$0.00	\$16.14	Same as above	Same as above
Dental (single)	100%	88%	\$30.80	\$28.85	BCBSKC	Delta Dental (6)

						BCBS (1) Met Life (1) MPR (1) United Health (1) Guardian (1) No Response (9)
Dental (family)	41%	75%	\$48.06	\$74.79	Same as above	Same as above

Other Pay Practices		
	Parkville	Peer Group Average
COLA		Yes (3) responses Average (1.67%)
Step Increase		Not enough data
Longevity		Not enough data
Merit	Yes (2%)	Yes (10) responses Average – (3.10%)
Other		Not enough data

CITY OF PARKVILLE
Policy Report

Date: September 24, 2021

Prepared By:

Jeffery Rhodes, Asst. to City Administrator

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Approve Work Authorization No. 1 to construct a new glass enclosure and improve the existing enclosure at City Hall (Administration)

BACKGROUND:

In 2020, the City completed phase one of improvements to our City Hall service desk by installing a glass enclosure. This physical barrier improved the physical security of our City Hall and created a safer space for our staff to work in light of the COVID-19 pandemic. This work authorization will allow us to complete phase two of this project and install a matching barrier at the other service desk, improving overall building security and providing a safer, healthier place for staff to work.

Lawrence Glass & Mirror, Inc, who installed phase one of the glass enclosure, was the only company to provide an estimate for this request. We contacted Santa Fe Glass out of Gladstone and they did not return our calls or submit an estimate. The formal proposal from Lawrence Mirror & Glass is included in the packet.

BUDGET IMPACT:

This project has a base cost of \$8,835 and comes with three additional options that cap the proposal at \$12,790.

1. \$8,835 - Estimate to complete the enclosure with no additions or enclosures, including a planned speaker hole for improved customer service
2. \$1,610 - Add 2 (two) glass, sliding pass through panels instead of an open pass through
3. \$1,610 - Retrofit 2 (two) glass, sliding pass through panels instead of an open pass through on the existing service desk enclosure
4. \$735 - Retrofit 1 (one) speaker hole on the existing service desk enclosure

Grand Total = \$12,790

City staff plans to use available American Recovery Plan (ARPA) funds to pay for these physical and environmental safety features.

ALTERNATIVES:

1. Approve the work authorization, as presented, with Lawrence Glass & Mirror, Inc.
2. Approve the work authorization, with changes, and provide alternative direction to staff.

3. Do not approve the work authorization, and provide additional direction to staff.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the full cost of the work authorization with Lawrence Glass & Mirror to construct a glass enclosure at City Hall and complete additional improvements to the existing enclosure.

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 that the Board of Aldermen approve Work Authorization No. 1 with Lawrence Glass & Mirror to construct a new glass enclosure and improve the existing enclosure at City Hall in a total amount not to exceed \$12,790.

ATTACHMENTS:

1. Draft Work Authorization
2. Proposal



WA #

LGM #1

Work Authorization

City of Parkville
Department of Public Works

Preparation date:

9/24/2021

To:

Lawrence Glass & Mirror, INC
1215 Johnson Dr.
Shawnee, KS 66216-1909

General Scope of Work Description/Project:

Glass Enclosure and Protective Window Film for City Hall Service Desks

Agreement for Lawrence Glass & Mirror to construct a glass and aluminum enclosure around the sewer desk – identical to the current enclosure around the customer service desk. This authorization includes the design and build of this enclosure includes speaker holes for better audio transfer and sliding, glass closures for better protection, security, and climate control.

Excluded from this authorization is the additional cost of putting a protective window coating on the glass to increase security. Staff is currently in negotiations with the contractor for this cost.

Primary Tasks: (List task and hours):

Estimated Total: \$ 12,790

Project Start Date:

10/11/21

Estimated Completion Date:

11/1/21

Budget Account Code:

10.501.06-01-00

Schedule:

09/27/21 – Finance Committee
10/05/21 – BOA Consideration/Approval
10/11/2021 – Project Start
11/01/2021 – Project Completion

Authorization: _____

☐ City Administrator:☐ Department Head:☐ Mayor:

Date:

PROPOSAL

LAWRENCE GLASS & MIRROR, INC.

12215 Johnson Drive Shawnee, Kansas 66216-1909
Phone: (913) 631-5533 Fax: (913) 631-0462

Proposal Submitted To:	City of Parkville	Date:	August 9, 2021, rev. 08-10-21
Attention:	Jeff Rhodes	Job Name:	City Hall Glass Barrier
Street:		Job Location:	8880 Clark Ave.
City, State & Zip Code:			Parkville, MO 64152

Architectural Drawings, Dated: none
Specifications: none
Addendums: none

LGM will furnish and install the following Scope of Work:

Lobby Counter aluminum and glass barrier – front wall and (2) returns, allowing for (2) 6” open pass thru.
(1) Stainless Steel Speak-hole covers, pass throughs.
Clear anodized aluminum framing with ¼” clear tempered glass.
Installed price: **\$8,835.00**

OPTION:

#01 – Add (2) glass sliding pass thru, in lieu of open pass thru ADD \$1,610.00
#02 – Add (1) St.Stl. speak-holes on existing City Hall Lobby glass barrier ADD \$735.00
#03 – Add (2) glass sliding pass thru at existing open pass throughs
At City Hall Lobby glass barrier ADD \$1,610.00

NOTES:

-LGM’s proposed scope of matches last years installed glass barrier system in the City Hall Lobby.
-Work to be performed during normal work hours.
-City permit included.
-COI Endorsements included.

EXCLUDE: bullet resistant glass or filming, tax

This quotation based only on material as listed: please review. Additions or deletions will be charged accordingly. All work to be performed during normal work week, Mon. - Fri. 8:00 a.m. to 4:30 p.m. **STANDARD WARRANTY TO APPLY.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimated. Lawrence Glass reserves the right to correct all typographical or clerical errors in the prices or specifications. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Additional terms and conditions apply.

Authorized Signature _____
Tom Walker

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Final payment will be due upon completion of work unless otherwise agreed to in writing. Late payments shall bear interest at the rate of 18% per annum until paid in full. In the event, the account is not paid, in 30 days, and is turned over for collection; the undersigned agrees to pay all collection costs including reasonable attorney fees.

Date of Acceptance _____

Signature _____

CITY OF PARKVILLE
Policy Report

Date: September 20, 2021

Prepared By:

Melissa McChesney, City Clerk

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Recording Meetings (Administration)

BACKGROUND:

During COVID, the Board of Aldermen, Planning & Zoning Commission and Community Land & Recreation Board meetings were held virtually via Zoom. The videos were recorded and posted to Vimeo and live streamed to the City's Facebook page. Each of these boards now meets in-person.

Alderman Welch was recently asked why the Finance Committee meetings are not recorded. In response, Mayor Johnston wrote that the City is not required to record or live stream any meetings conducted at City Hall and does so as a courtesy to those who may wish to view the meetings without physically attending. In addition, meetings of the Finance Committee are required to be open to the public and the public may attend or call in and listen to the meetings presently being held, via Zoom. Agendas are also posted on the city's website in advance of the meeting to provide the public the opportunity to view what business is being considered, and to determine whether they would like to attend in person, or listen via Zoom. Lastly, most action items placed on the Finance Committee agenda are advisory and result in a recommendation to the Board of Aldermen, which take final action on such action agenda items, and the meetings of which are live streamed and recorded by video and posted to the City's web page.

The city clerk provided the additional information below:

- Pre-COVID, the Finance meetings were held in the Administration Conference Room and we did not have a way to record them unless we were to move the meetings to the Court Room.
- To have Curious Eye stream and record the meetings will be \$50 per meeting.
- Via Zoom, the public can call in over the phone using the information posted at the top of every Finance agenda. They can also come to City Hall and sit in the Administration Conference Room to listen to the meeting on the phone.
- Via Zoom, we have the ability to both record and live stream Finance meetings. If you want to record the meetings only, we can post the video the next morning. If you want to live stream the meetings on Facebook like we did the Board/P&Z/CLARB meetings during COVID, we can do that in addition to recording.
- We haven't ever live streamed the Finance meetings on Facebook.

It was recommended that the Finance Committee discuss possibly recording and/or live streaming its meetings. Staff researched peer cities and found out the following:

- Smithville

- Records and posts to YouTube: Board of Aldermen, Planning Commission, Economic Development Council and Parks & Recreation Committee
- Live streams to Facebook: Same as recorded
- Riverside
 - Records and posts to Vimeo: Board of Aldermen
 - Does not live stream
- Harrisonville
 - Records and posts to YouTube: Board of Aldermen
 - Live Streams to YouTube: Board of Aldermen
- Grain Valley
 - Records and posts to YouTube: Board of Aldermen
 - Records for minutes, but does not post: Planning Commission
 - Live streams on YouTube: Board of Aldermen
- Belton
 - Records and posts to website and YouTube: Council and Planning Commission
 - Live streams on YouTube
- Lake Waukomis
 - Live streams to Facebook via Zoom: Board of Aldermen
- Kansas City, Missouri
 - Records and posts to website and YouTube: All standing committee meetings and sub meetings, Council business and legislative sessions and other meetings as requested by mayor or council members
 - Live streams to website and YouTube: Same as recorded

Staff reached out to other cities and have not yet received a response.

BUDGET IMPACT:

If the meetings are live streamed and recorded, there would be a budget impact if Curious Eye Productions does the work; their fee per meeting is \$50. If the meetings are recorded by staff or live streamed to Facebook via Zoom, there will not be an impact on the budget.

ALTERNATIVES:

1. Direct staff to proceed with recording and/or live streaming meetings.
2. Do not direct staff to move forward.

STAFF RECOMMENDATION:

Staff does not have a recommendation for this discussion.

POLICY:

Meetings are not required to be recorded or live streamed and are done so as a courtesy. At this time feedback from the Committee is sought on if it would like to move forward with recording and/or live streaming the meetings.

SUGGESTED MOTION:

As this is a discussion item, no motion is necessary.

ATTACHMENTS:

None

