**FINANCE COMMITTEE**
Monday, January 30, 2023 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 for the December 12, 2022, regular meeting
   B. Approve an auditing services agreement with Hood & Associates CPAs PC for the 2022 audit (Administration)
   C. Approve an agreement with Bukaty Companies for monthly human resources support services (Administration)
   D. Approve the purchase of two 2023 Dodge Charger pursuit all-wheel drive sedan police package vehicles from Landmark Dodge Chrysler Jeep in Independence, Missouri (Police)
   E. Approve Work Authorization No. 155 with North Hills Engineering for the 2023 Closed Circuit Television and Cleaning program (Public Works)
   F. Approve Work Authorization No. 156 with North Hills Engineering for engineering and project management for the 2023 Sanitary Sewer Repairs Program (Public Works)
   G. Approve Change Order No. 1 with Heartland Traffic for the 2022 Pavement Marking program (Public Works)
   H. Approve an agreement with Alliance Pump & Mechanical Service, Inc. for on-call pump maintenance (Public Works)

4. **Non-Action Items**
   A. Missouri American Water Franchise Agreement

5. **Unfinished Business (postponed from prior meetings)**

6. **Other Business**

7. **Adjourn**

Posted Date & Time: 1/27/23; 2:29 p.m. By: MM

Parkville Missouri

# CITY ADMINISTRATOR

# PURCHASING APPROVAL

**City of Parkville**

**Preparation date:** January 26, 2023

**Department: Public Works**

**Low Bidder and Contract Amount:**

Aqua Azul
P.O. Box 337
Armona, CA 93202

$8,398.72

**General Scope of Work Description/Project:**

Purchase Order – UV Bulbs and Ballasts:

The wastewater treatment plant includes an ultraviolet building that is used during the peak months (April thru October) as an additional level of disinfection of the treated discharge. The building includes several UV units that contains 40 units for bulbs and ballasts. The equipment needs to be replaced periodically. The last time the equipment was replaced was in 2017.

The 2023 Sewer Fund budget includes funding for the replacement of UV bulbs and ballasts.

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

Aqua Azul is the primary provider of the specific bulbs and ballasts for the UV building.

**Project Start Date:** 1/26/23

**Estimated Completion Date:** 3/31/23

**Budget Account Code:** 30-501.04-51-00

**Authorization:**

- ☐ City Administrator: ______________________ Date: ______________
- ☐ Department Head: Alysen Abel 1/26/23
- ☐ Mayor (if applicable): ______________________ ______________
- ☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

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

# PURCHASE ORDER 4
(non-construction)

**CITY OF PARKVILLE (PURCHASER)**
**8880 Clark Avenue**
**(816) 741-7676**

Date: January 25, 2023

Upon proper acceptance, we agree to purchase from you upon terms and conditions set forth below and on the attached pages hereto.

**VENDOR** **AQUA AZUL**

P.O. Box 337

Armona, CA 93202

Phone: 559-589-1430 Fax: 559-589.1185

SHIP TO: 12303 NW FF Hwy, Parkville, MO 64152

INVOICE TO: Jason Brown, 8880 Clark Ave., Parkville, MO 64152

***ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.***

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 6 pages including attachments. Purchaser agrees to pay the total sum of **EIGHT THOUSAND THREE HUNDRED NINETY-EIGHT DOLLARS AND 72/100 ($8,398.72)** for such materials, subject to any additions or deductions agreed upon in writing. **Freight charges are included in purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Purchaser will provide Vendor with a Tax Exemption Certificate upon request.** Payment is to be made within thirty days after delivery of goods and receipt of invoice. This purchase order is only valid through March 31, 2023.

ITEMS:

| Model # | Qty. | Description | Unit Price | Total |
|---|---|---|---|---|
| L-1-941-HO-N | 60 | Ultraviolet Lamp 254m High Output | $60.00 | $3,600.00 |
| Q-6-1753-TT | 30 | Quartz Sleeve Open One End | $40.00 | $1,200.00 |
| B-1-431-RE1264-NC | 20 | Electronic Ballast | $150.00 | $3,000.00 |
| | | | | |
| | | | Crate Fee | $150.00 |
| | | | Freight | $448.72 |
| | | | | |
| | | | | |
| TOTAL | | | | $8,398.72 |

See Attachment "A" – Terms and Conditions
See Attachment "B" – Insurance Requirements
See Attachment "C" - Quote

SCHEDULE OF DELIVERY:

F.O.B.

12303 NW FF Hwy,
Parkville, MO 64152

Jason Brown 816-215-5690

NOTE: **All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order.** Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

**All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.**

**CITY OF PARKVILLE, MISSOURI.** ("Purchaser")

**By:**____________________

**Title:**____________________

**Date:**____________________

AQUAZUL ("Vendor")

**By:** Exall Martin

**Title:** Sales Manager

**Date:** 1/25/23

Alyson Malal 1/26/23

aquaazul® Disinfection at the speed of light!

13701 6th Street Ste. C1,
Armona, CA 93202
Billing: P.O. Box 337
Armona, CA 93202

# QUOTE # 4574

To:

| | |
|---|---|
| **Name** | Jason Brown |
| **Company Name** | Alliance Water Parkville |
| **Street Address** | |
| **City, State, Zip** | |
| **Phone No.** | |
| **Cell No.** | |
| **E-mail Address** | jbrown@alliancewater.com |

| | |
|---|---|
| **Issue Date** | January 11, 2023 |
| **Quote Prepared By** | Exaul Martin<br>ex.martin@aquaazul.com |
| **Expiration Date** | 30 Days |
| **Phone No. & Ext.** | 559-589-1430 Ext 103 |
| **Reference No.** | Phone Call 1-9-23 |
| **Anticipated Purchase Date** | 2023 |
| **Project** | Aqua Azul |
| | |

| | |
|---|---|
| **Payment Terms** | Net 30 |

| | |
|---|---|
| **Order Lead Time** | Stock Items |
| Freight Terms - FOB Armona, CA. | |

| Model # | Quantity | Description | Unit Price | Total |
|---|---|---|---|---|
| L-1-941-HO-N | 60 | Ultraviolet Lamp 254m High Output | $60.00 | $3,600.00 |
| Q-6-1753-TT | 30 | Quartz Sleeve Open One End | $40.00 | $1,200.00 |
| B-1-431-RE1264-NC | 20 | Electronic Ballast | $150.00 | $3,000.00 |
| | | | | |
| | | | Crate Fee | $150.00 |
| | | | Freight | $448.72 |
| | | | | |
| | | | | |
| | | | | |

Quote valid for 30 days from issue date. All monetary units expressed in US$
Aqua Azul has recommended/specified equipment based on information presented by the purchaser. Aqua Azul Corp. will not be held responsible for the performance of the equipment after equipment modifications have been made or due to improper installation.

**THANK YOU FOR YOUR BUSINESS!**

CITY ADMINISTRATOR

PURCHASING APPROVAL

**City of Parkville**

**Preparation date:** January 18, 2023

**Department: Public Works**

**Low Bidder and Contract Amount:**

North Hills Engineering
Attn: Jay Norco

$2,960

**General Scope of Work Description/Project:**

Sewer Options Assistance (WA-139)

The City of Parkville has engaged Baker Tilly to review the impacts associated with the Sewer Valuation Study. Jay Norco (North Hills Engineering) will need to assist with the effort to effectively evaluated the options related to the sewer system moving forward. The scope of this work authorization includes time necessary for research and to attend meetings.

There is funding available in the Sewer Fund for Professional Services.

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

On May 3, 2022, the Board of Aldermen approved a professional services agreement with North Hills Engineering for on-call engineering services.

**Project Start Date:** 12/8/22

**Estimated Completion Date:** 12/31/23

**Budget Account Code:** 30-501.08-03-00

**Authorization:**

- ☐ City Administrator: ____________ Date: ____________
- ☐ Department Head: Alysen Abel 1/26/23
- ☐ Mayor (if applicable): ____________ ____________
- ☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

CITY OF PARKVILLE
DEPARTMENT OF PUBLIC WORKS

Preparation Date: 12/8/2022

## WORK PLANNING / AUTHORIZATION FORM

Number: WA-139

Project / Work Description:
Engineering Support for Baker-Tilly Sewer System Valuation Study
To assist and support City staff and consultants

Service Provider: North Hills Engineering, Inc.

Terms: Subject to the provisions of the current Engineering Services Agreement between the City and North Hills Engineering Incorporated

Primary Tasks:

| | |
|---|---|
| Meetings with Baker-Tilly and City staff | 7 |
| Locating and sending relevant reports and documents. | 8 |
| Gathering data and statistics on the sewer system. | 8 |
| Developing asset summaries and repair costs, depending on consultant requests. | 14 |

Estimated Consultant Fee:
37 Hours x $ 80.00 / hour = $ 2,960.00

Budget: Public Works.

Schedule:
Estimated Completion Date: 15-Feb-23

Project Deadlines: n/a

Submitted By:

Jay E Norco

12/8/2022

Jay Norco, P.E. - President. Date

Authorization:

~~Alysen Abel - Public Works Director~~ Date
Alexa Barton, City Administrator

Alyson Maack 1/26/23

# CITY ADMINISTRATOR

# PURCHASING APPROVAL

Parkville Missouri

**City of Parkville**

**Preparation date:** December 29, 2022

**Department: Public Works**

**Low Bidder and Contract Amount:**

Traffic Safety Corp
2708 47th Avenue
Sacramento, CA 95822

$4,074.40 plus freight

**General Scope of Work Description/Project:**

Thousand Oaks LED Speed Limit signs

The City recently installed LED lights on speed limit signs on Limestone. The City has received complaints from residents of Thousand Oaks related to speeding on Thousand Oaks Drive. Staff has determined that the LED speed limit signs would be a possible solution for this issue.

Staff contacted Traffic Safety Corp to purchase a second set of LED speed limit signs, similar to what was installed on Limestone Road. Once the sign materials have been shipped, the Parkville staff will install them.

The 2022 Transportation Fund includes $10,000 for street signs, there is capacity in this budget for the expense.

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

Staff contacted three vendors for LED sign quotes. One company had a long lead time for the LED lights. Traffic Safety Corp was the low bidder with a price of $2,037.20 per sign, with a total cost of $4,074.40.

**Project Start Date:** 12/29/22 **Estimated Completion Date:** 3/1/23

**Budget Account Code:** 40-520.07-44-00

**Authorization:**

☐ City Administrator: ______________________ Date: ______________
☐ Department Head: Alysen Abel ______________________ 1/26/23
☐ Mayor (if applicable): ______________________ ______________
☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

# PURCHASE ORDER 2
(non-construction)

**CITY OF PARKVILLE (PURCHASER)**
**8880 Clark Avenue**
**Parkville, MO 64152**

Date: December 29, 2022

Upon proper acceptance, we agree to purchase from you upon terms and conditions set forth below and on the attached pages hereto.

**VENDOR:** **Traffic Safety Corp.**
2708 47th Avenue
Sacramento, CA 95822
Phone: 916-330-1081

SHIP TO: City of Parkville
9300 NW 45 Highway
Parkville, Missouri 64152

INVOICE TO: Parkville City Hall
8880 Clark Ave.
Attn: Richard Wilson
Parkville, MO 64152

***ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.***

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 6 pages including attachments. Purchaser agrees to pay a **TOTAL PRICE** of **Four thousand seventy-four dollars and 40/100 ($4,074.40)** for such materials, subject to any additions or deductions agreed upon in writing. **Freight charges are included separate from the purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Purchaser will provide Vendor with a Tax Exemption Certificate upon request.** Payment is to be made within thirty (30) days after delivery of goods and receipt of invoice. This purchase order is only valid through December 31, 2022.

| ITEMS: | SCHEDULE OF DELIVERY: |
|---|---|
| SI-TS40R2118SB<br><br>Solar LED Flashing Speed Limit Sign (18" x 24"), 24/7, DG3 (25 MPH Speed Limit)<br><br>Unit Price = $2,037.20<br><br>Cost to purchase 2 signs = $4,074.40<br><br>*Freight is not included in this price<br><br>See Attachment "A" – Terms and Conditions<br>See Attachment "B" – Insurance Requirements<br>See Attachment "C" – Sales Order | Streets Maintenance Building, 9300 NW 45 Hwy., Parkville, MO 64152<br><br>*Please contact Richard Wilson at 816-768-2933 |

NOTE: **All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order.** Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

**All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.**

| | |
|---|---|
| **CITY OF PARKVILLE, MISSOURI.** ("Purchaser") | **TRAFFIC SAFETY CORP. ("Vendor")** |
| **By:**<br>**Alexa Barton** | **By:** Gloria Portillo |
| **Title:** City Administrator | **Title:** Sales |
| **Date:** | **Date:** 1/5/2023 |

Alyson Markel 1/26/23

# Sales Order

Customer Number: 02-CIT060
Order Number: 0131697

Order Date: 12/28/2022
Ship On/Before: 12/28/2022

Salesperson: Gloria Portillo

gloria.portillo@trafficsafetycorp.com
Direct Line: 916-330-1089

**Traffic Safety Corp.**
2708 47th Avenue
Sacramento, CA 95822, USA
https://www.xwalk.com

US: +1 888 446 9255
Worldwide: +1 916 394 9884

**Bill To:**
Parkville City Hall
8880 Clark Ave.
Attn: Richard Wilson
Kansas City, MO 64152
United States
rwilson@parkvillemo.gov

**Ship To:**
City of Parkville
9300 NW 45 Highway
Attn: Richard Wilson
Kansas City, MO 64152
United States

**Confirm To:** Richard Wilson

**Notes:** 816-741-7676

| Customer P.O. | Ship Via | Terms |
|---|---|---|
| Parkville City Hall | BEST WAY | Net 30 Days From Invoice Date |

| Item / Description | UOM | Ordered | Shipped | Back Order | Price | Amount |
|---|---|---|---|---|---|---|
| SI-TS40R2118SB<br>Solar LED Flashing Speed Limit Sign 18" x 24" 24/7, DG3 (Please Advise Speed Limit).<br>25 MPH | EA | 2 | 0 | 0 | $2,037.20 | $4,074.40 |

**We do not have a resale certificate (exemption number) on file for you. Please submit your exemption/certificate number if you have one. Thank you!**
***U.S. customers only.***

**Freight Allowed**
**We Appreciate Your Business**

Traffic Safety Warranty: https://www.xwalk.com/pages/sys_warranty.htm

| | |
|---|---|
| Net Order: | $4,074.40 |
| Freight: | $0.00 |
| Sales Tax: | $0.00 |
| **Order Total:** | $4,074.40 USD |

**Finance Committee Meeting**
Monday, December 12, 2022 4:30 PM
Administration Conference Room, City Hall

**Minutes**

## 1. Call to Order

Chair Plumb called the meeting to order at 4:31 p.m. A quorum was present.

**Members Present**: Chair Greg Plumb, Vice Chair Douglas Wylie, Dean Katerndahl, Philip Wassmer and Bob Bennett

**City Staff Present:** City Administrator Alexa Barton (via videoconference), Police Chief Kevin Chrisman (via videoconference), Police Captain Jon Jordan, Public Works Director Alysen Abel (via videoconference), Parks & Recreation Director Brittanie Propes (via videoconference), Public Works Project Manager Chris Ashley (via videoconference), Assistant to the City Administrator Jeffery Rhodes and City Clerk Melissa McChesney

## 2. Financial Updates

A. **City Administrator Approvals**

City Administrator Alexa Barton provided an overview of the approvals within her authority.

## 3. Action Items

A. **Approve the minutes for the November 28, 2022, regular meeting**

**Douglas Wylie moved to approve the minutes for the November 28, 2022, meeting. Bob Bennett seconded; motion passed 5-0.**

B. **Renew the agreement with the Parkville Economic Development Council**

City Administrator Alexa Barton said there were two changes proposed from the prior agreement that included removal of the reference to the Parkville Plan for Progress, instead including a reference to the Parkville Economic Development Council's strategic plan, and the executive director must come before the City a minimum of once per year at the request of the city administrator.

**Wylie moved to recommend that the Board of Aldermen renew the agreement with the Parkville Economic Development Council in the amount of $40,000 Bennett seconded; motion passed 5-0.**

C. **Approve an agreement with LINK to develop an educational program for two ballot measures on the April 2023 ballot**

City Administrator Alexa Barton stated that staff reviewed the agreement with Shockey Consulting and other consultants other cities were using. Based on experience, she recommended a contract with LINK for the April 2023 use tax and public safety sales tax ballot measures.

Discussion focused on concerns about the total cost and how it compared to the use tax education in 2021.

**Wylie moved to recommend that the Board of Aldermen approve an agreement with LINK for time and material to develop an educational program regarding two ballot measures on the April 2023 ballot. Bennett seconded; motion passed 5-0.**

D. **Approve a purchase order with Brenntag for the odor control chemical for the sanitary sewer lines in the Riss Lake subdivision**

City Administrator Alexa Barton said that the odor control chemical was an additive placed in the Riss Lake sewer lines with three treatments over the course of a year.

**Wylie moved to recommend that the Board of Aldermen approve a purchase order with Brenntag for the odor control chemical for the sanitary sewer lines in the Riss Lake subdivision. Bennett seconded; motion passed 5-0.**

E. **Authorize staff to advertise a public hearing and prepare an ordinance to implement a 3% rate increase for the sewer utility in 2023**

City Administrator Alexa Barton stated that there were higher increases to the sewer rate in the past, which was standardized to three percent thereafter. She noted that the Platte County Regional Sewer District proposed a five percent increase for its customers in 2023.

**Wylie moved to recommend that the Board of Aldermen authorize staff to advertise a public hearing and prepare an ordinance to implement a 3% rate increase for the sewer utility in 2023. Bennett seconded; motion passed 5-0.**

**4. Non-Action Items**

**5. Unfinished Business (postponed from prior meetings)**

**6. Other Business**

**7. Adjourn**

Chair Plumb adjourned the meeting at 4:55 p.m.

Submitted by:

____________________ ____________________

Melissa McChesney Approval Date
City Clerk

**ITEM 3.B.**
***For 1/30/2023***
***Board of Aldermen - Finance Committee Meeting***

# CITY OF PARKVILLE
## Policy Report

Date: January 18, 2023

Prepared By:
Melissa McChesney, City Clerk

Reviewed By:
Alexa Barton, City Administrator

ISSUE:
Approve an auditing services agreement with Hood & Associates CPAs PC for the 2022 audit (Administration)

BACKGROUND:
The City contracted with Cochran Head Vick & Co., P.C. to conduct auditing services for the City for FY2018, FY 2019 and FY 2020. Cochran Head Vick & Co. merged with Hood & Associates CPAs PC in January 2022 to become Hood & Associates CPAs PC. An agreement for the 2021 audit was approved in 2022.

Staff recommends extending the agreement with Hood & Associates CPAs PC for FY 2022.

BUDGET IMPACT:
The lump sum cost for services related to the 2022 Financial Statement Audit will be $22,750. The recommended 2022 budget includes adequate funds for Auditor Fees (10-501-08-02-00) for this contract.

ALTERNATIVES:

1. Approve a professional services agreement with Hood & Associates for auditing services.
2. Do not approve the agreement and provide further direction.
3. Postpone the item.

STAFF RECOMMENDATION:
Staff recommends that the Finance Committee approve the agreement with Hood & Associates CPAs PC for one year for auditing services related to FY 2022.

POLICY:
The Purchasing Policy (Resolution #02-01-13) requires the Finance Committee to make a recommendation to the Board of Aldermen on all purchases above $10,000.

SUGGESTED MOTION:
I move to recommend that the Board of Aldermen approve a professional services agreement with Hood & Associates CPAs PC for auditing services for fiscal year 2022 in the amount of $22,750.

ATTACHMENTS:
1. Agreement

HOOD AND ASSOCIATES CPAs, PC

January 6, 2023

Alexa Barton
City Administrator
City of Parkville, Missouri
8880 Clark Avenue
Parkville, MO 64152

We are pleased to confirm our understanding of the services we are to provide the City of Parkville, Missouri (the City) for the year ended December 31, 2022.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) Budgetary Comparison Information.
3) Schedule of Changes in Net Pension Liability and Related Ratios.
4) Schedule of Employer Contributions.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and *Governmental Auditing Standards*, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

**Auditor's Responsibilities for Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls.
- Improper revenue recognition.

**Audit Procedures - Internal Control**

We will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on the internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you or those charged with governance internal control matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Other Services**

We will also assist in preparing the financial statements and the related notes of the City in conformity with GAAP based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, granters, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Board of Aldermen; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Hood and Associates CPAs, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Cognizant or Oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Hood and Associates CPAs, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency or oversight Agency for Audit. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit fieldwork on approximately April 15, 2023, and to issue our final reports no later than June 30, 2023. Should the audit not be completed by June 30, 2023, the City reserves the right to withhold up to two percent (2%) of compensation for each week (seven calendar days) that the audit remains incomplete beyond June 30, 2023. Neither the City nor Hood and Associates CPAs, P.C. shall be in default of, for the delay in performance caused by circumstances beyond the reasonable control of the nonperforming party.

Our fee for these services will be at our standard hourly rates. Our fee, before any adjustment, as described below, will be $22,750. If a single audit is required, the fee will be $3,500 for the audit of one (1) major program. If additional major programs require a single audit, our fees for those services will be $3,000 for each additional major program. This fee is based on anticipated cooperation from your personnel including preparation of requested audit schedules and other information. The fee also includes the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable within 30 days upon receipt.

**Reporting**

We will issue written reports upon completion of our audit. Our reports will be addressed to Board of Aldermen of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during the audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with govern that an audit in accordance with United States of America's generally accepted accounting standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy, and return it to us.

Very truly yours,

*Hood and Associates CPAs, P.C.*

RESPONSE:

This letter correctly sets forth the understanding of the City of Parkville, Missouri.

By: ______________________________

Title: ______________________________

Date: ______________________________

**ITEM 3.C.**
***For 1/30/2023***
***Board of Aldermen - Finance Committee Meeting***

# CITY OF PARKVILLE
# Policy Report

Date: January 27, 2023

Prepared By:
Alexa Barton, City Administrator

Reviewed By:
Alexa Barton, City Administrator

ISSUE:
Approve an agreement with Bukaty Companies for monthly human resources support services (Administration)

BACKGROUND:
The City of Parkville requires the assistance of Human Resource (HR) services as an assurance the City remains in compliance with personnel and labor law statutes and federal guidelines. HR services will allow the City to improve productivity and meet employee expectations more accurately and efficiently. It will also make processes, like monitoring and compliance, more efficient.

BUDGET IMPACT:
The General Fund includes a budget for professional services. The rate for HR Support Services is $110/hour with an approximate usage of about 5 hours per month. Some months may be more utilized than others.

ALTERNATIVES:

1. Approve the agreement with Bukaty Companies.
2. Provide direction to staff related to HR services.
3. Postpone this item.

STAFF RECOMMENDATION:
Staff recommends using Bukaty Companies for HR Support Services as the city has an established dependable working agreement for benefit coordinator services.

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 an agreement with Bukaty Companies for Human Resource support services.

ATTACHMENTS:
1. Agreement

BUKATY COMPANIES
*Expertise you experience*®

4601 College Blvd., Ste. 100
Leawood, KS 66211
913.345.0440
Fax 913.345.2608
www.bukaty.com

December 28, 2022

City of Parkville
Attention: Alexa Barton
8880 Clark Avenue
Parkville, MO 64152

Delivered via: Email

Dear Alexa,

Per your emails, please review and sign this proposal to provide monthly HR support under the HR Retainer.

Please contact me with any questions you might have. You can reach me directly with the contact information below.

We look forward to working with you!

Sincerely,

Christina Glapa, SHRM-CP
Director, HR Consulting
Bukaty Companies
Direct Number: 913-222-5562

Steven Nattrass, PHR
HR Consultant
Bukaty Companies
Direct Number: 913-333-3397

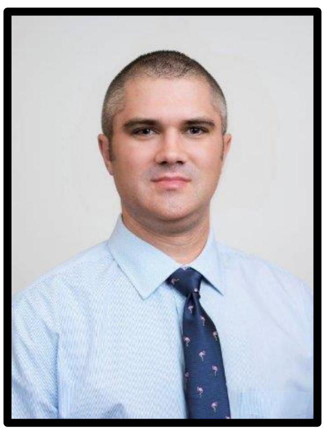
EMPLOYEE BENEFITS | PAYROLL & ACCOUNTING | FINANCIAL SERVICES | PROPERTY & CASUALTY | BENEFIT ADMINISTRATION | HR CONSULTING & TRAINING

## BUKATY COMPANIES TEAM

**Christina Glapa** | *Director, HR Consulting* | cglapa@bukaty.com

Christina joined Bukaty Companies in 2019 with 7 years of Human Resources experience. She started out her career assisting Chief Level Executives of a $3 billion corporation, which solidified her passion for assisting others to become more efficient. Ultimately, that experience led her to HR. Her background consists of employee relations, new associate set-up, training, orientation, full-cycle recruiting, compliance and analyzing hiring data. As the Director, HR Consulting for Bukaty Companies, Christina is looking forward to building long-lasting, beneficial relationships with her clients. Her favorite part of consulting is making a difference, no matter how big or small.

She received a bachelor's degree in Communication Studies from the University of Kansas and is also an HR Certified Professional as of 2021. Christina resides in Lenexa with her husband, Trey, and three children. She enjoys spending time with her family, getting outdoors and vacationing.



**Steven Nattrass** |*HR Consultant* | snattrass@bukaty.com

Steven joined Bukaty Companies in 2021 with 14 years of Human Resources and Recruiting experience. He started out his career as a Human Resources Specialist before moving up into a Regional Human Resources Supervisor role working in both Union and Non-Union environments. His background consists of full cycle recruiting, new hire orientation, employee relations, training, compliance, and review/analysis of Affirmative Action Plans. As an HR Consultant for Bukaty Companies, Steven is looking forward to working with his clients while building long term, mutually beneficial relationships.

Steven received a Bachelor of Science degree in Human Resources from the University of Scranton and was certified as a Professional in Human Resources in 2008. He resides in Parkville with his wife, Andrea, and their 2 children. He enjoys spending his free time with his family and traveling.

## SITUATION ANALYSIS

Parkville is a city in southern Platte County on the Missouri River. Parkville is known for its antique shops, art galleries, and historic downtown. The city is home to Park University and the National Golf Club which has two golf courses. The city is comprised of approximately 15.41 square miles and more than 6,900 residents (based on 2018 Census estimates) and borders Kansas City and Riverside, Missouri; Kansas City, Kansas; and unincorporated Platte County.

City of Parkville would like to be provided with ongoing HR Support.

## DELIVERABLES

Bukaty HR Consulting will partner with City of Parkville and provide a minimum of 5 hours per month for remote and onsite project work with the flexibility to add hours as needed and charge for those additional hours/services. Work will commence on an agreed upon date between Bukaty and the City of Parkville.

Services to include but not limited to;

- Unlimited telephonic/email conversations
- Employee Relations
    - Bukaty can speak directly with City of Parkville management and employees
    - Disciplinary procedures including terminations
    - Performance discussions
    - Investigations
    - Stay Interviews
    - Recruiting/ Interviewing
    - FMLA/ADA Compliance
- Compensation analysis
- Review and update company handbook annually and/or on an as needed basis
- Review job descriptions
- Employee/ Manager Training
- Other HR tasks as determined by City of Parkville not to include payroll processing. HR will be included in auditing timesheets and records but will not be responsible for the processing of payroll.

# SERVICES AGREEMENT

Bukaty Companies ("Bukaty") and City of Parkville ("Client") are entering into this Services Agreement (this "Agreement") as of this 28th day of December, 2022 (the "Effective Date") with respect to providing the selected services ("Services") to Client.

1. **PROVISION OF SERVICES BY BUKATY.**
   a) In exchange for its receipt of the compensation specified in Schedule B ("the Fees"), Bukaty agrees to perform those services specifically selected on Schedule A ("the Services") on behalf of the Client listed pursuant to the terms and conditions set forth in this Agreement.

   b) The parties further agree the Services shall not include any duty on the part of Bukaty to provide any legal or tax advice as may be necessary to ensure Client's compliance with any law, regulation, or other legal requirement.

2. **CLIENT'S REPRESENTATIONS, WARRANTIES AND DISCLOSURES.**

As a condition of Bukaty entering into this Agreement, Client hereby represents that:

   a) Client understands that nothing in this Agreement shall be deemed to impose on Bukaty, its representatives, or its affiliates any obligation to provide the Services offered under this Agreement in the same manner or at the same time as they may provide similar services to any of their other clients.

   b) Client has the power and authority to enter into and perform this Agreement, and there are no authorizations, permits, certifications, licenses, filings, registrations, approvals, or consents that must be obtained by it from any third party, including any governmental authority, in connection with this Agreement.

   c) All information provided to Bukaty – whether by Client or any third party that provides information regarding the services - to enable it to perform its services shall be true, correct, and complete in all material respects. Client agrees to promptly notify Bukaty in writing of any material change in the information provided to Bukaty and to promptly provide any such additional information as may be reasonably requested.

   d) Except as specifically set forth in writing and signed by both parties, Client shall own the copyright and patent rights with respect to all materials developed under this Agreement as permitted by law. Client is granted a non-exclusive license to use and employ such materials within its normal business activities, subject to any payments due hereunder for such materials.

e) Client authorizes Bukaty to publicize the fact Client is a customer of Bukaty in any medium so long as Bukaty does not disclose any confidential information.

3. **LIABILITIES; LIMITATION OF DAMAGES.**

a) Bukaty shall only be required to perform the Services specifically described in this Agreement and shall only be liable for direct losses or damages caused by its failure to act in a commercially reasonable manner in accordance with industry standards in the performance of the Services. Bukaty shall not be liable for any indirect, special, consequential, incidental, or punitive losses, damages, or expenses (including attorneys' fees, except as specifically provided below) in connection with any of the Services.

b) Bukaty shall have no liability for, and shall be excused from any act, failure to act, or delay in acting if, such act, failure, or delay is caused in whole or in part by orders or restraints of any kind issued by the government of the United States of America or any other country, as well as those issued by any state or other political subdivision and their respective departments, agencies, and/or officials; interruption of transmission or communications facilities; equipment failure; war; emergency conditions; acts of God; fire; labor disputes; power failures; acts or omissions of civil authority; civil disturbance; severe weather conditions; any present or future rules and regulations of any governmental authority; or any similar or dissimilar cause beyond Bukaty's control, so long as Bukaty makes a reasonable effort to remove or avoid the effects thereof; provided, however, that the settlement of labor disputes shall be in the sole discretion of Bukaty.

c) To the extent allowed by law, and without waiving sovereign immunity, client shall indemnify Bukaty, and each of its current or future subsidiaries, affiliates, shareholders, directors, officers, employees, agents or other representatives, and hold each of them harmless from and against any and all claims, losses, expenses, liabilities, demands, obligations, costs, attorney fees, or damages of every kind and character without limitation arising out of, or connected with, any breach of Client's representations and warranties under Section 2. In addition, Client shall provide the same indemnification for any action it takes, or fails to take, that did not arise from the Services provided by Bukaty under this Agreement, or which was contrary to the recommendations made by Bukaty.

4. **TERMINATION.**

This Agreement shall remain effective until either party shall give the other at least thirty (30) days' written notice of its intent to terminate. In the event this Agreement is terminated, Client will be required to pay a prorated portion of any unpaid compensation owed from the last billing period to the termination date. Client acknowledges that, upon termination of this Agreement, Bukaty will have no continuing duty to provide the Services and that the circumstances pursuant to which Bukaty provided the Services will change. As a result, Client agrees that, upon the termination of this Agreement, Bukaty will cease to have any responsibility for the ongoing operation of the Plan - regardless of whether the Plan continues to be operated consistent with the Services previously provided by Bukaty.

## 5. GENERAL PROVISIONS.

a) *Entire Agreement.* This Agreement constitutes the entire understanding between the parties with respect to the matters set forth herein, and each party acknowledges and agrees that no representations, warranties, inducements, or promises other than those set forth herein have been made by any party to the other. No modifications, amendments or attempted waiver of any provisions of this Agreement shall be valid unless in writing and signed by both parties.

b) *Assignment*. This Agreement shall be binding upon and inure to the benefit of the parties and their permitted successors and assigns. However, Client may not assign this Agreement, or any of its rights, duties, or obligations under this Agreement, without the prior written consent of Bukaty, and any attempted assignment without such consent shall be null and void. Bukaty may assign this Agreement or any of its rights, duties, or obligations under this Agreement, without the prior written consent of Client.

c) *Electronic Delivery of Notices*. Any notice, advice or report to be given to Bukaty under this Agreement will be delivered in person, by U.S. mail or overnight courier (postage prepaid), or sent by facsimile transmission (with a hard copy sent by U.S. mail) to Bukaty Companies, 4601 College Blvd Ste. 100., Leawood, Kansas 66211 or at such other address as Bukaty may designate in writing. Any notice, advice or report given to Client under this Agreement will be delivered in person, by U.S. mail or overnight courier (postage prepaid), or sent by facsimile transmission (with a hard copy sent by U.S. mail) to Client at the address set forth by the Client.

d) *Legal Forum.* The parties agree this Agreement shall be interpreted pursuant to the laws of the State of Kansas, except to the extent federal law shall preempt state law. The parties further agree the courts of the Tenth Judicial District of Kansas and the U.S. District Court for the District of Kansas shall be the sole convenient forums for the resolution of any disputes arising from this Agreement.

e) *Advice of Counsel.* Each party represents and warrants that in executing this Agreement it has had the opportunity to obtain other appropriate advice and that it has carefully read and fully understands the terms and consequences of this

Agreement. Each party represents and warrants that its execution of this Agreement is free and voluntary.

f) *Severability*. If any one or more of the provisions of this Agreement shall, for any reason, be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be enforced as if such illegal or invalid provision had not been contained herein.

g) *Interpretation*. This Agreement shall be construed in accordance with its fair meaning as if prepared by all parties hereto and shall not be interpreted against either party on the basis that it was prepared by one party or the other.

By their signatures, below, the parties hereby indicate their acceptance of the terms and conditions set forth in this Agreement, including Schedules A and B. Each person signing this Agreement on behalf of Client represents and warrants: (i) he or she has full authority to act on behalf of Client; (ii) he or she has the power and authority to enter into a relationship with Bukaty; (iii) he or she will inform Bukaty, in writing, of any event that could alter the representations and warranties stated herein; and (iv) that all of the information it has provided as a part of this Agreement is true, correct, and complete in all respects.

**For Client:**

Signature of Authorized Representative: ____________________________

Printed Name: Alexa Barton

Date: ______________________________

**For Bukaty:**

Signature of Authorized Representative: ____________________________

Printed Name: ________________________________________________

Date: ________________________________

## SCHEDULE OF SERVICES TO BE PROVIDED

Check each Service (Schedule A) to be provided pursuant to this Agreement:

☒ Ongoing monthly HR retainer services – minimum of five (5) hours per month with the flexibility to increase hours.

## FEE SCHEDULE

1. Fee for Services. In exchange for its provision of the Services, the parties agree Bukaty shall be entitled to the following fee (Schedule B) from, or on behalf of, Client:

   ☒ Ongoing monthly HR retainer services—a minimum flat fee of $110 per hour ($550 per month). Additional hours as needed at City of Parkville's request. Billed monthly unless otherwise noted. Unused hours do not roll over; use it or lose it basis.

   ☒ Any hours completed for City of Parkville before the agreement is signed will be applied to the first month's bill. Ex. employee relations, handbook reviews, etc. HR Assessment is part of the retainer agreement and is done at no charge.

2. Terms of Payment.

   Client is responsible for paying all fees upon receipt of the signed proposal. Client agrees to review invoices and other advices received from Bukaty in connection with the Services and report any discrepancy to Bukaty in writing within fifteen (15) calendar days from the date of the proposal or other advice containing such discrepancy is mailed or otherwise made available to Client by Bukaty. If Client fails to do so, Client shall be precluded from asserting any discrepancy contained therein, and Bukaty shall be relieved of liability for any such discrepancy, including any loss of interest and/or earnings in connection therewith. For any amount not paid within thirty (30) days after its due date, Client may be charged a late fee in the amount of ten percent (10%).

   Unless Client provides Bukaty with an appropriate exemption certificate, Client shall be responsible for all applicable federal, state, and local taxes related to said compensation and the performance of Services including, without limitation, sales, use, value added, and gross receipts taxes, but excluding taxes based on Bukaty's income.

# CLIENT INFORMATION FORM

**Information Regarding the Client**

"Client"

Address City
State Zip Code

Phone Number Fax Number Website

Federal Tax ID Number Contact Person-Phone Number/Extension

# CITY OF PARKVILLE
## Policy Report

Date: January 26, 2023

Prepared By:
Jon Jordan, Police Captain

Reviewed By:
Kevin Chrisman, Police Chief

ISSUE:
Approve the purchase of two 2023 Dodge Charger pursuit all-wheel drive sedan police package vehicles from Landmark Dodge Chrysler Jeep in Independence, Missouri (Police)

BACKGROUND:
Ford Motor Company ceased producing the Ford Taurus Police Sedan vehicle in 2019. The City has purchased all-wheel drive police vehicles since 2012 and has had a favorable experience. In 2019, the Police Department purchased two 2019 Dodge Charger pursuit all-wheel drive sedan police package vehicles. The Police Department again purchased two 2021 Dodge Charger pursuit all-wheel drive police package vehicles, we have had favorable results with the vehicles.

In 2022, the Police Department was not able to order a new vehicle due to plant shutdowns for COVID-19 and unavailability of parts. The Capital Improvement funds for a new 2022 vehicle purchase were carried over from 2022 to 2023.

When researching the cost of the Dodge Chargers, staff learned the current State bid holder is Landmark Dodge Chrysler Jeep, located in Independence, Missouri. The current State bid cost after delivery fees (including setup and mileage) is approximately $35,657.00 per vehicle. The two 2019 Dodge Chargers were also purchased via the State Bid from Landmark Dodge Chrysler Jeep, and it was a favorable experience.

The Police Department normally retires used patrol vehicles and disposes of them via auction. Staff request the 2008 Ford Escape and a 2015 Ford Taurus be declared as excess equipment and auctioned off.

BUDGET IMPACT:
The State bid purchase cost is $35,657.00 per vehicle for a total of $71,314.00. The 2023 Capital Improvement Program includes $90,000.00 from the General Fund for the purchase of new police vehicles including required equipment (i.e., light bar, prisoner cage, video system, decals, etc,) as deemed necessary to make it patrol ready.

The budgeted $90,000.00 will allow enough funds to purchase the new vehicles and make them both patrol road ready.

ALTERNATIVES:

1. Approve the purchase of two 2023 Dodge Charger pursuit all-wheel drive sedan police package vehicles from Landmark Dodge Chrysler Jeep in Independence, Missouri for $71,314.00.

2. Do not approve the purchase and provide alternative direction to staff.
3. Postpone the purchase.

STAFF RECOMMENDATION:
Staff recommends that the Finance Committee recommend to the Board of Aldermen the purchase of two new vehicles from Landmark Dodge Chrysler in Independence, Missouri and declare the 2008 Ford Escape and a 2015 Ford Taurus as excess equipment.

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

SUGGESTED MOTION:
I move to recommend that the Board of Aldermen approve the purchase of two 2023 Dodge Charger pursuit All-Wheel Drive sedan police vehicles from Landmark Dodge Chrysler Jeep in Independence, Missouri in the amount of $71,314, and the 2008 Ford Escape and a 2015 Ford Taurus be declared excess equipment to be auctioned once the two new vehicles are road ready.

ATTACHMENTS:
1. Car Bid

LANDMARK DODGE CHRYSLER JEEP
1900 S NOLAND RD
INDEPENDENCE, MO 640551316

Configuration Preview

| | | | | | |
|---|---|---|---|---|---|
| **Date Printed:** | 2023-01-20 12:20 PM | **VIN:** | | **Quantity:** | 1 |
| **Estimated Ship Date:** | | **VON:** | | **Status:** | BA - Pending order |
| | | | | **FAN 1:** | |
| | | | | **FAN 2:** | |
| | | | | **Client Code:** | |
| | | | | **Bid Number:** | TB3129 |
| | | | | **PO Number:** | |

**Sold to:**
LANDMARK DODGE CHRYSLER JEEP (44378)
1900 S NOLAND RD
INDEPENDENCE, MO 640551316

**Ship to:**
LANDMARK DODGE CHRYSLER JEEP (44378)
1900 S NOLAND RD
INDEPENDENCE, MO 640551316

**Vehicle:** **2023 CHARGER POLICE AWD (LDEE48)**

| | Sales Code | Description | MSRP(USD) |
|---|---|---|---|
| **Model:** | LDEE48 | CHARGER POLICE AWD | 42,635 |
| **Package:** | 29A | Customer Preferred Package 29A | 0 |
| | ERB | 3.6L V6 24V VVT Engine | 0 |
| | DFT | 8-Spd Auto 850RE Trans (Make) | 0 |
| **Paint/Seat/Trim:** | PX8 | Pitch Black Clear Coat | 0 |
| | APA | Monotone Paint | 0 |
| | *X5 | HD Cloth Bucket Seats w/Vinyl Rear | 135 |
| | -X9 | Black | 0 |
| **Options:** | 4ES | Delivery Allowance Credit | 0 |
| | MAF | Fleet Purchase Incentive | 0 |
| | LNF | Black Left Spot Lamp | 235 |
| | LNX | LED Spot Lamps | 150 |
| | GXE | Entire Fleet Alike Key (FREQ 3) NO | 160 |
| | CKD | Floor Carpet | 140 |
| | W8B | 18" Wheel Covers | 45 |
| | TYL | 245/55R18 BSW Performance Tires | 200 |
| | AWC | Fleet Safety Group | 395 |
| | 4DH | Prepaid Holdback | 0 |
| | 5N6 | Easy Order | 0 |
| | 4FM | Fleet Option Editor | 0 |
| | 4FT | Fleet Sales Order | 0 |
| | 174 | Zone 74-Denver | 0 |
| | 4EA | Sold Vehicle | 0 |
| **Non Equipment:** | 4FA | Special Bid-Ineligible For Incentive | 0 |
| **Bid Number:** | TB3129 | Government Incentives | 0 |
| **Discounts:** | YGF | 8 Additional Gallons of Gas | 0 |
| **Destination Fees:** | | | 1,595 |

**Total Price:** 45,690

| | | | |
|---|---|---|---|
| **Order Type:** | Fleet | **PSP Month/Week:** | |
| **Scheduling Priority:** | 1-Sold Order | **Build Priority:** | 99 |
| **Salesperson:** | | | |
| **Customer Name:** | | | |
| **Customer Address:** | USA | | |
| **Instructions:** | | | |

Your cost $35,657.00
Thanks

**Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.**

**ITEM 3.E.**
***For 1/30/2023***
***Board of Aldermen - Finance Committee Meeting***

# CITY OF PARKVILLE
## Policy Report

Date: January 25, 2023

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Alexa Barton, City Administrator

ISSUE:
Approve Work Authorization No. 155 with North Hills Engineering for the 2023 Closed Circuit Television and Cleaning program (Public Works)

BACKGROUND:
On May 3, 2022, the Board of Aldermen approved a professional services agreement with North Hills Engineering, who has performed work for the City of Parkville for over 20 years. When performing individual projects, individual work authorizations are executed based on the terms and conditions of that agreement.

Since 2007, the City has accumulated data from Closed Circuit Television and Cleaning (CCTV) evaluation and cleaning of the sanitary sewer lines, which is used later to assess damage and prioritize future repair projects. The scope of this work authorization includes data review, ratings, mapping updates, and project management associated with the CCTV program.

BUDGET IMPACT:
The 2023 Sewer Capital Outlay budget is $62,700 and includes funds for the planning work authorization (11,840) and the estimated cost of the CCTV work ($52,800). The Sewer Fund has adequate funding for the $1,940 difference.

ALTERNATIVES:
1. Approve a work authorization with North Hills Engineering for the 2023 CCTV program.
2. Provide direction to staff related to the CCTV program.
3. Do not approve this work authorization.
4. Postpone this item.

STAFF RECOMMENDATION:
Staff recommends the approval of a work authorization for the engineering and project management related to the CCTV program. This will allow the City to identify future needs for sewer repairs.

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. 155 with North Hills Engineering for planning the 2023 CCTV program in the amount of $11,840.

ATTACHMENTS:
1. Work Authorization No. 155

CITY OF PARKVILLE
DEPARTMENT OF PUBLIC WORKS

Preparation Date: 1/4/2023

# WORK PLANNING / AUTHORIZATION FORM

Number: WA-155

Project / Work Description:
2023 Sewer CCTV Program

Purpose: To continue the City's program of sewer cleaning and CCTV data collection.
The data will be used later to assess damage, rank and prioritize future repair efforts, and update the GIS model.
This CCTV contract will address 11,000 - 13,000 feet of sewer lines. Some heavy cleaning is anticipated.
This contract may also include 1000-2500 feet of small sewer pipes, explored with a mini-camera on an hourly basis.
Some of these lines include small lines with difficult access in the old downtown areas.
Most of these small lines had attempted investigation, but fittings, blockages, etc. prevented access.
Some lines will require a series of CCTV attempts following the 2021-22 sewer repairs, which in turn improves access.
Note that this WA includes data review, ratings, mapping updates and project management.
A subsequent WA will classify the data, make project recommendations, and design & bid repair projects.

Budget: $11,800
$51,600 total for CCTV, Cleaning, heavy cleaning. (will be a service Contract with a CCTV Provider.)

Service Provider: North Hills Engineering, Inc.

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

Primary Tasks:

| | |
|---|---|
| *Work Package & Project Management:* | |
| Use GIS Mapping to summarize the line segments already televised since 2014 | 7 |
| (Some lines should be re-inspected, based on condition and critical nature.) | |
| Review work results and incomplete segments found in the 2016-2022 CCTV projects. | 4 |
| Based on age, material, location, select the segments and footage for 2023 inspection. | 3 |
| Develop and map out access means for sewer lines, for cctv & jetter equipment, disposal. | 3 |
| Divide up work by mini-cam segments and crawler-type camera sergments. | 4 |
| Review 2016-2022 repairs and plan for new access points. | 2 |
| Prepare detailed maps for bidding and conducting CCTV work. | 3 |
| Author scope of service summary and unit totals for use in bidding out the 2023 Contract. | 4 |
| Author qualifications questionnaire for bidders, to evaluate proposals. | 8 |
| Prepare brief invitation to bid and send invite to qualified service providers. | 1 |
| Assist PW Clerk in assembling documents for solicitation of bids. | 2 |
| Review proposals, calculate evaluated bids and recommend award to PWD. | 7 |
| Project management - review progress of work with Provider monitor heavy cleaning, contingent. | 3 |
| Address urgent repairs that are discovered, document and review with staff. | |
| Review and recommend pay requests from CCTV contractor. | 3 |
| *Coordination:* | |
| Meet with CCTV crew, review procedures, respond to questions and issues. | 7 |
| Review progress, check progress payments, prepare lists of work to correct or repeat. | 4 |
| *Update Mapping:* | |
| Clean up mapping for changes discovered: basemap, parcels, aerials…. | 3 |
| Revise feature classes in ArcGIS to reflect findings: line locations, buried manholes, etc. | 4 |
| Create CCTV theme data to track lines completed. | 2 |
| *Data Review & Recommendations:* | |
| Watch all video delivered, and prepare a written log to check completion, record footage. | 57 |
| Review all pipe segment logs delivered, and check completeness and correspondence with | 3 |
| CCTV video, correct names, directions, etc. Have contractor address. | |
| Meet with Contractor to identify and address missing data, reverse setups needed, completion… | 4 |
| Create database entry for each line segment, with condition summary, footage, tv date, etc. | 4 |
| Use numerical ranking in database for overall and structural condition assessment. | |
| Recommend a preliminary rehab option and a budget cost to repair. Identify viable | 3 |
| alternatives for rehab where applicable. | |
| Rank line segment and repairs by priority within this 2023 CCTV group. | 3 |
| | 148 |

Some of the findings may be merged into the Sewer Repairs Phase 2023 Project.

| | |
|---|---|
| Estimated Consultant Fee: 148 Hours x $ 80.00 / hour = $ 11,840.00 | |
| Budget: Sewer Budget / CIP | |
| Schedule:<br>Estimated Completion Date: 12/20/2023<br>Project Deadlines: n/a | |
| Submitted By:<br><br>Jay Norco, P.E. - President. | 1/4/2023<br>Date |
| Authorization:<br><br>City Administrator | Date |

# CITY OF PARKVILLE
## Policy Report

Date: January 25, 2023

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Alexa Barton, City Administrator

ISSUE:
Approve Work Authorization No. 156 with North Hills Engineering for engineering and project management for the 2023 Sanitary Sewer Repairs Program (Public Works)

BACKGROUND:
On May 3, 2022, the Board of Aldermen approved a five-year agreement with North Hills Engineering (NHE) for on-call engineering services. The arrangement allows the City to execute individual work authorization for supplemental engineering services for specific projects and studies.

The City compiles data collected with CCTV evaluations and periodic manhole inspections to gather more information about the condition of the sanitary sewer system. In 2020, NHE compiled information for a Manhole Inspection Report in which the condition of various manholes in the sanitary sewer were evaluated. Each year, the City programs funding in the Sewer Fund to repair the sanitary sewer system; the repairs are prioritized based on system evaluation.

The proposed work authorization covers the design and administration of the next phase of the sanitary sewer repairs program. The scope of work includes design, document preparation, bidding, and construction administration. The project will address the urgent needs in the sanitary sewer system, addressing sewer line and manhole repairs.

BUDGET IMPACT:
The 2023 Sewer Capital Improvement Program Budget (line item 30-501.06-12-00) includes a total of $299,000 for CIP Line Maintenance. This includes three separate projects that will be combined for economies of scale. They include the 2023 Sanitary Sewer Repairs Program ($250,000), Riss Lake LPS Program ($29,000), and Easement Clearing ($20,000). Of this amount, $268,000 is estimated for the construction phase.

ALTERNATIVES:

1. Approve the work authorization with North Hills Engineering for the engineering and project management for the 2023 Sanitary Sewer Repairs Program.
2. Provide direction to staff related to the 2023 Sanitary Sewer Repairs Program.
3. Do not approve the work authorization.
4. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends the approval of the work authorization with North Hills Engineering for the engineering and project management. By combining the three sanitary sewer repairs projects, the City should receive better unit pricing with the larger contract amount.

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. 156 with North Hills Engineering for engineering and project management associated with the 2023 Sanitary Sewer Repairs Program in the amount of $30,960.

ATTACHMENTS:
1. Work Authorization No. 156

CITY OF PARKVILLE
DEPARTMENT OF PUBLIC WORKS

Preparation Date: 1/24/2023

# WORK PLANNING / AUTHORIZATION FORM

Number: WA-156

Project / Work Description:
Design and Project Management for CIP Project Planning and Sanitary Sewer Repairs - 2023
Purpose: To review repair histories, perform periodic planning of repair priorities, and select repair locations for 2023 project.
The repair planning will consider the findings from:
2019-2022 CCTV projects.
2022 Manhole location and access route selection.
2020 Sewer Manhole Inspection Project, 2022 Riss Lake LPS Inspection Project.
To design and administer construction of repairs/replacement of sanitary sewer system.
The repairs will also include easement clearing and grading in the Melody Heights service area.
This WA covers the design, document preparation, bidding, and construction administration of the 2023 phase.
This repairs project has been programmed for 2023 in the City's CIP Program, addressing multiple areas of the system.
The project will address the urgent needs throughout the gravity sewer system, and in the Riss Lake LPS system.
The manholes and line repairs are needed also to be able to investigate and locate the existing sewer lines.

Project Costs (Budget):

| | | |
|---|---|---|
| Total Construction: | $268,000 | Includes construction, contingency. |
| Engineering Planning & Priorities: | $3,000 | CIP Planning, repair selections |
| Engineering / Design/ Proj. Mgmt. Budget: | $28,000 | Survey, design, drawings, maps, specifications, construction phase. |
| Total Budget Cost: | $299,000 | |

Service Provider: North Hills Engineering, Inc.
Terms: Subject to the provisions of the May 3, 2022 Engineering Services Agreement between the City and North Hills Engineering Incorporated

Manhole and Line Repairs Project - 2023:

| | |
|---|---|
| **CIP PROJECT PLANNING:** | |
| Update GIS model to reflect 2019-2022 point repairs made, CIPP lining, MH repairs, etc. | 7 |
| Update line repair database to reflect repairs completed, CCTV data line entries. | 4 |
| Review 2019-2022 CCTV data for most urgent repairs, sort by priority. | 11 |
| Review findings from 2020 Manhole inspections and 2022 Riss LPS study for grade adjustments | 7 |
| Develop short of list of recommended repairs and budget costs. | 5 |
| Review meeting with PWD and AWR to narrow list and select repairs for 2023 bidding. | 3 |
| **SURVEY AND STAKING:** | |
| Survey locations for proposed repairs and easement clearing. | 17 |
| Measure and mark excavation areas, using paint and steel pins. | 9 |
| Identify easements as required for bidders to access repair areas and plan for repairs. | 7 |
| Generate One-Call tickets to review location of utilties and proximity to proposed repairs. | 7 |
| Refresh marks as required following fading and washing of paint marks. | 6 |
| **ENGINEERING & PROJECT MANAGEMENT:** | |
| Project Management and Coordination Meetings with City Staff ( 9 month project.) | 11 |
| Develop preliminary work plan and access routes for easement clearing efforts. | 6 |
| Visit the Sites of work to evaluate access, disturbance, easements required, etc. | 7 |
| Develop work plan with arborist contractor for equipment ingress/egress. | 4 |
| Perform field measurements and survey shots to verify key dimensions. | 22 |
| Meet with residents and enter houses to observe plumbing setup and exit, dye test as reqd. | 8 |
| Review CCTV data to locate tap locations and determine which are live vs. dead. | 11 |
| Finalize work packages and extent of work, evaluate need for alternate bid options. | 8 |
| Prepare preliminary opinion of probable construction cost | 9 |
| Meet with affected residents to discuss the project, access reqts., and gather feedback. | 6 |
| Meet with MoAm Water to review location, age, condition of water mains, plan for separation. | 5 |
| Assemble and coordinate/review bidding and contract documents, using City format. | 24 |
| Use large-project City standard contract. Write technical specifications. | |
| Update parcel data with 2023 version from Platte Co. | 3 |
| Prepare drawings to desribe the work. Use GIS mapping and parcel data, survey, show access. | 74 |
| Design Review Meeting with Public Works Director, respond to comments, make revisions. | 4 |
| Meet with public to obtain signed access agreements. | 6 |
| Set up project at local plan room, for internet distribution, also advertise on City website. | 3 |

| | | |
|---|---|---|
| | Meet with bidders and address questions during the advertisement period, prepare addenda. | 12 |
| | Review bids, check qualifications and experience, and recommend award to City | 6 |
| | Respond to change requests, claims, prepare change orders as required. | 10 |
| | Construction administration and review of pay requests. | 11 |
| | Conduct Meetings with Contractor - Pre-Con, progress, final. | 18 |
| | Periodic visits to observe the work. (Part Time Inspection) | 36 |
| | Includes surprises, water main relocations, adjustments in layout, etc | |
| Excluded: | | 387 |

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

Estimated Consultant Fee:

| | | | | | | |
|---|---|---|---|---|---|---|
| Engineering: | 387 | Hours x | $ | 80.00 | / hour = | $ 30,960.00 |
| | | | | | | $ 30,960.00 |

Budget: Sewer Budget / CIP

Schedule:

Estimated Completion Date: 11/20/2023

Project Deadlines: n/a

Submitted By:

1/24/2023

Jay Norco, P.E. - President. Date

Authorization:

Mayor Date

# CITY OF PARKVILLE
## Policy Report

Date: January 25, 2023

| Prepared By: | Reviewed By: |
|---|---|
| Alysen Abel, Public Works Director | Alexa Barton, City Administrator |

ISSUE:
Approve Change Order No. 1 with Heartland Traffic for the 2022 Pavement Marking program (Public Works)

BACKGROUND:
On September 20, 2022, the Board of Aldermen approved a construction agreement with Heartland Traffic Services for the 2022 Pavement Marking Program. Pavement Marking communicates information to road users like no other traffic control device. They provide continuous information to road users related to the roadway alignment, vehicle positioning, and other important driving-related tasks that are especially crucial from a safety perspective for appropriate driving in night and weather-related conditions. When the project was bid, there was an estimated amount of pavement marking included in the bid document of 50,000 feet with a total overall need of 122,717 feet. The contractor provided a unit price of $0.29 per lineal foot, for a total estimated contract price of $14,500 for 50,000 feet.

Pavement marking was not performed in 2021; accordingly, bid documents included the additional marking to ensure streets during that timeframe were marked. Because the transportation fund had additional available dollars, the contractor was instructed to mark all of the streets that require pavement marking within the city limits to ensure all markings were refreshed. This resulted in a project overage of $21,088.22.

BUDGET IMPACT:
With a surplus of funding available in the 2022 Transportation Fund due to the favorable asphalt overlay program bid, there is available funding in the budget for the pavement marking additional cost of $21,088.12.

ALTERNATIVES:
1. Approve an as-built change order with Heartland Traffic for the 2022 Pavement Marking Program.
2. Provide direction to staff related to this change order.
3. Do not approve this change order.
4. Postpone this item.

STAFF RECOMMENDATION:
Staff recommends that the Board of Aldermen approve the as-built change order. Staff will review the pavement marking needs in the future and provide recommendations to the board with regard to future budget allocations.

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 Change Order No. 1 with Heartland Traffic for the as-built quantities associated with the 2022 Pavement Marking Program in the amount of $21,088.22.

ATTACHMENTS:
1. Change Order No. 1

**Change Order 1**

---

| | |
|---|---|
| **PROJECT** (*Name and address*):<br>2022 Pavement Marking | **CHANGE ORDER NUMBER:** 1<br>**DATE:** 2/7/2023 |
| **TO CONTRACTOR** (*Name and Address*):<br>Heartland Traffic Services, Inc.<br>626 N. 47th St., KCKS 66012 | **PROJECT NO.:** ___________________<br>**CONTRACT DATE:** 9/20/2022 |

---

**THE CONTRACTOR IS CHANGED AS FOLLOWS:**

| | | |
|---|---|---|
| The original Contract Sum was | $ | 14,500.00 |
| The net change by previously authorized Change Orders | $ | 0.00 |
| The Contract Sum prior to this Change Order was | $ | 14,500.00 |
| The Contract Sum will be increased by this Change Order in the amount of | $ | 21,088.22 |
| The new Contract Sum including this Change Order will be | $ | 35,588.22 |

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

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.**

| | |
|---|---|
| HEARTLAND TRAFFIC SERVICES | CITY OF PARKVILLE |
| **CONTRACTOR** (*Firm name*) | **OWNER** (*Firm Name*) |
| 626 N. 47th St., KCKS 66102 | 8880 Clark Ave., Parkville, MO 64152 |
| **ADDRESS** | **ADDRESS** |
| | |
| **BY** (*Signature*) | **BY** (*Signature*) |
| | Dean Katerndahl, Mayor |
| (*Typed name*) | |
| | |
| **DATE** | **DATE** |

**HEARTLAND**
TRAFFIC SERVICES
626 N 47th Street, Kansas City, KS
913-428-2575

**Remit To:** Heartland Traffic Services Inc
626 N 47th St
Kansas City KS 66102
(913) 428-2575

**To:** City of Parkville
8880 Clark Ave
Parkville MO 64152

# INVOICE - Application for Payment

**Project:** CITY OF PARKVILLE: PARKVILLE 2022 PAVEMENT MARKING PROGRAM

**Project No.:**

**Invoice No.:** 225141-1122A
**Invoice Date:** 11/30/22
**Period Thru:** 11/30/22
**Customer Project No.:**

| ITEM NO. | ITEM | CONTRACT UNITS | UM | CONTRACT UNIT PRICE | CONTRACT $ AMOUNTS | TO DATE UNITS | TO DATE $ AMOUNTS | THIS PERIOD UNITS | THIS PERIOD $ AMOUNT |
|---|---|---|---|---|---|---|---|---|---|
| 1 | MO WATERBASE PT:4" SOLID WHITE | 25,000.00 | LF | 0.29 | 7,250.00 | 56,770.00 | 16,463.30 | 31,770.00 | 9,213.30 |
| 2 | MO WATERBASE PT:4" SOLID YELLOW | 25,000.00 | LF | 0.29 | 7,250.00 | 65,948.00 | 19,124.92 | 40,948.00 | 11,874.92 |
| 3 | MO WATERBASE PT:6" SOLID WHITE | 60.00 | LF | 5.00 | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | MO WATERBASE PT:24" WHITE | 12.00 | LF | 4.00 | 48.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | MO WATERBASE PT: LEFT ARROW | 1.00 | EA | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | PTP 6" SOLID WHITE | 60.00 | LF | 9.00 | 540.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | PTP 24" WHITE | 12.00 | LF | 18.00 | 216.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | PTP LEFT ARROW SYMBOL | 1.00 | EA | 299.00 | 299.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | REMOVAL: THERMOPLASTICV | 1.00 | LF | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Credit Card and ACH payments accepted as well. Please contact Annette Muckenthaler at annette.muckenthaler@twintraffic.com or 913-428-2575 x 1452**

| | | | |
|---|---|---|---|
| **Totals:** | **$16,104.00** | **$35,588.22** | **$21,088.22** |

**ITEM 3.H.**
***For 1/30/2023***
***Board of Aldermen - Finance Committee Meeting***

# CITY OF PARKVILLE
# Policy Report

Date: January 25, 2023

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Alexa Barton, City Administrator

ISSUE:
Approve an agreement with Alliance Pump & Mechanical Service, Inc. for on-call pump maintenance (Public Works)

BACKGROUND:
The City maintains pumps for six pump stations and RAS (Return Activated Sludge) pumps at the Wastewater Treatment Plant, with a total of 15 sewer pumps. In an effort to extend the average life of the pumps, the City has engaged pump maintenance contractors to provide annual preventative maintenance. There are other routine and emergency issues that require repairs to the wastewater facilities, which are also covered under this agreement. Since 2015, the City has engaged a third-party contractor to assist with these routine and emergency repairs through an on-call agreement.

On March 3, 2021, the Board of Aldermen approved an on-call pump maintenance agreement with FTC Equipment for a two-year period. With previous on-call agreements, the city had the option to renew for an additional year; however, this agreement does not include that extension, yet FTC has expressed interested of extending at the same rate for an additional year. The current on-call contract expires in March 2023.

The bid documents for the on-call pump maintenance were released in December 2022. The bid documents requested qualifications based on information related to the company's experience with similar contracts. The bid documents were released on the City's website and through Drexel Plan Distribution. On January 18, 2023, the City received bid proposals from two contractors: Fluid Equipment, Riverside Mo, and Alliance Pump & Mechanical Service, Inc., Independence Mo. The attached bid tabulation includes the bids from the two contractors compared to the current contract with FTC.

BUDGET IMPACT:
The Sewer Fund includes budget for pump station maintenance and building maintenance for the costs related to preventative maintenance and emergency repairs.

ALTERNATIVES:

1. Approve a two-year agreement with Alliance Pump & Mechanical Service.
2. Approve a one-year extension with FTC Equipment to the on-call pump maintenance contract.
3. Approve a two-year agreement with Fluid Equipment.
4. Provide direction to staff related to the on-call pump maintenance contract.
5. Postpone this item.

STAFF RECOMMENDATION:
Staff recommends awarding the two-year agreement with Alliance Pump & Mechanical Services, Inc., who provided the low and best bid.

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 a two-year agreement with Alliance Pump & Mechanical Services, Inc. for on-call pump maintenance.

ATTACHMENTS:
1. Bid Tabulation

**City of Parkville**

# Bid Tabulation

**2023-2025 On-Call Pump Maintenance and Repair Services**

| Description | | Renewal Contract Quotes FTC Equipment KCMO | * Fluid Equipment Riverside, MO | Alliance Pump & Mech.Service, Inc. Independence, MO |
|---|---|---|---|---|
| | | | BIDDER 1 | BIDDER 2 |
| **Description** | | **Unit Price** | **Unit Price** | **Unit Price** |
| Sub/Supplier List Included | | No | No | No |
| Report Samples Included | | Yes | No | No |

| Item | NON-EMERGENCY PREVENTATIVE MAINT. SERVICES | Flat Rate | Flat Rate | Flat Rate |
|---|---|---|---|---|
| 1 | Hwy FF pump station - (2) Smith & Loveless Pumps Model #4B3B 15HP | 300.00 | 919.00 | 342.50 |
| 2 | McAfee PS - (2) Sulzer Pumps Model #AFP 1077 ME430/4/43.60 68 HP | 400.00 | 919.00 | 457.50 |
| 3 | Pinecrest PS - (2) Sulzer Pumps Model #XFP100E-CB1.2PE105/4 14 HP | 350.00 | 919.00 | 457.50 |
| 4 | 45 Highway PS - (2) Sulzer Pumps Model #XFP100E-CB1.6-PE45/4 6 HP | 300.00 | 633.50 | 457.50 |
| 5 | Nationals (2)- Sulzer Pumps Model #XFP101G-VX.6-PE230/2 30 HP | 350.00 | 633.50 | 457.50 |
| 6 | Riverhills PS (Flygt pumps) Model #31525.181-7791 15 HP | 350.00 | 633.50 | 457.50 |
| 7 | WWTF (3)-ABS and Sulzer Pumps 1-Model #AFP1546.2-M105/4 14 HP, 2- Model #XFP 105E-CB1.4-PE105/4 | 525.00 | 919.00 | 381.50 & 457.50 |
| | **TOTALS** | **$ 2,575.00** | **$ 5,576.50** | **$ 2,630.00** |

| EMERGENCY REPAIR SERVICES | | Flat Rate | Flat Rate | Flat Rate |
|---|---|---|---|---|
| Field Mechanic | Regular Hrly | 100.00 | 150.00 | 115.00 |
| | OT Hrly | 150.00 | 220.00 | 172.50 |
| | W/E Hrly | 150.00 | 220.00 | 172.50 |
| | Holiday Hrly | 200.00 | 294.00 | 230.00 |
| Shop Mechanic | Regular Hrly | 100.00 | 124.00 | 115.00 |
| | OT Hrly | 150.00 | 186.00 | 172.50 |
| | W/E Hrly | 150.00 | 186.00 | 172.50 |
| | Holiday Hrly | 200.00 | 249.00 | 230.00 |
| Confined Space Entry | Regular Hrly | 100.00 | 150.00 per day | 125.00 per day |
| | OT Hrly | 150.00 | 150.00 per day | 125.00 per day |
| | W/E Hrly | 150.00 | 150.00 per day | 125.00 per day |
| | Holiday Hrly | 200.00 | 150.00 per day | 125.00 per day |
| BOOM Truck Trip charge (Including Operator) | Regular Hrly | 150.00 | 50.00 | 225.00 |
| | OT Hrly | 150.00 | 50.00 | 225.00 |
| | W/E Hrly | 150.00 | 50.00 | 225.00 |
| | Holiday Hrly | 150.00 | 50.00 | 225.00 |
| **COMMON REPAIRS** | | | | |
| Basic Repair: Seals, O-Rings, hardware | Non-Emerg. | 1,050.00 | 750.00 | 2,459.65 |
| | Emerg. | 1,500.00 | 1,100.00 | 3,664.65 |
| | W/E Hrly | 1,500.00 | 1,100.00 | 4,069.65 |
| | Holiday Hrly | 1,500.00 | 294.00 | 4,069.65 |
| Submersible Pump Motor Rewind OHP-70HP | Non-Emerg. | 500.00 | 120.00 per HP | 67.00 |
| | Emerg. | 750.00 | 120.00 per HP | 73.00 |
| | W/E Hrly | 750.00 | 120.00 per HP | 77.10 |
| | Holiday Hrly | 750.00 | 120.00 per HP | 77.10 |
| Vibration Analyses & Report | Non-Emerg. | 250.00 | No Bid | 650.00 |
| | Emerg. | 250.00 | No Bid | 825.00 |
| | W/E Hrly | 250.00 | No Bid | 890.00 |
| | Holiday Hrly | 250.00 | No Bid | 940.00 |
| Replace Bearings & Seals | Non-Emerg. | 1,050.00 | 1,500.00 | 3,190.76 |
| | Emerg. | 1,500.00 | 2,200.00 | 3,995.76 |
| | W/E Hrly | 1,500.00 | 2,200.00 | 4,874.76 |
| | Holiday Hrly | 1,500.00 | 294.00 | 4,874.76 |
| Replace Seals Only | Non-Emerg. | 750.00 | 450.00 | 2,459.65 |
| | Emerg. | 950.00 | 660.00 | 3,264.65 |
| | W/E Hrly | 950.00 | 660.00 | 4,069.65 |
| | Holiday Hrly | 950.00 | 294.00 | 4,069.65 |
| Replace Power Cord | Non-Emerg. | 250.00 | 600.00 | 2,700.11 |
| | Emerg. | 250.00 | 880.00 | 3,160.11 |
| | W/E Hrly | 250.00 | 880.00 | 3,620.11 |
| | Holiday Hrly | 250.00 | 294.00 | 3,620.11 |
| **TOTALS** | | **$ 2,400.00** | **$ 1,829.00** | **$ 2,280.00** |

| | | | | |
|---|---|---|---|---|
| Percent Markup | $0.00-$1,999.00 | 0.30 | 0.33 | 0.25 |
| | $2,000 - $4,999.00 | 0.30 | 0.33 | 0.23 |
| | $5,000 and up | 0.25 | 0.33 | 0.20 |

| | | | |
|---|---|---|---|
| **GRAND TOTALS** | **$ 4,975.00** | **$ 7,405.50** | **$ 4,910.00** |

** Bidder No. 1 did not acknowledge Addendum No. 1 and did not use the revised bid form with pump revisions*