



FINANCE COMMITTEE

Monday, January 8, 2024 4:30 PM

Administration Conference Room, City Hall

- 1. Call to Order**
- 2. Financial Updates**
- 3. Action Items**
 - A. Approve the minutes for the December 11, 2023, meeting
 - B. Approve an agreement with Platte County Parks to maintain and use the Brush Creek Trail (Parks)
- 4. Non-Action Items**
 - A. Quarterly Projects Update
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



Finance Committee Meeting
Monday, December 11, 2023 4:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

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

Members Present: Chair Douglas Wylie, Vice Chair Bob Bennett, Dean Katerndahl, Philip Wassmer and Michael Lee (*via videoconference*)

City Staff Present: City Administrator Alexa Barton, Deputy City Administrator/Finance Director Bryan Kidney, Police Chief Kevin Chrisman (*via videoconference*), Community Development Director Stephen Lachky (*via videoconference*) and City Clerk Melissa McChesney

2. Financial Updates

3. Action Items

A. Approve the minutes for the November 27, 2023, meeting

Bob Bennett moved to approve the minutes for the November 27, 2023, meeting. Philip Wassmer seconded; motion passed 5-0.

B. Approve a resolution to amend the Purchasing Policy

City Administrator Alexa Barton provided an overview of the changes to the Purchasing Policy, noting that the biggest change was the approval thresholds. Other changes included increasing the sewer emergency approval to \$150,000, the addition of information about cooperative purchasing and qualifications-based purchases, reference to E-Verify, update to the prevailing wage law that exempted amounts at or under \$75,000 and the payment methodology for Missouri 4th class cities.

Bennett moved to recommend that the Board of Aldermen approve a resolution amending the Purchasing Policy, as presented. Wassmer seconded; motion passed 5-0.

C. Amend the agreement with Randy Hollar, LLC (CPA) to update the hourly rate for services and commence with converting sewer utility billing data from gWorks to INCODE

City Administrator Alexa Barton said that the proposed amendment included an update to the hourly rate and additional assistance to transition sewer billing to InCode, which she said would help if the Board of Aldermen decided to sell the system, and it was approved by a public vote. If the Platte County Regional Sewer District (PCRSB) determined it did not want to purchase the system, the City had the option of contracting with someone else, bringing it in-house and hiring staff or selling it to someone else. The PCRSB Board of Directors approved the operation and maintenance agreement and an amendment would be needed to add utility billing administration. She added that the plan was to convert the

sewer billing to InCode to be more efficient.

Bennett moved to recommend that the Board of Aldermen approve an amendment to the agreement with Randy Hollar LLC and commence with converting sewer utility billing data from gWorks to INCODE through on-call provider Randy Hollar, LLC (CPA). Wassmer seconded; motion passed 5-0.

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

City Administrator Alexa Barton said the contract renewal kept Curious Eye Productions to assist with broadcasting services and updates, if needed.

Bennett moved to recommend that the Board of Aldermen approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting through December 31, 2026. Wassmer seconded; motion passed 5-0.

E. Approve a purchase order with Brenntag Mid-South Inc. for Robin 4000 odor control chemicals for the sanitary sewer lines in the Riss Lake subdivision

City Administrator Alexa Barton said that the City used Robin 4000 for many years. Staff tried a different chemical, but it did not work so staff recommends going back to using Robin 4000.

Bennett moved to recommend that the Board of Aldermen approve the purchase order with Brenntag Mid-South, Inc. for Robin 4000 odor control chemical for a unit price of \$0.363 per pound. Wassmer seconded; motion passed 5-0.

4. Non-Action Items

5. Unfinished Business (postponed from prior meetings)

6. Other Business

City Administrator Alexa Barton said that staff was looking into changing vacation accruals in the City's Personnel Policy in order to reduce the liability to the City.

Deputy City Administrator/Finance Director Bryan Kidney stated there were three items regarding vacation accruals that staff wanted to answer. They included being competitive in retaining employees and attracting applicants; administration of the policy; and capping the total number of vacation hours employees could accrue. In the existing policy, one- to five-year employees' vacation accruals were standard compared to other entities at 80 hours per year. For employees with five or more years of service, the City was behind other entities.

The proposed amendment would correlate with the policies at Lee's Summit and Riverside. It would include new employees receiving 40 hours, which was not standard among other entities, and capping vacation hours at 200. It would be presented to the Board of Aldermen on December 19 and, if approved, would become effective January 1, 2024.

7. Adjourn

Chair Wylie adjourned the meeting at 5:08 p.m.

Submitted by:

Melissa McChesney
City Clerk

Approval Date

CITY OF PARKVILLE

Policy Report

Date: November 21, 2023

Prepared By:

Brittanie Propes, Parks & Recreation Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve an agreement with Platte County Parks to maintain and use the Brush Creek Trail (Parks)

BACKGROUND:

The Brush Creek Trail is a two-mile, 10-foot wide concrete trail that provides a scenic and inviting outdoor experience for residents and visitors alike. This trail is set to become a vital connector within the Platte County trail system, linking to the Southern Platte Pass Trail. It is also an essential component of Platte County's long-term plan to connect existing neighborhoods, like Thousand Oaks, to the trail system. Plans are being prepared to extend the trail to the Thousand Oaks neighborhood and across Park Hill School District's planned elementary school. Both trail extensions should be under construction this spring and summer. The trailhead to access this trail is located at 15500 NW River Road.

Platte County funded and managed the construction of the trail with the intent of partnering with the City for continued trail maintenance. Per the Brush Creek Trail Maintenance Agreement, the City will be responsible for ongoing maintenance and operations of the trail and the County will be responsible for capital maintenance projects.

STRATEGIC GOAL(S):

- Infrastructure and Public Facilities
- Parks and Recreation

BUDGET IMPACT:

A portion of the use tax, that passed in 2023, will be used to fund the maintenance of multi-use trails and recreational trails. The Use Tax Fund will be used for ongoing maintenance and operations of the Brush Creek Trail.

ALTERNATIVES:

1. Approve the agreement with Platte County for the Brush Creek Trail.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

Staff recommends to approve the maintenance agreement with Platte County Parks for the Brush Creek Trail.

POLICY:

Intergovernmental agreements require an ordinance.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve the agreement with Platte County Parks for the maintenance and use of the Brush Creek Trail.

ATTACHMENTS:

1. Agreement
2. Draft Ordinance

**BRUSH CREEK TRAIL
CONSTRUCTION, MAINTENANCE & USE AGREEMENT
BRUSH CREEK TRAIL INTERGOVERNMENTAL COOPERATIVE
AGREEMENT**

THIS AGREEMENT is made and entered into this ____ day of _____, 2024, by and between the the City of Parkville, Missouri, a fourth-class city (“Parkville”) and Platte County, Missouri, a first-class county (“County”), collectively known as the parties to this Agreement (“Parties”).

WHEREAS, municipalities, counties and other entities in the Kansas City metropolitan area are engaged in efforts to establish a recreational trail in Platte County and running through multiple areas governed by multiple local governments, and

WHEREAS, The Parties have all deemed it a high priority to develop recreational facilities to meet the needs of city and county residents, and

WHEREAS, The Parties in cooperation with other entities, are engaged in the planning of a pedestrian and bicycling shared use path known as the Brush Creek Trail, (the “Project”),

WHEREAS, the proposal for the Project includes the planning, engineering, construction and maintenance of the pedestrian and bicycling shared use path on lands and easements acquired by the Parties, and

WHEREAS, The Parties desire to enter into this Agreement to address the duties and responsibilities of the Parties hereto with regard to the construction, operation and maintenance of the Project,

IN CONSIDERATION OF the mutual promises, covenants, and agreements herein contained, the adequacy and sufficiency of which are hereby acknowledged, the parties do mutually promise, covenant and agree to the following:

1. **Term.** This Agreement shall remain in effect until amended or terminated by written consent of the Parties. The Agreement may be amended at any time by mutual written agreement of the Parties, including amendments for future extensions of the Brush Creek Trail by mutual written agreement of the County and respective city for which future extensions may be agreed upon.

The Agreement may be terminated by any of the Parties by giving the other parties no less than twelve (12) months written notice of intent to terminate the Agreement.

2. **Project Purpose and Scope.** The purpose of the Brush Creek Trail project is to develop a pedestrian and bicycling shared use path for public recreational and alternative transportation use. Project shall run from NW River Road to the Creekside development.

The scope of the Project shall include the development of a paved trail and related improvements as generally described on Exhibit A, attached hereto and any other Project related improvements as agreed upon by the Parties. The Project may be built in phases upon lands and easements currently owned and or controlled by the Parties or additional lands or easements acquired by the Parties for the purpose of Project.

3. **Project Planning and Engineering.** The Parties shall cooperate with respect to the planning and engineering of the Project. Preliminary designs, final designs, construction documents, and as-built documents shall be created for the Project.

County shall be responsible for all costs related to Project planning and engineering.

4. **Project Development and Construction.** After approval of the final design and construction documents for the Project, the County shall be responsible for advertising the Project for public bid and awarding the contract for construction to the lowest and best bidder in the sole discretion of the County. County shall be responsible for all construction costs associated with the Project, and shall establish itself as the contact agency for all construction service providers, including engineers and contractors under Section 3 above.

Parties shall cooperate with respect to all permitting required for the Project.

County shall ensure that Project construction is properly inspected and materials tested for compliance with approved Project design and construction specifications. Parkville officials shall have access to Project site at all times to review and inspect construction progress.

Upon notice of completion by contractor that all required work has been completed, Parties shall perform a final inspection of the Project. All Parties shall individually review and approve final construction of the built Project before Project may be opened to the public for use.

After initial Project construction, any significant modification or addition to Project or trail easement area must be mutually approved by the Parties.

5. **Project Operation and Maintenance.** Upon acceptance of the built Project Parties shall share responsibilities for operation and ongoing maintenance of the Project as follows:

- (a) **Operations, Maintenance, and Programming.** The City of Parkville shall be responsible for all operation and maintenance of the Project. The City of Parkville shall ensure that all invoices, bills or other demands for payment related to operation and maintenance are addressed. Such operation and maintenance under this Section shall consist of any necessary activity to ensure an aesthetically pleasing, safe and secure environment for trail users including the following:

- (i) *Grounds maintenance, mowing and vegetation control:* Grass and other vegetation within the easement area shall be mowed and trimmed on a regular basis, consistent with mowing and trimming practices for other sections of the trail. Erosion areas shall be filled and re-seeded. Surface

areas covered with rock or non-vegetative ground cover shall be kept free of weeds and debris.

Trees: Trees shall be pruned to prevent low, damaged, or dead limbs from the trail use area.

Trail Surface: Trail surface shall be maintained to ensure a clean, clear and suitable condition for recreational use. Repairs such as crack filling and pothole patching shall be done as needed to keep surface smooth and free of trip hazards.

Access Points and Gates: The City of Parkville shall be responsible for the maintenance of all trail perimeter fencing, access points and gates and shall keep all in a good condition, free of rips, tears, holes, sharp edges or foreign objects.

- (ii) *Litter Control:* The City of Parkville shall be responsible for trash and debris removal on and near the trail.
 - (iii) *Trail signage and furnishings:* The City of Parkville shall be responsible for maintenance of any signage or trail furnishings installed along trail. Responsibilities include cleaning, painting, repairing, and securing as needed.
 - (iv) *Other Maintenance:* The City of Parkville shall determine all other minimum maintenance standards for the easement area and will perform operations and maintenance responsibilities in a manner consistent with the operations and maintenance of other similar parks facilities under the ownership and control of The City of Parkville.
 - (v) *Programming:* The City of Parkville, at their sole discretion, may charge for rentals, programs and special events held in the easement area.
- (b) **Capital Maintenance.** County shall assume and be responsible for all capital maintenance and replacement for all Project improvements developed under this Agreement. Capital maintenance and replacement shall include major tasks such as resurfacing of trail paving and replacement or removal of unsafe or damaged infrastructure that is beyond repair.
- (c) **Natural Disaster Preparedness and Recovery.** Due to Project location fronting the Brush Creek, the trail area may flood frequently. Parties shall cooperate mutually with respect to natural disaster preparedness and recovery resulting from damage to the Project, including closure of the trail easement area, post disaster clean-up, and management of state and federal assistance related to any natural disaster damage to the Project. City agree to address minor flooding events as they may occur from time to time consistent with routine maintenance responsibilities described in Section (a) above. City shall be responsible for initial debris and siltation removal resulting from natural disasters through the commitment of in-

kind manpower and equipment resources not to exceed the County's property insurance deductible of Twenty-Five Thousand Dollars (\$25,000). County shall be responsible for repair and restoration of Project improvements damaged as a result of natural disasters, beyond the cities initial efforts, from County's insurance proceeds, federal and state assistance grants, or other available sources.

6. **Trail Security.** All local ordinances and/or laws for the City and the County as applicable to the Project site within the respective jurisdictions will be enforced by the cities and the County.
7. **Insurance.**
 - (a) The City shall secure commercial general liability insurance policies for coverage of the injuries and damage for which the Parties, as political subdivisions, are legally obligated under Missouri Law. Each policy shall have minimum limits as the Cities deem appropriate through their standard insurance provider, but in no event shall any policy exceed the statutory maximum amount specified in Section 537.610 R.S.Mo. as of the date of this Agreement, for all claims arising out of a single occurrence. The insurance policies shall be maintained in force during the term of this Agreement and such insurance policies shall name specifically Cities and County as additional insured parties. A verified copy of such insurance policy or policies shall be sent to each party hereto, together with the Certificate(s) of Insurance stating that the policies are in full force and effect and that the same will not be altered, amended or terminated without ten (10) days prior written notice to the other parties hereto.
 - (b) County shall secure general property insurance policies to cover damage or loss for covered incidents through County's standard insurance provider, Midwest Public Risk, or other provider as determined by the County.
 - (c) Notwithstanding anything herein to the contrary, no provision, term, or condition in this agreement shall constitute, or be construed as, a waiver of the defenses of a sovereign immunity, official immunity, or governmental immunity by whatever name as set forth in Section 537.600 R.S.Mo. et seq., for any monetary amount whatsoever, or of any other defenses, howsoever named, that are, or in the future may become, available to the parties by statute or common law.
8. **Public Use.** All facilities and amenities located within trail easement area will be available to the public during normal operating hours established by the City consistent with other park and recreational facilities managed by the City.
9. **Project Identification.** Parties agree that the Project shall be named and identified as a continuous section of the "Brush Creek Trail". Parties may agree to cooperate and establish alternative names or references for any sub-area or alternative name for the Project by mutual written agreement of the Parties.
10. **Notice.** Any notice, demand, communication, or request required or permitted hereunder shall be in writing, except where otherwise herein designated by telephone, and delivered

in person or sent by certified, return receipt requested, via United States mail, or via facsimile transmission, as follows:

If to Parkville: City of Parkville
 8880 Clark Avenue
 Parkville, Missouri 64152
 Attn: City Administrator
 Phone: (816) 741-7676
 Fax: (816) 741-0031

If to County: Platte County, Missouri
 Parks & Recreation Department
 415 Third Street
 Platte City, MO 64709
 Attn: Director
 Phone: (816) 858-3419
 Fax: (816) 858-1999

Notices shall be effective when received at the address as specified above. Changes in the addresses to which notice is to be sent may be made from time-to-time by written notice. Facsimile transmission is acceptable notice, effective when received; however, facsimile transmissions received (i.e., printed) after 4:30 p.m. or on weekends or holidays, will be deemed received on the next business day. The original items which are transmitted by facsimile equipment must also be mailed as required and provided by this Section.

11. **Independence of Agreement.** It is understood and agreed that nothing herein contained is intended or should be construed as in any way establishing the relationship of co-partners or a joint venture between any of the parties hereto, or as constituting any party as an agent, representative or employee of the other for any purpose whatsoever.
12. **Waiver.** The failure of any party to at any time to require performance by another party of any provision hereof shall in no way affect the right of the non-requiring party thereafter to enforce same. No waiver shall be effective unless in writing. Nor shall waiver by any party of any breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of any provision itself.
13. **Laws to Govern.** This Agreement shall be governed by the laws of the State of Missouri both as to interpretation and performance. Any and all legal action necessary to enforce this Agreement will be held in Platte County, Missouri, and the Agreement will be interpreted according to the laws of the State of Missouri.
14. **Compliance with Laws.** Each party hereto shall conduct its operations and perform its duties under this Agreement in compliance with all applicable Federal, State and local laws, ordinances, orders and regulations.

15. **Severability.** If any provision of this Agreement shall be declared illegal, void or unenforceable by a court of competent jurisdiction, the other provisions shall not be affected but shall remain in full force and effect.
16. **Assignment and Subletting.** No party shall make any assignment of this Agreement or any right or obligation occurring under this Agreement in whole or in part without the express written consent of all Parties hereto. The Parties hereto shall have full discretion to approve or deny, with or without cause, any proposed or actual assignment of this Agreement. Any assignment of this Agreement made without the express written consent of all parties hereto shall be null and void and shall be grounds for immediate termination, notwithstanding the termination notice provisions described in Section 1 above.
17. **Modification.** This Agreement constitutes the entire Agreement and understanding between the Parties, and it shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the Parties hereto.
18. **Additional Provisions.** This Agreement has been negotiated, executed, accepted and entered into in the State of Missouri. Paragraph headings herein have no legal significance. When the context hereof requires, the use of any gender includes all genders, and the singular includes the plural, and, vice versa. All parties signing in a representative capacity warrant that they have all requisite authority to enter into this Agreement and consummate the transaction herein contemplated. No inference in favor of or against any party shall be drawn from such party having been the party to draft any portion hereof.

IN WITNESS WHEREOF, the Cities, acting by and through their respective Board of Aldermen, the County, acting by and through its County Commission, have authorized this Agreement to be executed the day and year first written above.

CITY OF PARKVILLE, MISSOURI

Mayor

Attest: _____
City Clerk

PLATTE COUNTY, MISSOURI

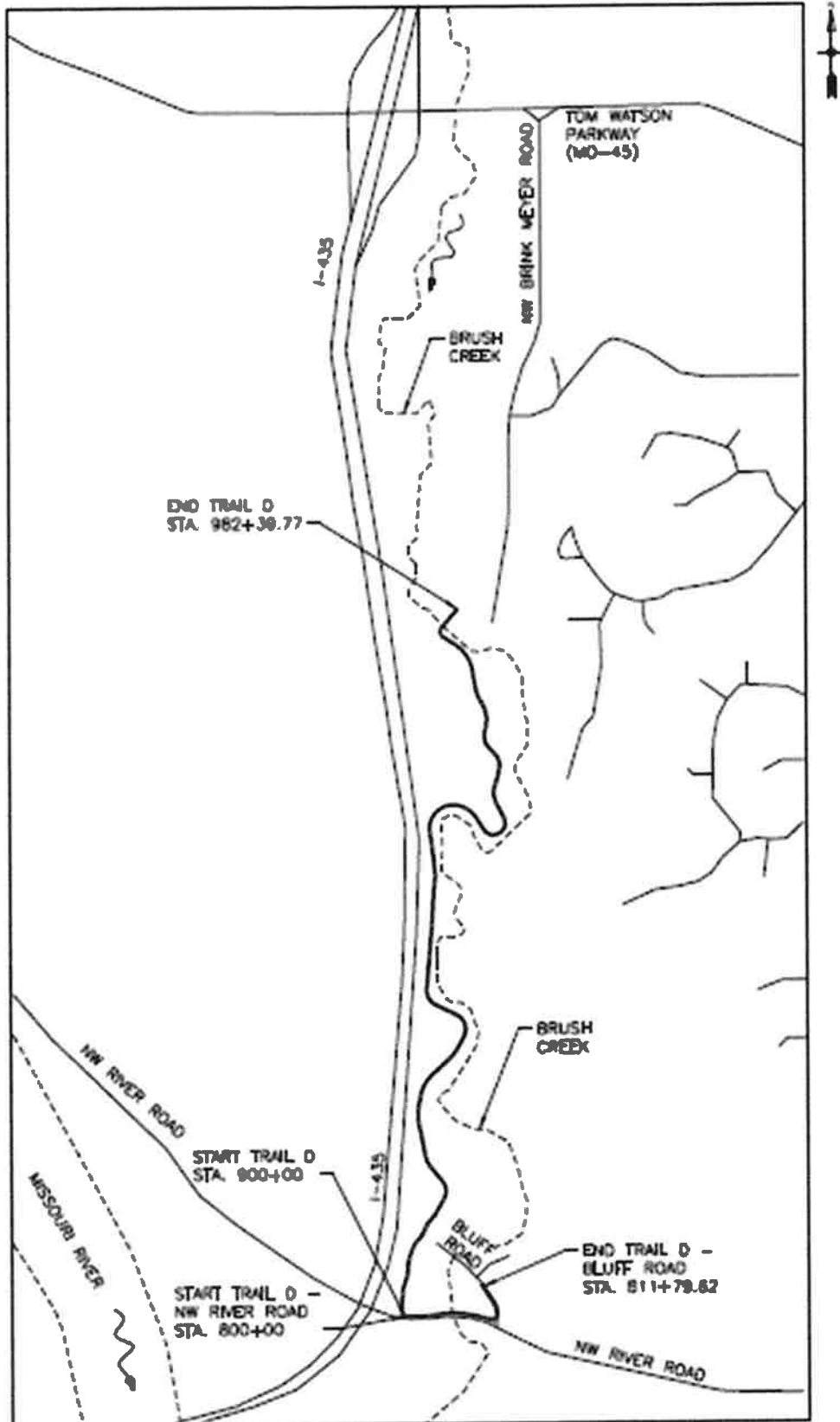
Presiding Commissioner

Attest: _____
County Clerk

Approved as to form and legality:

County Counselor

EXHIBIT A



BILL NO. ____

ORDINANCE NO. ____

AN ORDINANCE APPROVING AN INTERGOVERNMENTAL COOPERATIVE AGREEMENT WITH PLATTE COUNTY FOR THE OPERATION AND MAINTENANCE OF THE BRUSH CREEK TRAIL

WHEREAS, the purpose of the Brush Creek Trail is a pedestrian and bicycling shared use path for public recreational and alternative transportation use; and

WHEREAS, the project runs from NW River Road to the Creekside development; and

WHEREAS, the City of Parkville shall be responsible for all operation and maintenance of the Brush Creek Trail; and

WHEREAS, Platte County will be responsible for all capital maintenance and replacement for all trail improvements developed.

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

Section 1. The Mayor is hereby authorized to sign the intergovernmental cooperative agreement with Platte County, attached hereto and incorporated herein by reference.

Section 2. This ordinance shall be in effect immediately upon its passage and approval.

PASSED and APPROVED this 16th day of January 2024.

Mayor Dean Katerndahl

ATTESTED:

City Clerk Melissa McChesney

Division	Type	New or Replace	Name	Project Description	Funding Source	2022 Roll-Over	2023 Budget	Q1 Spent	Q2 Spent	Q3 Spent	Q4 Spent	2023 Funds Remaining	Status / Projected Quarter	Comments
Admin/IT	Equipment	Replacement	Computer Replacement Cycle	Continue cycle to replace 25% of office computers each year in order to maintain a four-year replacement cycle for software, hardware, operating systems, and warranties	100% General Fund	\$ -	\$ 8,750	\$ -	\$ -	\$ -	\$ -	\$ 8,750	ONGOING	
Admin/IT	Software	New	Records Management Software	Electronic storage software for City records (not email) to allow for enhanced search capabilities.	100% General Fund	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 6,700	\$ 8,300	COMPLETED	Contracted with Laserfiche; completed administrative and user training in December.
Admin	Project	Replacement	City Hall Building Repairs	Repairs to City Hall	100% General Fund	\$ 25,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,883	Rollover from 2022	
Admin	Project	Replacement	City Hall External Security	Install external security measure on City Hall	100% General Fund	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	Rollover from 2022	
Admin	Project	Replacement	Security System	Security system upgrade	100% General Fund	\$ 11,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,041	Rollover from 2022	
TOTAL ADMIN/IT/Court						\$ 44,424	\$ 23,750	\$ -	\$ -	\$ -	\$ 6,700	\$ 68,174		
CD	Project	New	Architectural Design Standards	The City's Title IV – Development Code (Chapter 403 Applications & Procedures processes) requires major site plans, minor site plans, preliminary development plans and final development plans to meet development and design standards of the code.	100% General Fund	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	IN PROCESS	Board of Aldermen approved contract with Confluence on July 18th; Steering Committee (i.e., Planning and Zoning Commission) convened their first project workshop on October 10, 2023.
CD	Project	New	ADA Transition Plan	The Parkville ADA Transition Plan is a Mid-America Regional Council (MARC) 2023 Planning Sustainable Places (PSP) project that involves the creation of a citywide ADA transition plan to ensure all individuals with disabilities have reasonable access to public accomodations via the citywide transportation system.	100% General Fund	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	IN PROCESS	Consultant team from ACTServices selected. MARC executed contract/agreement on August 25th conducted our downtown ADA audit with ACTServices. Drafting final report and project is 90% completed (need to complete City staff training).
CD	Project	New	Housing Density Study	The Parkville Housing Study is a housing inventory & future growth analysis to identify the community's current housing needs.	100% General Fund	\$ -	\$ 5,000					\$ 5,000	CANCELLED	This project was a planned joint effort between the City and PACE, with the majority of costs covered via an Evergy grant-matching funding opportunity; however, Evergy is no longer able to provide said funding.
TOTAL COMMUNITY DEVELOPMENT						\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000		
Police	Equipment	Replacement	Patrol Vehicle	Purchase one AWD Police Vehicle including emergency equipment, video, radio, etc.	100% General Fund	\$ 42,130	\$ 47,870	\$ 58,744	\$ -	\$ -	\$ -	\$ 31,256	Completed	
Police	Equipment	Replacement	In-Car Video Systems	Replace existing in-car video system with updated system. Will be on a five-year maintenance cycle to match warranty pending wear and tear.	100% General Fund	\$ -	\$ 4,303	\$ -	\$ -	\$ -	\$ -	\$ 4,303	Completed	
Police	Project	New	Police Co-Location Planning	Design/engineering of a Police Annex location vs. Lease of multi-use space	100% General Fund	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	Rollover from 2022	On-Call Architect/Designer - Clark/Enerson
Police	Project	New	Park Cameras	Install four new cameras in the park	100% General Fund	\$ 9,500	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 15,000	Cpmpleted	
Police	Equipment	Replacement	Holding Cell Toilet	Replace toilet in holding cell	100% General Fund	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	Rollover from 2021	Jeff Rhodes exploring options for replacement
TOTAL POLICE						\$ 61,630	\$ 87,673	\$ 58,744	\$ -	\$ -	\$ -	\$ 90,559		

Division	Type	New or Replace	Name	Project Description	Funding Source	2022 Roll-Over	2023 Budget	Q1 Spent	Q2 Spent	Q3 Spent	Q4 Spent	2023 Funds Remaining	Status / Projected Quarter	Comments
PW	Project	New	Thousand Oaks Tornado Siren	Install new tornado siren in Thousand Oaks	100% General Fund	\$ -	\$ 26,000	\$ 1,750	\$ 19,840	\$ 8,882	\$ 3,250	\$ 4,410	Complete	
PW	Project	New	Public Parking Lot Lease/Purchase	Lease/purchase payment for a public parking lot. The lease/payment will continue until 2043 (25 years from 2018 = \$551,025), for the use of the public parking lot for 99 years.	100% General Fund	\$ -	\$ 22,041	\$ -	\$ -	\$ -	\$ -	\$ 22,041		
TOTAL PW						\$ -	\$ 48,041	\$ 1,750	\$ 19,840	\$ 8,882	\$ 3,250	\$ 46,291		
TOTAL GENERAL FUND						\$ 106,054	\$ 209,464	\$ 60,494	\$ 19,840	\$ 8,882	\$ 9,950	\$ 255,024		
Sewer	Equipment	Replacement	CCTV	Program to clean and televise a portion of the 15,000 feet per year of the City's sewers.	Sewer Fund	\$ -	\$ 62,700	\$ -	\$ 32,676	\$ 10,255	\$ -	\$ 62,700	Complete	
Sewer	Equipment	Replacement	Pinecrest Pump Station	Pinecrese Wiring Replacement	Sewer Fund	\$ -	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ 6,500	Delayed	Project pushed to 2024 due to other pump station failures.
Sewer	Equipment	Replacement	45 HWY Pump Station	45HWY Pump Rebuild	Sewer Fund	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500	Delayed	Project pushed to 2025 due to other pump station failures.
Sewer	Equipment	Replacement	RAS Pump VFD Replacement	Replace VFD for RAS Pump at WWTP	Sewer Fund	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500	Delayed	Due to time restrictions and other WWTP work this was not able to be scheduled.
Sewer	Equipment	Replacement	Clarifier Drives Replacement	Purchase 2 replacement hydraulic clarifier drives	Sewer Fund	\$ -	\$ 27,500	\$ 24,990	\$ -	\$ -	\$ -	\$ 2,510	Complete	One drive was replaced when the east clarifier had emergency repairs. The other is planned for 2024 CIP.
Sewer	Equipment	Replacement	Clarifier Drive Installation	Install 2 replacement hydrauliz clarifier drives	Sewer Fund	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000	Delayed	One drive was replaced when the east clarifier had emergency repairs. The other is planned for 2024 CIP.
Sewer	Equipment	Replacement	Clarifier Drive T-Valve Replacement	Replace Leaking Telescoping valve inside of RAS pump well - west clarifier	Sewer Fund	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ 21,000	Delayed	Delayed due to the emergency repair on the East Clarifier, this was moved to 2024 CIP.
Sewer	Equipment	Replacement	UV Bulbs & Sleeves	Replace UV Bulbs, sleeves, ballasts	Sewer Fund	\$ -	\$ 17,000	\$ 8,399	\$ 175	\$ 1,575	\$ 6,430	\$ 8,601	Complete	UV improvements made, additional electrical work planned in 2026 & 2027.
Sewer	Equipment	Replacement	Riss Lake Low-Pressure System (LPS) Repairs	Proactive repairs to valves, clean out, and pits/vaults maintenance	Sewer Fund	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	Delayed	Project delayed as part of the larger repair contract to fund East Clarifier Emergency repair.
Sewer	Equipment	Replacement	Easement Clearing - Melody Ln & Country Gardens	Clearing trees and grading improvements ot restore access to sewer lines	Sewer Fund	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ 19,305	\$ 29,000	Completed	Completed as part of the 2023 Sanitary Sewer Repair project.
Sewer	Project	Replacement	Mini-Camera	Small CCTV camera for small segment of pipe review	Sewer Fund	\$ -	\$ 16,000	\$ 14,461	\$ -	\$ -	\$ -	\$ 1,539	Completed	
Sewer	Project	Replacement	Odor Control Fence	Replace fencing that surrounds bioxide injection system off of Riss Lake Dr.	Sewer Fund	\$ -	\$ 20,000	\$ 6,557	\$ -	\$ -	\$ -	\$ 13,443	Complete	Fence replaced as part of the Odor Control rehabilitation project.
Sewer	Project	Replacement	System Renewal Plan	Engineering study to analyze asset classes, project costs and plan for renewal of the entire sewer system - for the next 10 years	Sewer Fund	\$ -	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ 19,000	Delayed	Study delayed pending transfer of operations. Analysis planned for 2024.
Sewer	Project	New	System Valuation Analysis	Professional Services Agreement / Overhead allocation review, analysis, and rate study	Sewer Fund	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	Delayed	Study delayed pending transfer of operations. Analysis planned for 2024.
Sewer	Equipment	Replacement	Mixer	Replacement of one submersible propeller mixer in Aeration Basin tank.	100% Sewer Fund	\$ 13,000		\$ -	\$ -	\$ -	\$ -	\$ 13,000	OPEN	

Division	Type	New or Replace	Name	Project Description	Funding Source	2022 Roll-Over	2023 Budget	Q1 Spent	Q2 Spent	Q3 Spent	Q4 Spent	2023 Funds Remaining	Status / Projected Quarter	Comments
Sewer	Equipment	Replacement	Aeration Blower	Reconstruction of 12-year-old Aeration Blower.	100% Sewer Fund	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	OPEN	
Sewer	Equipment	Replacement	Aeration Basin Diffusers	Replace membrane disc air diffusers in aeration tank.	100% Sewer Fund	\$ -	\$ 42,000	\$ 1,707	\$ 524	\$ -	\$ -	\$ 40,293		
Sewer	Equipment	Replacement	Clarifier Drive	Rebuild two clarifier drives at WWTP. Includes new valves and fittings.	100% Sewer Fund	\$ 17,000		\$ -	\$ -	\$ -	\$ -	\$ 17,000	Rollover from 2022	Completed as part of the 2023 Sanitary Sewer Repair project.
Sewer	Equipment	Replacement	Sludge Buggy	Replace used trailer used to land-apply liquid sludge.	100% Sewer Fund	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ 10,000	Rollover from 2022	
Sewer	Equipment	New	Ongoing Sanitary Sewer Repairs	Periodic projects to rebuild sewer pipes, using the CIP process.	100% Sewer Fund	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 119,105	\$ 250,000	Complte	Project scope reduced due to balancing funds, project completed with reduced scope.
Sewer	Equipment	New	SCADA	Rebuild hardware, re-program new computer system and training for SCADA system.	100% Sewer Fund	\$ -	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ 58,000	Delayed	Not able to be scheduled with emergency clarifier repair, planned for 2024 CIP.
Sewer	Project	Replacement	Odor Control Rehabilitation	Replacement of odor control injection system.	100% Sewer Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000		Completed	
TOTAL SEWER						\$ 40,000	\$ 686,700	\$ 56,114	\$ 33,375	\$ 11,830	\$ 269,840	\$ 670,586		
Transportation	Equipment	New	Dump Truck	Purchase new truck and snowplowing equipment for Streets .	100% Transportation Fund	\$ 70,000	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000	OPEN	Truck deferred to 2023. Purchase of equipment in 2022.
Transportation	Equipment	New	Snow Box Attachment	New Snow box attachment for plowing parking lots and small spaces	100% Transportation Fund	\$ -	\$ 5,000					\$ 5,000	Delayed	Delayed due to new truck plan.
Transportation	Maintenance	New	2" Asphalt Mill and Overlay	Contractor to mill and overlay existing asphalt streets in the City that have become deteriorated.	100% Transportation Fund	\$ -	\$ 350,000	\$ -	\$ -	\$ 290,380	\$ -	\$ 350,000	Complete	
Transportation	Maintenance	New	Curb & Sidewalk Repair	Repair defective sections of curb and sidewalk due to general deterioration.	100% Transportation Fund	\$ -	\$ 100,000	\$ -	\$ -	\$ 87,173	\$ -	\$ 100,000	Complete	
Transportation	Maintenance	New	Crack Sealing	Crack sealing of existing street in the City. Includes rental of crack sealing machine and crack seal material.	100% Transportation Fund	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 6,000	\$ 15,000	Complete	Crack seal machine purchased. Amount listed represents the cost of materials.
Transportation	Maintenance	New	Street Striping	Needed to re-paint areas on the pavement such as centerlines and stop bars for traffic safety.	100% Transportation Fund	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	CANCELLED	Project cancelled due to bid prices, rolled into 2024 CIP striping.
TOTAL TRANSPORTATION						\$ 70,000	\$ 585,000	\$ -	\$ -	\$ 377,553	\$ 6,000	\$ 585,000		
Parks Sales Tax	Project	Replacement	Watkins Park Improvements	Construct shelter, parking and playground in Watkins Park.	60% Parks Sales Tax 40% Outreach Grant	\$ 20,000	\$ -	\$ -	\$ 7,800	\$ -	\$ -	\$ 12,200	Completed Q2	\$7,800 rolled over into 2023 - for trail improvements
Parks Sales Tax	Project	Replacement	Streambank Stabilization near Watkins Park	Improve scour occuring along the streambank bordering Watkins Park.	60% Parks Sales Tax 40% Stormwater Grant	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000	Completed 2022 Q4	Completed 2022
Parks Sales Tax	Project	New	Wetland Educational Area	Outdoor classroom space and kiosks for wetland education.	100% Parks Sales Tax	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	ON HOLD	On hold while we focus on the Wetland restoration project
Parks Sales Tax	Equipment	New	JD 6-Series Tractor	Parks Tractor Lease. 5 years, starting in 2022. Ends in 2027 = \$49,000	100% Parks Sales Tax	\$ 7,000	\$ -		\$ -	\$ -	\$ -	\$ 7,000	ONGOING	5 Years, started in 2022
Parks Sales Tax	Equipment	New	Zero Turn Mower	Purchase of mower for Parks.	100% Parks Sales Tax	\$ 18,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,500	Completed 2022 Q4	Completed 2022
Parks Sales Tax	Project	Replacement	Entry Signs for PLP/ELP	The design and purchase of new entry signs to English Landing and Platte Landing Parks, including wayfinding signs within the parks.	100% Parks Sales Tax	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	ON HOLD	On hold until Farmers Market Project is complete

Division	Type	New or Replace	Name	Project Description	Funding Source	2022 Roll-Over	2023 Budget	Q1 Spent	Q2 Spent	Q3 Spent	Q4 Spent	2023 Funds Remaining	Status / Projected Quarter	Comments
Parks Sales Tax	Equipment	New	Bike Racks and Service Areas	Purchase and installational of bike repair station and bike racks in Parkville.	100% Parks Sales Tax	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	ON HOLD	Seeking grant funding to add additional bike racks and bike fix-it stations.
Parks Sales Tax	Project	New	Brush Clearing along Rt 9 / ELP Frontage	Mowing of significant weed growth between Route 9 and the railroad tracks that impacts the view into English Landing Park.	100% Parks Sales Tax	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	Completed 2022 Q4	Completed 2022
Parks Sales Tax	Project	Replacement	Southern Platte Pass Trail Maintenance	Resurfacing of the asphalt trail along Hwy 45.	100% Parks Sales Tax	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	COMPLETED Q2	Rolled over to 2023 due to weather delays
Parks Sales Tax	Project	Replacement	ELP Electrical Upgrades	Installation of decorative lamp posts and upgrades to electrical pedestals in English Landing Park	60% Parks Sales Tax 40% Outreach Grant	\$ 20,000	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ 15,500	COMPLETED Q3	Decorative lamp posts completed (\$17,800). Upgrades to ELP pedestals completed
Parks Sales Tax	Project	Replacement	Farmers Market	Design and construction of the Farmers Market building.	100% Parks Sales Tax	\$ 20,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000	IN PROCESS	Awaiting response from Platte County regarding Partnership Grant Funding
Parks Sales Tax	Project	New	HWY 9 Trailhead	City's share for constructing a new trailhead along HWY 9 to connect with the Southern Platte Pass at Gateway Park	Parks Sales Tax Partnership Grant	\$ -	\$ 50,000	\$ -	\$ -	\$ 4,500	\$ -	\$ 45,500	IN PROCESS	Received Grant Funding from Outreach Grant. Project in process.
Parks Sales Tax	Equipment	New	ATV/Gator w/ Cab	New ATV/Gator 4-season, park operations	Parks Sales Tax	\$ -	\$ 30,000	\$ -	\$ 27,462	\$ -		\$ 2,538	COMPLETED Q3	Purchased and delivered
Parks Sales Tax	Project	New	PLP Multipurpose Field	City's share to create a field and parking lot to allow placement of the Veterans Memorial - in accordance with the Land & Water Conservation Fund (LWCF) Grant	Parks Sales Tax	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	ON HOLD	Pending the outcome of the Veteran's Memorial being relocated to Spirit Fountain
Parks Sales Tax	Project	New	Master Plan Update	Parks Master Plan - will include an udpated community survey	Parks Sales Tax	\$ -	\$ 34,500	\$ -	\$ -	\$ -	\$ -	\$ 34,500	IN PROCESS	Steering committee has been reviewing proposoals and interviewing firms. BOA will vote 12/5/23
Parks Sales Tax	Equipment	New	Facilities Management Software	Software for reservations and Park event management	Parks Sales Tax	\$ -	\$ 20,000	\$ -	\$ 8,571	\$ -		\$ 11,429	COMPLETED Q4	Staff is in the process of training on the new software. The reservation and program software will go live 3/1/2024
Parks Sales Tax	Maintenance	Replacement	Train Depot Maintenance	Preventative Maintenance on the historic Train Depot	Parks Sales Tax General Fund	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	ON HOLD	Pending Direction from CLARB/BOA and Veterans Memorial. Staff prepared RFP for new uses of Train Depot.
Parks Sales Tax	Maintenance	Replacement	Train Depot Landscaping	Landscaping enhancements at the Train Depot and Spirit Fountain	Parks Sales Tax	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	ON HOLD	See above
Parks Sales Tax	Project	New	PLP Dumpster	Enclosed Dumpster area in PLP	Parks Sales tax	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000	IN PROCESS	Construction approved, anticipated start date late November
Parks Sales Tax	Project	New	Dog Drinking Fountains	Two drinking fountains in the dog parks - one in each enclosure	Parks Sales Taxk	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	IN PROCESS	Seeking additional grant funding
Parks Sales Tax	Maintenance	Replacement	ELP Trail Maintenance	ELP Trail Maintenance - South side of A-Truss Bridge	Parks Sales Tax	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	IN PROCESS	This project will be in Q4 (after busy 5k/10k season ends)
GRAND TOTAL				TOTAL PARKS SALES TAX FUND		\$ 332,500	\$ 471,500	\$ -	\$ 43,833	\$ 9,000	\$ -	\$ 751,167		
GRAND TOTAL						\$ 654,608	\$ 2,064,087	\$ 175,352	\$ 97,048	\$ 407,265	\$ 292,490	\$ 2,420,510		