FINANCE COMMITTEE
Tuesday, February 9, 2021 3:30 PM
Administration Conference Room, City Hall

In light of public health order from Platte County related to the COVID-19 pandemic, and given the nature of the items to be considered at this particular meeting, the members of the Finance Committee will meet via telephone or video conference. Members of the public interested in this meeting are encouraged to listen in on the meeting via the following – Telephone: (312) 626-6799; Meeting ID: 863 0681 5276; Password: 049923 – rather than appear at City Hall (note: occupancy will be limited).

1. **Call to Order**

2. **Financial Updates**
   A. City Administrator Approvals
   B. 4th Quarter 2020 Budget Variance Report

3. **Action Items**
   A. Approve the minutes for the January 25, 2021, meeting
   B. Approve a land use and waste disposal agreement with Damon Pursell Construction for the use of its property for the annual clean-up events in 2021 (Public Works)
   C. Approve Work Authorization No. 131 with North Hills Engineering for the 2021 Sanitary Sewer Repairs program (Public Works)

4. **Non-Action Items**
   A. Quarterly Projects Update
   B. Missouri American Water Rate Increase
   C. Administrative Charge to Sewer Fund Allocation Study

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

6. **Other Business**

7. **Adjourn**

Posted Date & Time: 2/5/21; 1:28 p.m. By: MM

CITY ADMINISTRATOR

PURCHASING APPROVAL

City of Parkville

Preparation date: February 5, 2021

Department: Public Works

Low Bidder and Contract Amount:

Four Star Electric
6220 NW Kelly Drive
Parkville, MO 64152

$6,650

General Scope of Work Description/Project:

Work Authorization – Route 9 Improvements at 6th St:

With the reconstruction of Route 9 at 6th Street, several utilities need to be moved to accommodate the improvements. Evergy will need to relocate their power mainline along 6th Street. In order to minimize the impact on the neighboring homes, staff worked directly with Evergy to find the best configuration. This results in modifications of services lines to two homes at the intersection of 6th and East Streets.

Staff contact Four Star Electric to work directly with the Evergy staff to determine the best way to provide service to these homes. Based on those conversations, Four Star Electric provided a quote to retrofit the service connections, working in conjunction with the Evergy power relocation for the Route 9 project.

The cost associated with this work authorization will be charged to the Route 9 at 6th Street improvements project.

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

Four Star Electric has performed work in various areas of the City. Since this work is associated with Evergy power lines, they require the electricians to be a preferred contractor with Evergy. Due to the amount of up-front work with the coordination and design on behalf of the electrician, it was not possible to receive three comparable quotes.

Project Start Date: 2/5/21

Estimated Completion Date: 4/1/21

Budget Account Code: 95-501.04-11-00

Authorization:

- ☐ City Administrator: ____________ Date: ____________
- ☐ Department Head: Alysen Abel 02/05/21
- ☐ Mayor (if applicable): ____________
- ☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

Parkville
Missouri

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

Work Authorization #8-2021

Date:	February 1, 2021
Issued to:	Four Star Electric 6220 NW Kelly Drive Parkville, MO 64152
Project/Work Description	504 and 506 East Street Conduit Install Title:
Scope of Work/Purpose:	Quote Attached
Schedule and Price	
Project Start Date:	February 1, 2021
Estimated Completion Date:	March 1, 2021
Latest Acceptable Date:	March 1, 2021
Estimated Cost:	$6,650.00
Expenditure Limit:	$6,650.00
Budget Account Code:	95-501.04-11-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Elizabeth C Mertz / President Signature: ______

Company: Four Star Electric Inc Date: 2/1/2021

Four Star Electric

Authorization

Department Head: Alysen M Abel Date: 02/05/21

Alysen M. Abel, Public Works Director

City Administrator (if over $1,000): ______ Date: ______

Joe Parente, City Administrator

Mayor (if over $2,500): ______ Date: ______

For Internal Staff Use Only

(Initial each item and file with executed work authorization)

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

__X__ Certificate of Insurance that demonstrates compliance with the Terms and Conditions

__X__ Valid business license

FOUR STAR Electric inc

January 14, 2021

City of Parkville

Attention: Alysen Abel
Public Works Director

Re: 504 and 506 East Street Conduit Install

Quote:

1 Remove meter at 506 East Street and install correct Evergy approved meter. Install approximately 35' of 3" PVC underground conduit to Evergy installed pedestal.

1 Install approximately 50' of 3' PVC conduit underground from existing meter at 504 East Street to Evergy installed pedestal.

TOTAL: $6,650.00

Exclude: Utility company charge. Bond. Permit. Rock excavation. Landscape repair. Sod or seed. Removal or replacement of concrete sidewalk. Drawings. Permit

Submitted by:

DARREN W MERTZ,
Vice President/Estimator

Dwm/eam

6220 NW Kelly Drive • Parkville, MO 64152 • 816.587.8157 • Fax: 816.587.8371

CITY ADMINISTRATOR

PURCHASING APPROVAL

City of Parkville

Preparation date: February 5, 2021

Department: Public Works

Low Bidder and Contract Amount:

Unifirst
1801 N Corrington Ave
Kansas City, MO 64120

36 Month Contract - $7,560 total

General Scope of Work Description/Project:

Mat Cleaning/Rental:

The City of Parkville currently contracts with Unifirst for the rental and cleaning of the mats located in City Hall.

We have worked with Unifirst for over 5 years now and staff decided to go out for updated quotes to ensure that the City continued to receive the best pricing. The contract approved is for service twice per month for 36 months with no rate increases totaling in $7,560 over the term of the contract.

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

Unifirst: $105.00 per service ($7,560 total)

Cintas: $105.90 per service ($7,624.80 total)

Ace Imagewear: $120.00 per service ($8,640 total)

Project Start Date: 3/1/2021

Estimated Completion Date: 3/1/2024

Budget Account Code: 10.501.06-01-00

Authorization:

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

UniFirst U1st

NEW ACCOUNT ☐ EXISTING ACCOUNT ☒

INSTALLATION DATE ________ MM/DD/YYYY

CUSTOMER SERVICE AGREEMENT

COMPANY NAME (Customer) City of Parkville — LOC. NO. 226

ADDRESS 8880 Clark Ave. — ROUTE NO. T3402

DATE 1/12/21

PHONE 816/ 741-7676 — SIC/NAICS ________

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UNIFIRST") the rental service(s) at the prices and upon the conditions outlined:

MERCHANDISE SERVICED

ITEM DESCRIPTION	LOST/ DAMAGED REPLACEMENT CHARGE	SERVICE FREQUENCY	NO. OF PERSONS/ ISSUE PER PERSON	TOTAL NO. OF CHANGES/ PIECES	PRICE PER CHANGE/ PIECE	STANDARD/ NON-STANDARD[1]	TOTAL FULL SERVICE	TOTAL VAL-U-LEASE[2]
UL07 3x10 H Logo Mat		2	1	2/1	9.00		9.00	
UL16 4x6 H Logo Mat		2	1	4/2	7.50		15.00	
5388 3x5 Scraper Mat		2	1	10/5	3.00		15.00	
76GA 3x5 Great Impression Mat		2	1	28/14	3.00		42.00	
76GC 3x10 Great Impression Mat		2	1	4/2	6.00		12.00	
							93.00	
							12.00	
Minimum weekly charge applies, equal to 75% of the initial weekly install value.							105.00	

OTHER CHARGES	AMOUNT
Garment preparation per piece	
Name emblem per piece	
Company emblem per piece	
Direct Embroidery: Wearer name per piece	
Company name per piece	

OTHER CHARGES	AMOUNT
Non-stock sizes per piece	
Special cuts per piece	
Restock/Exchange per piece	
Automatic Wiper Replacement	
Automatic Linen Replacement	
DEFE (See description on reverse side)	12.00

PAYMENT TERMS: C.O.D. ☐ E.F.T. ☐ Approved Charge[3] ☒

COMMENTS

36 Month Service Agreement with no Price Increase.

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1½% per month (18% per year) for any amount in arrears may be applied.[4]

SALES REP: ________ SALES REP (Print Name) DATE

ACCEPTED[5]: ________ LOCATION MANAGER (Signature) DATE

________ LOCATION MANAGER (Print Name and Title)

The undersigned agrees to all terms on the reverse and attests to have the authority to execute for the named CUSTOMER, and to approve use of any personalization – including logos or brand identities – that has been requested.

ACCEPTED: Joe Parente 2/1/21 CUSTOMER (Signature) DATE

Joe Parente CUSTOMER (Print Name and Title)

________ EMAIL

[1] Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise.
[2] Merchandise which is Val-U-Leased is not cleaned by UniFirst.
[3] Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.
[4] All returned checks and declined credit/debit cards subject to $35 processing fee.
[5] This Agreement is effective only upon acceptance by UniFirst Location Manager.

PRINT & SIGN (2) COPIES ON LEGAL-SIZE (8½" x 14") PAPER: ☐ LOCAL UNIFIRST COPY (SCANNED COPY TO CORPORATE OFFICE) ☐ CUSTOMER COPY Form #1253R 05/18 Rev. 010

CUSTOMER SERVICE AGREEMENT TERMS

REQUIREMENTS SUPPLIED. Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified in this Agreement ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the prices and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

PERFORMANCE GUARANTEE. UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

TERM AND RENEWAL. This Agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 60 months after installation of Merchandise (for new customers) or any renewal date. This Agreement will be renewed automatically and continuously for multiple successive 60-month ~~periods unless~~ Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

36 Month

PRICES AND PAYMENTS. ~~Prices are based on 52 weeks of service per year.~~ Any increase(s) to Service Frequency could result in additional charges. ~~On an annual basis, the prices then in effect will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUUR0000SA0, other goods and services, or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement.~~ Customer also agrees to pay the other charges and minimum weekly charge herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices.

no price increase. See "Comments"

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property and other taxes and assessments arising out of this Agreement.

DEFE CHARGE. Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:

D = DELIVERY, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

E = ENVIRONMENTAL, or expenses (past, present and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation and overall regulatory compliance.

F = FUEL, or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

MERCHANDISE. Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries or damages to any person or property resulting from Customer's or Customer's employee use of the Merchandise, whether or not such claims, injuries or damages arise from any alleged defects in the Merchandise.

Flame Resistant ("FR") *Merchandise* supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

Visibility Merchandise is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfied particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

Healthcare/Food-Related Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs; and (2) optional poly-bagging* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process. *(* Poly-bag services incur additional charges.)*

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect.

OBLIGATIONS AND REMEDIES. If Customer breaches or terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to 50 percent of the average weekly amounts invoiced in the preceding 26 weeks, multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Standard Merchandise or payment of replacement charges, and the purchase of any Non-Standard Merchandise items as set forth herein.

This Agreement shall be governed by Massachusetts law (exclusive of choice of law). If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed); pursuant to the Commercial Arbitration Rules of the American Arbitration Association; and, governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court) shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties; the Arbitrator shall have no power to vary or ignore the provisions hereof; and, the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

MISCELLANEOUS. The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement, or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement; provided that such assumption shall not relieve Customer of its liabilities hereunder; and provided further that any failure by a purchaser or transferee to assume this Agreement shall constitute a breach and early termination of this Agreement resulting in the obligation to pay all amounts on account thereof as set forth in this Agreement. Neither party will be liable for any incidental, consequential, special or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d.b.a. UniFirst.

ACCEPTED. Customer Signature ______________ Date 2/1/21 (I have read and agree to all of the above Terms.)

X

BUDGET VARIANCE REPORT
General Fund Expenses
As of 2.10.2020

Last Updated 4Q 2020

	-------------------- 2019 --------------------				-------------------- 2020 --------------------				---------- FY 2020 Projections ----------			
	Budget	**2019 Actuals**	**% of Budget**	**2019 Total Expenditures**	**Budget**	**Unaudited 2020 Actuals**	**% of Budget**	**Budget Remaining**	**Avg Monthly Expense**	**Unaudited 2020 Expenditures**	**Unaudited (Over)/Under**	**Notes**
Expenditures												
Administration												
Personnel	576,120	569,698	99%	569,770	607,154	559,867	92%	47,287	46,656	559,867	47,287	
Insurance	188,601	166,659	88%	166,659	207,618	185,533	89%	22,085	15,461	185,533	22,085	
Utilities	82,200	62,863	76%	62,863	75,500	94,332	125%	(18,832)	7,861	94,332	(18,832)	
Capital Expenditures	624	624	100%	624	624	624	100%	-	52	624	-	
Office Expenditures	8,700	7,178	83%	7,309	7,550	8,412	111%	(862)	701	8,412	(862)	
Maintenance	44,420	43,064	97%	43,044	44,450	32,402	73%	12,048	2,700	32,402	12,048	
City Services	13,000	9,150	70%	9,231	10,400	11,887	114%	(1,487)	991	11,887	(1,487)	
Professional Fees	419,132	315,557	75%	315,557	308,800	338,800	110%	(30,000)	28,233	338,800	(30,000)	Increased legal fees due to sunshine requests
Other Expenditures	316,900	276,309	87%	276,257	117,600	121,554	103%	(3,954)	10,130	121,554	(3,954)	
Operating Expenses	**1,649,697**	**1,451,101**	**88%**	**1,451,314**	**1,379,696**	**1,353,411**	**98%**	**26,285**	**112,784.25**	**1,353,411**	**26,285**	
Police												
Personnel	1,103,353	1,031,530	93%	1,031,530	1,156,896	1,060,980	92%	95,916	88,415.00	1,060,980	95,916	
Insurance	167,311	186,247	111%	185,709	214,067	224,374	105%	(10,307)	18,697.83	224,374	(10,307)	
Utilities	5,400	2,833	52%	2,833	6,000	5,541	92%	459	461.75	5,541	459	
Office Expenditures	26,150	16,120	62%	16,129	26,750	13,212	49%	13,538	1,101.00	13,212	13,538	
Maintenance	66,800	43,841	66%	43,841	68,300	37,457	55%	30,843	3,121.42	37,457	30,843	
City Services	11,940	2,253	19%	2,253	8,700	1,496	17%	7,204	124.67	1,496	7,204	
Other Expenditures	1,850	180	10%	180	1,850	-	0%	1,850	-	-	1,850	
Operating Expenses	**1,382,804**	**1,283,005**	**93%**	**1,282,475**	**1,482,563**	**1,343,060**	**91%**	**139,503**	**111,922**	**1,343,060**	**139,503**	
Municipal Court												
Personnel	123,742	122,851	99%	122,851	129,126	120,948	94%	8,178	10,079.00	120,948	8,178	
Insurance	13,029	12,942	99%	12,942	14,046	17,429	124%	(3,383)	1,452.42	17,429	(3,383)	
Utilities	120	120	100%	120	120	120	100%	-	10.00	120	-	
Office Expenditures	5,800	2,954	51%	2,974	4,800	1,408	29%	3,392	117.33	1,408	3,392	
Maintenance	3,250	3,216	99%	3,216	3,750	3,079	82%	671	256.58	3,079	671	
City Services	15,150	12,014	79%	12,014	15,150	7,574	50%	7,576	631.17	7,574	7,576	
Other Expenditures	500	-	0%	-	500	160	32%	340	13.33	160	340	
Operating Expenses	**161,591**	**154,097**	**95%**	**154,117**	**167,492**	**150,718**	**90%**	**16,774**	**12,560**	**150,718**	**16,774**	**-**

BUDGET VARIANCE REPORT
General Fund Expenses
As of 2.10.2020

Last Updated 4Q 2020

Expenditures	2019 Budget	2019 Actuals	2019 % of Budget	2019 Total Expenditures	2020 Budget	Unaudited 2020 Actuals	2020 % of Budget	Budget Remaining	FY 2020 Projections: Avg Monthly Expense	Unaudited 2020 Expenditures	Unaudited (Over)/Under	Notes
Public Works												
Personnel	193,432	189,677	98%	189,677	242,232	215,527	89%	26,705	17,960.58	215,527	26,705	
Insurance	27,560	27,440	100%	27,440	29,660	29,201	98%	459	2,433.42	29,201	459	
Utilities	650	521	80%	521	650	712	110%	(62)	59.33	712	(62)	
Office Expenditures	1,400	236	17%	239	1,400	1,629	116%	(229)	135.75	1,629	(229)	
Maintenance	3,200	3,916	122%	3,916	3,500	5,945	170%	(2,445)	495.42	5,945	(2,445)	
Professional Fees	50,000	43,901	88%	43,901	40,000	31,547	79%	8,453	2,628.92	31,547	8,453	
Other Expenditures	500	405	81%	405	500	312	62%	188	26.00	312	188	
Operating Expenses	**276,742**	**266,097**	**96%**	**266,099**	**317,942**	**284,873**	**90%**	**33,069**	**23,739**	**284,873**	**33,069**	
Community Development												
Personnel	271,101	249,076	92%	249,076	281,663	266,123	94%	15,540	22,176.92	266,123	15,540	
Insurance	18,219	17,650	97%	17,650	24,608	22,328	91%	2,280	1,860.67	22,328	2,280	
Utilities	1,650	458	28%	458	1,600	1,488	93%	112	124.00	1,488	112	
Office Expenditures	3,750	2,935	78%	3,135	4,000	6,170	154%	(2,170)	514.17	6,170	(2,170)	
Maintenance	1,500	1,149	77%	1,149	2,000	1,505	75%	495	125.42	1,505	495	
City Services	4,500	17,714	394%	17,714	5,000	257	5%	4,743	21.42	257	4,743	
Professional Fees	6,700	2,070	31%	2,070	8,700	3,741	43%	4,959	311.75	3,741	4,959	
Other Expenditures	300	59	0	59	300	441	147%	(141)	36.75	441	(141)	
Operating Expenses	**307,720**	**291,111**	**95%**	**291,311**	**327,871**	**302,053**	**92%**	**25,818**	**25,171**	**302,053**	**25,818**	
Street Department												
Personnel	336,730	290,946	86%	290,946	340,218	303,186	89%	37,032	25,266	303,186	37,032	
Insurance	59,467	61,621	104%	61,621	69,581	72,733	105%	(3,152)	6,061	72,733	(3,152)	
Utilities	16,100	11,948	74%	11,948	16,800	13,135	78%	3,665	1,095	13,135	3,665	
Office Expenditures	10,500	6,604	63%	6,604	11,000	9,861	90%	1,139	822	9,861	1,139	
City Services	23,846	25,380	106%	25,380	26,835	21,472	80%	5,363	1,789	21,472	5,363	
Other Expenditures	250	19	8%	19	250	-	0%	250	-	-	250	
Operating Expenses	**446,893**	**396,517**	**89%**	**396,518**	**464,684**	**420,387**	**90%**	**44,297**	**35,032**	**420,387**	**44,297**	-

BUDGET VARIANCE REPORT
General Fund Expenses
As of 2.10.2020

Last Updated 4Q 2020

	-------------------- 2019 --------------------				-------------------- 2020 --------------------				---- FY 2020 Projections ----			
Expenditures	**Budget**	**2019 Actuals**	**% of Budget**	**2019 Total Expenditures**	**Budget**	**Unaudited 2020 Actuals**	**% of Budget**	**Budget Remaining**	**Avg Monthly Expense**	**Unaudited 2020 Expenditures**	**Unaudited (Over)/Under**	**Notes**
Parks Department												
Personnel	207,823	201,164	97%	201,164	213,752	219,024	102%	5,272	18,252	219,024	(5,272)	
Insurance	26,023	36,977	142%	36,977	39,843	46,257	116%	6,414	3,855	46,257	(6,414)	
Utilities	29,300	26,329	90%	26,329	32,300	24,466	76%	(7,834)	2,039	24,466	7,834	
Office Expenditures	28,925	13,245	46%	13,245	28,775	33,012	115%	4,237	2,751	33,012	(4,237)	
Maintenance	42,950	32,938	77%	32,938	47,500	56,817	120%	9,317	4,735	56,817	(9,317)	
City Services	44,200	26,904	61%	26,904	45,200	43,813	97%	(1,387)	3,651	43,813	1,387	
Other Expenditures	1,000	-	0%	-	1,000	221	22%	(779)	18	221	779	
Operating Expenses	**380,221**	**337,557**	**89%**	**337,557**	**408,370**	**423,610**	**104%**	**(15,240)**	**35,300.83**	**423,610**	**(15,240)**	
Nature Sanctuary												
Personnel	39,631	36,431	92%	36,431	38,809	41,763	108%	(2,954)	3,480	41,763	(2,954)	
Insurance	-	-	0%	-	-	1,838	-	(1,838)	153	1,838	(1,838)	
Office Expenditures	6,545	4,715	72%	4,717	7,105	4,617	65%	2,488	385	4,617	2,488	
Maintenance	8,000	2,315	29%	2,315	7,350	2,987	41%	4,363	249	2,987	4,363	
City Services	300	25	8%	25	100	-	0%	100	-	-	100	
Other Expenditures	500	218	44%	218	500	21	4%	479	2	21	479	
Operating Expenses	**54,976**	**43,703**	**79%**	**43,706**	**53,864**	**51,226**	**95%**	**2,638**	**4,268.83**	**51,226**	**2,638**	
Public Information												
Personnel	12,750	11,450	90%	11,450	12,950	10,700	83%	2,250	891.67	10,700	2,250	
Capital Expenditures	100	30	30%	30	100	115	115%	(15)	9.58	115	(15)	
Office Expenditures	200	-	0%	-	200	88	44%	112	7.33	88	112	
Maintenance	7,960	6,534	82%	6,534	10,483	12,850	123%	(2,367)	1,070.83	12,850	(2,367)	
Operating Expenses	**21,010**	**18,015**	**86%**	**18,014**	**23,733**	**23,753**	**100%**	**(20)**	**1,979**	**23,753**	**(20)**	

BUDGET VARIANCE REPORT
General Fund Expenses
As of 2.10.2020

Last Updated 4Q 2020

	-------------------- 2019 --------------------				-------------------- 2020 --------------------				---------- FY 2020 Projections ----------			
Expenditures	**Budget**	**2019 Actuals**	**% of Budget**	**2019 Total Expenditures**	**Budget**	**Unaudited 2020 Actuals**	**% of Budget**	**Budget Remaining**	**Avg Monthly Expense**	**Unaudited 2020 Expenditures**	**Unaudited (Over)/Under**	**Notes**
Information Technology												
Personnel	20,000	16,304	82%	16,304	28,684	24,156	84%	4,528	2,013.00	24,156	4,528	
IT Expenditures	25,296	21,053	83%	21,053	35,520	38,978	110%	(3,458)	3,248.17	38,978	(3,458)	
Maintenance	2,832	2,832	100%	2,832	2,832	2,902	102%	(70)	241.83	2,902	(70)	
Operating Expenses	**48,128**	**40,189**	**84%**	**40,189**	**67,036**	**66,036**	**99%**	**1,000**	**5,503**	**66,036**	**1,000**	
General Fund Capital Outlay												
Administration	95,835	92,145	96%	92,145	122,900	51,986	42%	70,914	4,332.17	51,986	70,914	
Police	41,226	68,487	166%	68,487	93,010	49,066	53%	43,944	4,088.83	49,066	43,944	
Public Works	22,041		0%	22,041	102,041	22,041	22%	80,000	1,836.75	22,041	80,000	
Community Development	-				158,000	118,916	75%	39,084	9,909.67	118,916	39,084	
Streets	-				85,000	96,857	114%	(11,857)	8,071.42	96,857	(11,857)	
Parks	605,720	518,895	86%	518,895				-	-	-	-	
PIO/IT	6,000		0%	6,000	31,500	27,684	88%	3,816	2,307.00	27,684	3,816	
Capital Outlay	**770,822**	**679,527**	**88%**	**707,568**	**592,451**	**366,550**	**62%**	**225,901**	**30,545.83**	**366,550**	**225,901**	
Transfers												
To Emergency Reserve Fund	317,500	317,500	100%	317,500	100,000	100,000	100%	-	8,333	100,000	-	
To Projects Fund	-	-	0%	-	446,796	446,796	100%	-	37,233	446,796	-	
To Brush Creek NID	-	-	0%	-	140,000	140,000	100%	-	11,667	140,000	-	
Transfer to Transportation Fund	-	-	0%	-	205,779	205,779	100%	-	17,148	205,779	-	
To Brink Meyer NID	-	-	0%	-	282,822	282,822	100%	-	23,569	282,822	-	
Transfers	**317,500**	**317,500**	**100%**	**317,500**	**1,175,397**	**1,175,397**	**100%**	**-**	**97,950**	**1,175,397**	**-**	
Total of General Fund:	**5,818,104**	**5,278,418**	**91%**	**5,306,368**	**6,461,099**	**5,961,074**	**92%**	**500,025**	**496,756**	**5,961,074**	**500,025**	

***Numbers highlighted in Blue are ones increased by the 2020 Budget Amendments.**

Finance Committee Meeting
Monday, January 25, 2021 3:30 PM
Administration Conference Room, City Hall

Draft Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 3:31 p.m. A quorum was present via videoconference.

Members Present: Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston and Robert Lock

City Staff Present: City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Anna Mitchell, Public Works Project Manager Chris Ashley and City Clerk Melissa McChesney

2. Financial Updates

A. **City Administrator Approvals**

City Administrator Joe Parente provided an overview on purchases approved within his authority.

3. Action Items

A. **Approve the minutes for the January 11, 2021, meeting**

Dave Rittman moved to approve the minutes for the January 11, 2021 meeting. Robert Lock seconded; motion passed 4-0.

B. **Approve an amendment to the 2020 Operating Budget and Fund transfers**

Finance/Human Resources Director Matthew Chapman stated that staff identified amendments and fund transfers needed for the 2020 budget that were not anticipated when the original budget was adopted. He provided a summary of the amendments and fund transfers.

City Administrator Joe Parente said that the Transportation Fund received less revenue than anticipated due to COVID and staff would monitor the General Fund balance and working on building it back up.

Rittman moved to recommend to the Board of Aldermen adopt an ordinance amending the 2020 Operating Budget and fund transfers. Lock seconded; motion passed 4-0.

4. Non-Action Items

5. Unfinished Business (postponed from prior meetings)

6. Other Business

Chair Sportsman confirmed with staff that quarterly updates on the status of park sales tax projects would be provided to the Community Land and Recreation Board.

Lock noted that the Missouri Riverfront Trail connection to English Landing Park looked complete and Assistant to the City Administrator Anna Mitchell said that Platte County anticipated the connection would be completed in mid-March, with construction of the fence in English Landing Park beginning in mid-February.

Chair Sportsman requested that the February 8 meeting be rescheduled to February 9 at 3:30 p.m. and the Committee was in agreement.

Vice Chair Rittman requested information on the item that would be presented to the Board of Aldermen on February 2 regarding the Platte County Parks Partnership Grant application. Public Works Director Alysen Abel responded that a resolution of support would be presented authorizing staff to apply for the grant.

7. Adjourn

Chair Sportsman adjourned the meeting at 4:15 p.m.

Submitted by:

____________________	____________________
Melissa McChesney City Clerk	Approval Date

CITY OF PARKVILLE
Policy Report

Date: February 4, 2021

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Melissa McChesney, City Clerk

ISSUE:
Approve a land use and waste disposal agreement with Damon Pursell Construction for the use of its property for the annual clean-up events in 2021 (Public Works)

BACKGROUND:
In the past, the City has contracted with Damon Pursell Construction for the use of its property at 6105 NW River Park Drive for the City's annual clean-up and yard waste collection events.

The City offers two clean-up events, one in the spring and one in the fall. The Spring Clean-up event will be held on Saturday, April 24, 2021, and the Fall Clean-up event will be held on Saturday, October 16, 2021. Both events will include yard waste collection. The Curbside Pick-up event will be held on Monday, October 18, 2021. The City will pay a lump sum amount for each of the clean-up events at a cost of $1,300 per event.

Additionally, the City offers two collection periods for residents to drop off yard waste. The Spring Drop-off will be held from Monday, April 26, 2021 to Friday, May 28, 2021 and the Fall Drop-off will be held from Monday, October 18, 2021 to Wednesday, November 24, 2021.

The fee schedule has been the same since 2018. The collection fee structure is based on the volume of the yard waste. The fee schedule, included in the agreement, ranges from $2.00 per bag to $30 for a dual-axle trailer.

BUDGET IMPACT:
The 2021 Streets Budget includes $19,000 for non-personnel expenses associated with the semi-annual cleanup events. The summary of expenses for the 2020 cleanup events is included as Attachment 1.

ALTERNATIVES:
1. Approve the land use and waste disposal agreement with Damon Pursell Construction.
2. Approve the agreement subject to proposed changes.
3. Do not approve the agreement and provide further direction to staff.
4. Postpone this item.

STAFF RECOMMENDATION:
Staff recommends approval of the land use disposal agreement with Damon Pursell Construction,

with the lump sum costs as outlined in the agreement.

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 the land use and waste disposal agreement with Damon Pursell Construction for the 2021 clean-up events.

ATTACHMENTS:
1. Agreement
2. 2020 Cleanup Report

LAND USE AND WASTE DISPOSAL AGREEMENT

This Agreement is made on this **16th day of February 2021**, by and between the CITY OF PARKVILLE, MISSOURI, hereinafter referred to as "CITY'', and Damon Pursell Construction Company, hereinafter referred to as "OWNER ".

WHEREAS, CITY requires space to operate clean-up and debris removal operations during the year; and

WHEREAS, OWNER agrees to allow the CITY to use land at 6105 NW River Park Drive, Riverside, Missouri (the "Site") as a collection site for citywide clean-up efforts.

NOW, THEREFORE, the CITY and the OWNER agree as follows:

1. **Term.** The term of this Agreement shall be for a period beginning upon execution of this Agreement and running until December 31, 2021.

2. **Grant of Use.** OWNER agrees to allow the CITY to use the Site for the Spring Clean-Up Event on April 24, 2021, and for the Fall Clean-Up Event on October 16, 2021 and for the City of Parkville Curbside Pickup on October 18, 2021. The CITY will have access to the property beginning at 8:00 AM until 5:00 PM on April 24, 2021 and October 16, 2021, for the designated events. The OWNER grants the CITY all rights of access, ingress and egress necessary to dispose of material. In addition, the OWNER agrees to allow the CITY to use the Site for Parkville residents to dump yard waste debris for two collection periods from April 26, 2021 to May 28, 2021, and from October 18, 2021 to November 24, 2021, except weekends and observed holidays.

3. **Fee.** The CITY shall pay to the OWNER a lump sum amount of one thousand three hundred dollars ($1,300.00) for the Spring Clean-Up Event on April 24, 2021, and one thousand three hundred dollars ($1,300.00) for the Fall Clean-Up Event on October 16, 2021. Both events will include yard waste collection.

   The CITY shall pay to the OWNER the following fees for residential types of yard waste collection dropped off during the two collection periods from Monday, April 26, 2021 to Friday, May 28, 2021, and from Monday, October 18, 2021 to Wednesday, November 24, 2021.

Per Bag	Two Dollars ($2.00)
Per Pickup	Twelve Dollars ($12.00)
Per Pickup – Cab Level	Fifteen Dollars ($15.00)
Per Trailer – Single Axle	Twenty Dollars ($20.00)
Per Trailer – Two Axle	Thirty Dollars ($30.00)

   Commercial loads will not be accepted. The fees for yard waste shall only be applicable during the designated times for yard waste collection identified in Section 2.

4. **Insurance.** The CITY agrees to accept all liability for its use of the Site as defined herein, and all persons, and property owned by persons allowed on the Site by the CITY. CITY will provide OWNER with a certificate of insurance for liability with a general aggregate of not less than $2,000,000.00. OWNER will be named as an additional insured on the policy with respects to the Site.

5. **Residency Verification.** The OWNER agrees to verify City of Parkville residency for all yard waste collections. Residency may be verified by either a Platte County paid property tax receipt that demonstrates a tax liability to the City of Parkville or a City of Parkville sanitary sewer utility bill or receipt. Other forms of identification, such as driver's licenses, that state a Parkville address by do not confirm residency within the city limits are not acceptable.

6. **Billing.** OWNER shall submit an itemized invoice to the CITY on the first day of each month following an event or collection period stated in Section 2. The invoice shall detail the Services that were provided in the month immediately prior, and shall include a list of verified addresses associated with yard waste collection and billing. CITY agrees to pay the balance of an approved invoice, or undisputed portions of a disputed invoice, within 30 days of the date of receipt by the City. In the event of a dispute, and prior to the invoice's due date, CITY shall pay the undisputed portion of the invoice and notify OWNER of the nature of the dispute regarding the balance.

7. **Restrictions.** The CITY will not allow disposal of any hazardous materials or substances and claim full responsibility for any hazardous material disposed of on the property.

8. **Waste Removal.** The CITY will provide appropriate containers for all non-yard waste collected and will remove all items collected, other than yard waste, within one week of the Spring Clean-Up Event on April 24, 2021 and the Fall Clean-Up Event on October 16, 2021.

9. **Supervision.** The CITY will provide supervision on the property for the collection events on April 24, 2021, October 16, 2021 and October 18, 2021.

10. **Modification.** This document constitutes the entire agreement between the OWNER and the CITY. The terms, covenants and conditions of this Agreement may not be changed orally, but only by an instrument in writing executed by both parties.

11. **Termination.** The CITY may at any time and for any reason terminate the Agreement upon ten (10) days written notice to the OWNER.

12. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.

13. **Successors and Assigns.** This Agreement shall extend to and be binding upon the successors and assigns of the parties hereto.

14. **Notice.** Written notice regarding this Agreement shall be effective upon receipt via hand-delivery; three working days after deposit in the U.S. Mail, or by confirmed delivery by certified delivery services to the following address:

To CITY:	City of Parkville Attn: City Administrator 8880 Clark Ave. Parkville, MO 64152
To OWNER:	Damon Pursell Construction Company 300 North Church Road Liberty, MO 64068 Casey Kelly CKelly@dpursell.com

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on this 16th day of February, 2021.

CITY OF PARKVILLE, MISSOURI

____
Mayor Nanette K. Johnston

ATTEST:

____
City Clerk Melissa McChesney

____
Casey Kelley
Damon Pursell Construction Company

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

CITY OF PARKVILLE
Memorandum

Date: February 4, 2021

To: Mayor Johnston and Board of Aldermen

From: Alysen Abel, Public Works Director

CC: Joe Parente, City Administrator

RE: 2020 Cleanup Summary Report

Each year, the City of Parkville hosts several cleanup events.

Spring Cleanup Events:

- The Spring Cleanup Event, originally scheduled on Saturday, April 13, 2020, was cancelled due to COVID.
- The City continued to host its Spring Yard Waste Drop-off from Monday, April 27 to Friday, May 29, 2020. The City contracted with Damon Pursell Construction to rent their lot for residents to drop off their yard waste.

Fall Cleanup Events:

- On Saturday, October 10, 2020, the City hosted a Fall Cleanup Event, which allowed residents to dispose of household and yard waste. There were a total of 318 vehicles and trailers.
    - 14 cars
    - 118 SUV / Vans
    - 152 Trucks
    - 34 Trailers
- On Monday, October 12. 2020, Public Works Operations staff provided the Curbside Pickup for residents to dispose of their household waste. In the past, the City contracts with Labor Ready to provide additional labor for the curbside pickup. Due to COVID, the City did not contract with Labor Ready, instead using the City's labor staff. The City limited the amount of items placed at the curb since we didn't have the additional labor..
- The City continued to host its Fall Yard Waste Drop-off from Monday, October 12 to Wednesday, November 25, 2020. The City contracted with Damon Pursell Construction to rent their lot for residents to drop off their yard waste.

Electronics Recycling Events:

- The City hosted the Electronics Recycling events on the first Saturday of the even numbered months (except December) from 9am to noon. Due to COVID, the April event was cancelled. To make up for the cancelled event, the City hosted an additional Electronics Recycling event in July 2020. The City contracted with Midwest Recycling to collect items, at a cost to the City of $200 per event. The users were charged a fee, based on their recycling needs. Midwest Recycling handled that transaction directly. Electronics Recycling is open to both residents and non-residents.

Paper Shredding Events:

- In conjunction with the Electronics Recycling event, the City hosted Paper Shredding on the first Saturday of the even numbered months (except December) from 9am to 11am. Due to COVID, the April event was cancelled. The City contracted with Midwest Shredding to provide secure shredding services, at a cost of $350 per events. Paper Shredding is open to Parkville residents only.

Budget Available:

- The 2020 streets budget includes $17,000 for the City's cleanup events.

REVENUE:

Best Batteries $0.00

- Revenue generated from Recycled Batteries

Langley Recycling $594.18

- Collected 14,820 pounds of Recycled Scrap Metal (cleanup)

North Kansas City Iron and Metal from cleanup $0.00

- Collected 0 pounds of Recycled Scrap Metal (cleanup)

Total Revenue $594.18

EXPENDITURES:

Metro Rolloff – Spring Cleanup $0.00

- Event Cancelled

Metro Rolloff – Fall Cleanup $4,192.90

- Filled 14 – 30 cubic yard waste containers; Collected 69,160 pounds of debris

ABC Tire Recycling $410.50

- Recycled 125 Tires

Damon Pursell Lot Rental – Fall Only $1,300.00

- Site Rental of 6105 Riverpark

Damon Pursell Yard Waste – Spring $632.00

- Resident Drop off 4/27/20 thru 5/29/20

Damon Pursell Yard Waste – Fall $4,156.00

- Resident Drop off 10/12/20 thru 11/25/20

Happy Sign $266.44

- Electronic Recycling / Paper Shredding Signage

Labor Ready $0.00

- Did not hire this year due to COVID

Price Chopper – Fall Only $70.28

- Purchased food and drinks for event workers

Phillips 66 (Godfathers Pizza) – Fall Only $58.65

- Ordered pizzas for event workers

Midwest Recycling (Electronics Recycling) $1,000.00

- 5 Events in 2020

Midwest Shredding (Paper Shedding) $1,400.00

- 4 Events in 2020

Total Expenditures $13,486.77

ITEM 3.C.

For 2/9/2021

Board of Aldermen Meeting

CITY OF PARKVILLE
Policy Report

Date: January 27, 2021

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Melissa McChesney, City Clerk

ISSUE:

Approve Work Authorization No. 131 with North Hills Engineering for the 2021 Sanitary Sewer Repairs program (Public Works)

BACKGROUND:

On May 21, 2019, 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 authorizations for supplemental engineering services for specific projects and studies.

The City compiles data collected with CCTV evaluations and periodic manhole inspections to get more information about the condition of the system. NHE recently completed the 2020 Manhole Inspection Report, in which he evaluated the condition of various manholes in the sewer system. This information was presented to the Board of Aldermen on February 2, 2021. Based on the data collected, projects were identified and prioritized. Each year, the City programs funding in the Sewer Fund to repair the sanitary sewer system.

Staff recommends a work authorization for the next phase of the sanitary sewer repairs program. The scope of this work authorization 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. The primary project area will include the area west of Route 9, between 4th and 13th Streets.

BUDGET IMPACT:

The 2021 Sewer Fund includes $240,000 for routine maintenance on sewer lines and manholes. Of this amount, $215,000 was estimated for the construction associated with the Sanitary Sewer Repairs program. The survey and engineering fees included in this work authorization is within budget at $23,254.

ALTERNATIVES:

1. Approve the work authorization with North Hills Engineering in the amount of $23,254.
2. Direct staff to negotiate changes to the work authorization.
3. Do not approve the work authorization.
4. Postpone this item.

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

Staff recommends the approval of the work authorization with North Hills Engineering for the survey and engineering work associated with the 2021 Sanitary Sewer Repairs program.

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 to the Board of Aldermen to approve Work Authorization No. 131 with North Hills Engineering for the 2021 Sanitary Sewer Repairs program in the amount of $23,254.

ATTACHMENTS:

1. San Sewer Repairs_WA-131

CITY OF PARKVILLE Preparation Date: 1/12/2021
DEPARTMENT OF PUBLIC WORKS

WORK PLANNING / AUTHORIZATION FORM

Number: WA-131

Project / Work Description:
Design and Project Management for Sanitary Sewer Repairs - 2021
Purpose: To design and administer construction of repairs/replacement of sanitary sewer system.
This WA covers the design, document preparation, bidding, and construction administration of the 2021 phase.
This repairs project has been programmed for 2021 in the City's CIP Program, addressing multiple areas of the system.
The project will address the urgent needs in downtown area, and urgent repairs to manholes throughout the system.
The urgent manhole repairs will be based on the findings from the 2020 Manhole Inspection Project.
Are area of concentration of point repairs is generally west of Hwy 9, between 4th St. and 13th St.
The manholes and line repairs are needed also to be able to investigate and locate the existing sewer lines.

Project Costs:

Total Construction:	$215,000	Includes construction, contingency.
Field survey and staking	$3,542	Location and marking of repair locations.
Engineering / Proj. Mgmt. Budget:	$19,712	Design, drawings, maps, specifications, construction phase.
Minicam Work / H&H Septic:	$1,500	Budgeted for work if necessary.
Total Budget Cost:	$239,754	

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

Manhole and Line Repairs Project - 2018:

SURVEY AND STAKING:	
Survey locations for proposed repairs.	17
Measure and mark excavation areas, using paint and steel pins.	9
Clear 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
	46
ENGINEERING & PROJECT MANAGEMENT:	
Project Management and Coordination Meetings with City Staff (7 month project.)	11
Develop preliminary work plan for minicam investigation	5
Visit the Sites of work to evaluate access, disturbance, easements required, etc.	6
Develop work plan with H&H to perform mini-cam work.	3
Accompany H&H on mini-cam investigation, for location on downtown sewer lines.	7
Perform field measurements and survey shots to verify key dimensions.	16
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.	8
Finalize work packages and extent of work, need for alternate bid options.	7
Prepare preliminary opinion of probable construction cost	3
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. Use large-project City standard contract. Write technical specifications.	16
Update parcel data with 2018 version from Platte Co.	3
Prepare drawings to desribe the work. Use GIS mapping and parcel data, survey, show access.	66
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.	6
Review bids, check qualifications and experience, and recommend award to City	4
Respond to change requests, claims, prepare change orders as required.	9
Construction administration and review of pay requests.	8
Conduct Meetings with Contractor - Pre-Con, progress, final.	10
Periodic visits to observe the work. (Part Time Inspection) Includes surprises, water main relocations, adjustments in layout, etc	36
	256

Excluded:
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:

Survey and Staking:	46	Hours x	$	77.00	/ hour =	$ 3,542.00
Engineering:	256	Hours x	$	77.00	/ hour =	$ 19,712.00
						$ 23,254.00

Budget: Sewer Budget / CIP

Schedule:

Estimated Completion Date: 11/1/2021

Project Deadlines: n/a

Submitted By:

Jay E Norco

2/5/2021

Jay Norco, P.E. - President. Date

Authorization:

Mayor Date

2020 Projects

Division	Type	New or Replacement	Name	Project Description	Funding Source	2020 Cost	Funds Spent	Remaining Funds to Be Spent	Status / Projected Quarter
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	$ 6,000	$ 5,948	$ 53	**Completed**
Admin	Project	Replacement	Train Depot Repairs	Repairs include addressing the external condition of the building. There are no additional operation budget costs associated	100% General Fund	$ 9,500	$ -	$ 9,500	2021
Admin	Project	Year 4 of 4	Building Safety Upgrades	Phase 4: Install bulletproof glass panels and dais protection throughout the building in phases. This year includes the safety glass enclosure at eh 2nd floor front desk.	100% General Fund	$ 18,400	$ 16,225	$ 2,175	**Completed**
Admin	Project	Replacement	City Hall Building Repairs	Repairs include internal painting	100% General Fund	$ 25,000	$ 27,671	$ (2,671)	**Completed**
Admin	Project	New	Water plant property acquisition	Anticipation of the water plant acquisition for future development.	100% General Fund	$ 65,000	$ -	$ 65,000	-
Admin	Project	New	HVAC Balancing	Air balance and balance report of the City Hall HVAC system.	100% General Fund	$ 5,000	$ 4,900	$ 100	**Completed**
Admin	Project	Replacement	Court Room Broadcasting Equipment	Upgrade of the Board room broadcasting equipment.	100% General Fund	$ 25,500	$ 21,736	$ 3,764	**Completed**
					TOTAL ADMIN	**$ 154,400**	**$ 76,480**	**$ 77,920**	
CD	Project	New	Master Plan Update	The Parkville Master Plan was adopted in 2009, and is recommended to be updated every 10 years. Project includes a consultant team conducting an extensive public engagement process, and updating the current plan's vision, community goals and objectives, SWOT analysis, data, maps and future land use projections.	100% General Fund	$ 158,000	$ 118,916	$ 39,084	2021
					TOTAL COMMUNITY DEVELOPMENT	**$ 158,000**	**$ 118,916**	**$ 39,084**	

Police	Equipment	Replacement	Radio Replacement	Replace four each existing Police portable radios and two each Police mobile radios over next five years	100% General Fund	$ 14,284	$ 15,277	$ (993)	**Completed**
Police	Equipment	Replacement	Patrol Vehicle	AWD Police Vehicle including emergency equipment, video, radio, etc.	100% General Fund	$ 40,494	$ -	$ 40,494	2021
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	$ 4,055	$ 3,555	$ 500	**Completed**
Police	Equipment	New	Police Radio DVRS Repeater	Install a Police radio DVRS in the western portion of the City to improve Police radio communications	100% General Fund	$ 27,500	$ 23,741	$ 3,759	**Completed**
Police	Equipment	New	Wireless Mobile Radio Mic Extenders	Install wireless police mobile radio mic extenders in nine patrol vehicles	100% General Fund	$ 6,677	$ 6,333	$ 344	**Completed**
					TOTAL POLICE	**$ 93,010**	**$ 48,905**	**$ 44,105**	
PW	Project	New	Hawver Gulch Watershed Study	Review the locations of the low water crossing in the Hawver Gulch watershed. Model the proposed improvements and their overall impacts.	100% General Fund	$ 80,000	$ -	$ 80,000	2022
PW	Project	New	Public Parking Lot Lease/Purchase	Lease/purchase payment for a public parking lot. The lease/payment will continue for 25 Years, for the use of the public parking lot for 99 years.	100% General Fund	$ 22,041	$ 22,041	$ -	**Completed**
					TOTAL PW	**$ 102,041**	**$ 22,041**	**$ 80,000**	
Streets	Project	Replacement	Storm Sewer Evaluation and Repair	Review the condition of the existing public storm sewers. Repairs will be made based on findings.	100% General Fund	$ 35,000	$ 46,796	$ (11,796)	**Completed**
Streets	Project	Replacement	River Road Ditch Repair	Clean out the ditches along River Road due to silt build up over time	100% General Fund	$ 30,000	$ -	$ 30,000	2022
Streets	Project	Replacement	76th Street Bridge Engineering	Review the current condition of the bridge and present engineering and construction options	100% General Fund	$ 20,000	$ -	$ 20,000	2022
					TOTAL STREETS	**$ 85,000**	**$ 46,796**	**$ 38,204**	
					TOTAL GENERAL FUND	**$ 592,451**	**$ 313,138**	**$ 279,313**	

Sewer	Maintenance	New	Sanitary Sewer Phase 5	Evaluate the existing sewer pipe and structures. Based on data acquired, point repairs can be made to the sewer.	100% Sewer Fund	$ 215,800	$ 206,088	$ 9,712	**Completed**
Sewer	Equipment	Replacement	RAS Pump AFD's	Replacement of three RAS Pump drives that control the pump speed at WWTP.	100% Sewer Fund	$ 5,400	$ -	$ 5,400	2021
Sewer	Equipment	Replacement	RAS Pump Replacement	Replacement of one of the three RAS pumps, this is completed every 5 years.	100% Sewer Fund	$ 11,500	$ 11,670	$ (170)	**Completed**
Sewer	Equipment	Replacement	RAS Flow Meters	Modify flow meters	100% Sewer Fund	$ 34,000	$ 33,704	$ 296	**Completed**
Sewer	Project	New	WWTP Exterior Lighting	Additional lights for the outside of the wastewater treatment plant	100% Sewer Fund	$ 9,000	$ -	$ 9,000	2021
Sewer	Project	New	Sewer Manhole Inspections	Locate, open, inspect, and assess condition of manholes. Update GIS map and database.	100% Sewer Fund	$ 30,000	$ 30,646	$ (646)	**Completed**
Sewer	Equipment	Replacement	Clarifier Drive Rebuild	Clarifier Drive Rebuild	100% Sewer Fund	$ 16,000	$ -	$ 16,000	2021
Sewer	Equipment	New	Ongoing Sanitary Sewer Repairs	Periodic projects to rebuild sewer pipes, using the CIPP process.	100% Sewer Fund	$ 475,000	$ 396,184	$ 78,816	**Completed**
Sewer	Project	New	CCTV	Program to clean and televise a portion of the 15,000 feet per year of the City's sewers.	100% Sewer Fund	$ 30,000	$ 24,453	$ 5,547	**Completed**
					TOTAL SEWER	**$ 826,700**	**$ 702,745**	**$ 123,955**	
Transportation	Equipment	Replacement	Dump truck, 1-ton, 4-wheel Drive, Snowplow and Salt Spreader	Replacement of older trucks and snowplowing equipment. Will replace next truck in line. Trade-in value approximately $7,000	100% Transportation Fund	$ 65,000	$ 61,162	$ 3,838	**Completed**
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	$ 285,000	$ 321,245	$ (36,245)	**Completed**
Transportation	Maintenance	New	Curb & Sidewalk Repair	Repair defective sections of curb and sidewalk due to general deterioration.	100% Transportation Fund	$ 50,000	$ 50,231	$ (231)	**Completed**
Transportation	Maintenance	New	Snow Box Attachment	To assist with plowing snow in the downtown and small parking areas.	100% Transportation Fund	$ 5,000	$ -	$ 5,000	2022
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	$ 10,000	$ 4,194	$ 5,806	**Completed**
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	$ 10,000	$ 18,182	$ (8,182)	**Completed**
Transportation	Equipment	New	Downtown Wayfinding Signage	The design and purchase of wayfinding signage for three locations within the downtown area.	100% Transportation Fund	$ 13,000	$ 10,877	$ 2,123	**Completed**
					TOTAL TRANSPORTATION	**$ 438,000**	**$ 465,891**	**$ (27,891)**	

Project Fund	Project	Replacement	Route 9 Phases 1&2	Major Street Reconstruction	Project Funds/CID	$ 1,995,656	$ 101,185	$ 1,894,471	2021
Project Fund	Project	Replacement	Route 9 Phases 1&3	Major Street Reconstruction	MoDot Cost Share	$ 1,734,500	$ -	$ 1,734,500	2021
Project Fund	Project	Replacement	Route 9 6th Street	Major Street Reconstruction	Projects Fund/MoDot /Chapter 100	$ 800,000	$ -	$ 800,000	2021
					TOTAL PROJECTS FUND	**$ 4,530,156**	**$ 101,185**	**$ 4,428,971**	
Parks Sales Tax	Project	New	PLP Ballfields	The engineering of baseball fields and multipurpose fields	100% Parks Sales Tax	$ 200,000	$ -	$ 200,000	2021
Parks Sales Tax	Project	New	Pickle ball Courts	The design and engineering of 2 to 4 pickelball courts located in ELP	100% Parks Sales Tax	$ 20,000	$ 79,399	$ (59,399)	**Completed**
Parks Sales Tax	Project	New	Dog Park Shade Structure	The purchase and installation of a dog park shade structure	100% Parks Sales Tax	$ 16,000	$ 32,870	$ (16,870)	**Completed**
Parks Sales Tax	Project	Replacement	Adams Park Improvements	The design , purchase, and installation of updated playground equipment	100% Parks Sales Tax	$ 18,000	$ -	$ 18,000	2022
Parks Sales Tax	Project	Replacement	Watkins Park Improvements	The design , purchase, and installation of updated playground equipment	100% Parks Sales Tax	$ 20,000	$ -	$ 20,000	2021
Parks Sales Tax	Project	Replacement	Waddell Bridge Improvement	The repainting and lighting of the Waddell bridge	100% Parks Sales Tax	$ 50,000	$ 16,588	$ 33,412	**Completed**
Parks Sales Tax	Project	New	Pocket Park Master Plan	The creation of a master plan by an outside third party to provide multiple options for Pocket Park.	100% Parks Sales Tax	$ 25,000	$ 28,556	$ (3,556)	**Completed**
Parks Sales Tax	Project	Replacement	Entry Signs for PLP/ELP	The design and purchase of new entry signs to ELP and PLP	100% Parks Sales Tax	$ 15,000	$ 8,480	$ 6,520	2021
Parks Sales Tax	Project	New	Lewis and Clark Monument Sign	The design and purchase of a Lewis and Clark sign to be located in ELP	100% Parks Sales Tax	$ 10,000	$ -	$ 10,000	**Completed**
Parks Sales Tax	Project	Replacement	Roundabout Makeover	The design and construction of new landscaping for the roundabout on the south side of Busch Drive.	100% Parks Sales Tax	$ 60,000	$ -	$ 60,000	2021
					TOTAL PARKS SALES TAX FUND	**$ 434,000**	**$ 165,892**	**$ 268,108**	
					GRAND TOTAL	**$ 6,821,307**	**$ 1,748,852**	**$ 5,072,455**	

Projected expenditures per Quarter				
1st Quarter Actual	**2nd Actual**	**3rd Actual**	**4th Actual**	**2021 Projected**
$ 421,952	$ 477,765	$ 837,406	$ 770,134	$ 4,834,969

ITEM 4.B.

For 2/9/2021

Board of Aldermen - Finance Committee Meeting

CITY OF PARKVILLE

Policy Report

Date: February 4, 2021

Prepared By: Reviewed By:

ISSUE:

Missouri American Water Rate Increase

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:

None

CITY OF PARKVILLE
Policy Report

Date: February 5, 2021

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Joe Parente, City Administrator

ISSUE:
Administrative Charge to Sewer Fund Allocation Study

BACKGROUND:
The Sewer Fund is a self-sustaining enterprise fund that operates on its own revenue, distinct from the City's General Fund. The Sewer Fund includes maintenance and capital outlay expenses that need to be offset by the revenue collected.

In 2016, the City hired Springsted (now Baker Tilly) to perform a Sewer Allocation Study to review the tasks performed by each City staff member, measuring those tasks that support the sewer operations. The allocation also factored in direct and indirect sewer-related costs. Based on the 2016 study, the City could reasonable transfer $365,644 from the Sewer Fund to the General Fund to cover personnel costs, as well as direct and indirect costs for sewer-related expenses funded by the General Fund.

In order to accurately capture the current expenses, the City contacted three firms to perform an updated sewer allocation study. Baker Tilly was selected based on their fee proposal, as well as their familiarity with the City.

A wide range of sewer-related tasks are carried out by the City's workforce. Staff members from Public Works, Administration and Community Development were asked to fill out a detailed listing of activities, both related to sewer activities and non-sewer activities. This analysis broke out the amount of time spent on each task. For those tasks that were identified to be sewer related, the work flow data was compared to the budget information and incorporated into the allocation study.

As the report lays out, as its methodology, there are direct costs for sewer tasks performed by City personnel that are included and paid out of the General Fund. There are also overhead costs that are calculated for the entire City operation; a portion of the overhead funds are assigned to the sewer allocation study. The total of direct costs and overhead costs are summarized in the report as the amount of administrative funds that may transferred from the Sewer Fund to the General Fund.

Based on the current tasks and budget allocations, the 2021 Sewer Allocation Study states that a reasonable transfer of $449,800 can be made from the Sewer Fund to the General Fund to compensate for sewer related expenses. The detailed study is available as Attachment 1.

BUDGET IMPACT:

The City determines the sewer rate structure each year based on the projected budget. Due to the timing associated with the Sewer Allocation Study, it was decided to postpone sewer rate increases.

ALTERNATIVES:

1. Direct staff to proceed with the sewer rate increase, as outlined by the City's ordinance.
2. Provide direction to staff related to the Sewer Allocation Study and the sewer rate increase.
3. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends proceeding with the sewer rate increase. This would include releasing a 30-day public notice, scheduling a public hearing and presenting the recommendations related to the sewer rate increase.

POLICY:

Section 703.030(A) of the Parkville Municipal Code states that, “the user charge system shall generate adequate annual revenues to pay the costs of annual operation and maintenance including replacement and cost associated with debt retirement.”

The Reserve Policy (Resolution No. 12-01-13) states that, “the sewer utility fund balance should be able to provide 90 days of operations in addition to the current fiscal year debt service payments.”

RSMo 250.233 states that prior to establishing sewer charges, a public hearing shall be held following at least 30 days’ notice.

SUGGESTED MOTION:

This is a non-action item and does not require a motion.

ATTACHMENTS:

1. Administrative Charge to Sewer Fund Study

Baker Tilly US, LLP
9229 Ward Parkway
Suite 104
Kansas City, MO 64114
United States of America

T: +1 (816) 333 7200
bakertilly.com

Memo

To:	Joseph D. Parente, City Administrator
From:	Nick Dragisich
Date:	January 28, 2021
Subject:	Administrative Charge to Sewer Fund

In 2016, Springsted Incorporated (now Baker Tilly) assisted the City in determining and recommending an administrative charge allocation from the City's General Fund to its Sewer Fund. We were recently retained to review and update this administrative charge allocation to ensure it was equitable and fairly allocated the costs incurred. The administrative allocation should reflect the direct support provided by the General Fund to the Sewer Fund and indirect support provided by the City's overhead activities that benefit the Sewer Fund.

The direct support provided by the General Fund was determined by gathering data related to the time employees in General Fund departments spend on activities that directly benefit the Sewer Fund. The General Fund departments where these activities were found included: Administration, Community Development, and Public Works. Each employee in these departments was asked to complete a time-spent profile where they estimated the percentage of their time spent over the course of an average year on activities incumbent to their positions. The time spent on each activity was then converted to a cost based on the employee's effective hourly cost. The effective hourly cost was determined by taking total personnel cost including salary and wages, fringe benefits, FICA and Medicare, retirement, and insurances divided by the actual time the employee was available to provide services. The available time is the 2,080 annual work hours minus hours of vacation, holiday, sick leave, and training. For example: an employee with an annual salary of $55,949 and benefits plus FICA and Medicare of $16,317 would have a total annual cost of $72,266 or $34.74/hour ($72,266/2080 hours = $34.74/hour). The employee's time includes fifteen percent for training, vacation/sick leave/holidays. This results in an effective cost of $40.87/hour ($34.74/(1.0-.0.15) = $40.87). The personnel cost of each activity was used to proportionately allocate other department operating costs to that activity. This cost was then increased to include the overhead cost of the department to arrive at the total cost. A summary description of each department is provided below.

Administration Department:

The Administration Department has a staff of eight including six full-time and two part-time employees. Each of these employees reported spending time on activities related to the Sewer Fund. These activities primarily included:

- Handling of customer complaints
- Responding to questions related to the Sewer Fund
- Accepting and processing payments for sewer services
- Supervision of sewer billing staff and processes
- Preparing and mailing sewer bills to customers
- Stopping and starting sewer services

The cost of these sewer related services was determined to be $194,136. Department overhead for Administration was limited to the percent of time spent providing supervision/management/direction because the other overhead costs were allocated as City-wide overhead. Department overhead allocated to these sewer related services was $15,122 resulting in total Administration Department operating costs that support the Sewer Fund of $209,258 as shown in the table below.

Administration Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	$ 194,136
Department Overhead	$ 15,122
Total Costs Supporting the Sewer Fund	**$ 209,258**

Public Works Department:

The Public Works Department has a staff of thirteen including ten full-time and three part-time employees. Nine of the employees reported spending some of their time on sewer related activities primarily including:

- Managing capital improvement projects from conception through construction
- Creating bid documents, contracts, and policy reports for sewer capital improvement projects
- Reviewing contract and insurance documents for compliance to contracts
- Communication with contractors regarding contract documents and compliance
- Performing inspections on construction of sewer infrastructure and compile inspection reports

The cost of these sewer related services was determined to be $104,577. Department overhead allocated to these sewer related services was $28,070 resulting in total operating costs that support the Sewer Fund of $127,647. These Public Works Department costs are shown below.

Public Works Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	$ 104,577
Department Overhead	$ 28,070
Total Costs Supporting the Sewer Fund	**$ 132,647**

Community Development Department:
The Community Development Department has a staff of five including three full-time and two part-time employees. Four of the employees reported spending some of their time on sewer related activities primarily including:

- Ensure adequate sewer easements are identified on applications, plats and maps for building and development within the City limits
- Coordinate and provide data, information, maps and imagery to the City's Public Works Director and on-call engineer for tasks pertaining to the mapping of existing and new sewer lines
- Provide records of sewer lines identified on past applications and approved plans

The cost of these sewer related services was determined to be $21,825. Department overhead allocated to these sewer related services was $7,106 resulting in total operating costs of the Community Development Department that support the Sewer Fund of $28.931. The Community Development costs are shown below.

Community Development Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	$ 21,825
Department Overhead	$ 7,106
Total Costs Supporting the Sewer Fund	**$ 28,931**

City-Wide Overhead Costs:
The costs incurred by the City in providing support to its operating departments enabling them to provide their services and to other funds established by the City are overhead costs that need to be appropriately allocated. These costs include services like paying bills, issue payroll checks, coordinate purchasing functions, human resources, IT, providing overall policy goals and direction, and others that provide a City-wide benefit. These supporting functions were identified in the expenditures for the Mayor and Board, Administration, Public Information, and Information Technology.

The City-wide costs of these supporting functions were allocated proportionately to each department and Fund of the City based either on expenditure amounts or the number of full-time-equivalent employees (F.T.E.'s). The choice of allocation method was based on the most appropriate method for the cost being allocated. For example, our previous analysis of the Administration Department identified $209,258 of sewer related costs and $92,599 of other non-overhead costs or a total of $301,857 of non-overhead expenses. This leaves $1,078,227 ($1,380,085 - $301,875 = $1,078,228) of costs supporting City-wide functions. Administration staff reported they spent approximately forty percent of their time on human resources activities so forty percent of the costs of supporting City-wide activities were allocated based on the number of F.T.E.'s and the remaining sixty percent were allocated based on expenses. The other City-wide allocations were based on Baker Tilly's experience in cost allocation studies both in terms of previous studies performed and in the considerable experience of its consulting staff as public-sector managers. In addition, care was taken to not double count expenses in those departments where sewer-related activities and other fee-related activities were identified. The allocation of these department costs is shown below. The allocations resulted in a proportional cost to the Sewer Utility of $104,657.

2021 Budget	Mayor and Board	Administration	Public Information	Information Technology	Total Allocated Overhead
F.T.E.s	-	6.50	-	-	6.5
Total Expenses	**$ 73,206**	**$ 1,380,085**	**$ 30,410**	**$ 60,745**	**$ 1,544,445**
Expenses Allocated to Activities	**$ -**	**$ 301,857**	**$ -**	**$ -**	**$ 301,857**
Net Expenses	**$ 73,206**	**$ 1,078,228**	**$ 30,410**	**$ 60,745**	**$ 1,242,588**
Percent City-Wide Overhead	**100.00%**	**78.13%**	**100.00%**	**100.00%**	
Allocation Based on F.T.E.s	**0.00%**	**40.00%**	**0.00%**	**100.00%**	
Allocation Based on Expenses	**100.00%**	**60.00%**	**100.00%**	**0.00%**	
Mayor and Board	$ 428	$ 3,779	$ 178	$ -	$ 4,384
Administration	$ 6,298	$ 114,672	$ 2,616	$ 8,312	$ 131,898
Municipal Court	$ 1,009	$ 27,074	$ 419	$ 2,558	$ 31,059
Community Development	$ 2,099	$ 63,945	$ 872	$ 6,394	$ 73,310
Police	$ 9,698	$ 249,140	$ 4,029	$ 23,019	$ 285,886
Public Works	$ 4,672	$ 168,409	$ 1,941	$ 17,904	$ 192,926
Parks & Recreation	$ 2,632	$ 23,261	$ 1,093	$ -	$ 26,986
Sewer Utility	$ 9,703	$ 90,285	$ 4,031	$ 639	$ 104,657
Nature Sanctuary	$ 362	$ 16,815	$ 150	$ 1,918	$ 19,245
Public Information	$ 178	$ 1,570	$ 74	$ -	$ 1,821
Information Technology	$ 355	$ 3,135	$ 147	$ -	$ 3,638
Transportation Sales Tax Fund	$ 6,770	$ 59,826	$ 2,812	$ -	$ 69,408
Debt Service Funds	$ 15,527	$ 137,216	$ 6,450	$ -	$ 159,193
Reserve Fund	$ -	$ -	$ -	$ -	$ -
Eliminations	$ -	$ -	$ -	$ -	$ -
Park Sales Tax Fund	$ 8,593	$ 75,937	$ 3,570	$ -	$ 88,099
Economic Development	$ 58	$ 516	$ 24	$ -	$ 599
Parks Donations	$ -	$ -	$ -	$ -	$ -
Veterans Memorial	$ 380	$ 3,355	$ 158	$ -	$ 3,892
Court Recoupment Fees	$ 3	$ 28	$ 1	$ -	$ 33
Police Training Fees LET	$ 12	$ 106	$ 5	$ -	$ 123
Police Shop	$ 56	$ 495	$ 23	$ -	$ 574
TIF Development	$ 2,805	$ 24,787	$ 1,165	$ -	$ 28,757
Market Place Project 1 &2	$ -	$ -	$ -	$ -	$ -
Market Place CID #1 & #2	$ 10	$ 93	$ 4	$ -	$ 107
Creekside Development	$ -	$ -	$ -	$ -	$ -
Fewson Project	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 1,560	$ 13,786	$ 648	$ -	$ 15,994
Totals	**$ 73,206**	**$ 1,078,228**	**$ 30,410**	**$ 60,745**	**$ 1,242,588**

The total cost of City Departments in support of the Sewer Fund is then the sum of the individual department operating costs and the City-wide overhead allocation. This resulted in a total operating and overhead cost of $475,494 based on the City's 2021 budget. The City already allocates $25,694 to the Sewer Fund for personnel costs in the Administration budget. Deducting these costs gives a net cost available to allocated to the Sewer Fund of $449,800. A detailed breakdown is provided below.

Total City Costs Supporting the Sewer Fund

City Costs Supporting the Sewer Fund	Sewer Related Activities	Overhead	Total
General Fund Administration	$ 194,136	15,122	209,258
General Fund Community Development	$ 21,825	7,106	28,931
General Fund Public Works	$ 104,577	28,070	132,647
City Wide Overhead	$ -	104,657	104,657
Total Cost Supporting the Sewer Fund	**$ 320,538**	**154,955**	**475,494**
Less Costs Allocated in Budget	**$ (25,694)**	**-**	**(25,694)**
Net Cost Available to Allocate to the Sewer Fund	**$ 294,844**	**$ 154,955**	**$ 449,800**