

**REGULAR MEETING OF WASHINGTON, MISSOURI CITY COUNCIL**  
**October 3, 2016 – 7:00 P.M.**

| <b><u>1. INTRODUCTORY ITEMS:</u></b>   | <b><u>SUGGESTED</u></b>   | <b><u>COUNCIL ACTION:</u></b> |
|--|---------------------------|-------------------------------|
| Roll Call /Pledge of Allegiance  |                           |                               |
| Approval of the Minutes from the September 19, 2016 Council Meeting  | Need Motion/Mayor         | Memo                          |
| <u>Approval and Adjustment of Agenda including Consent Agenda:</u>   | Need Motion/Mayor         | Memo                          |
| a. Payments greater than \$40,000  |                           |                               |
| b. Treasurer’s Report – July 2016  |                           |                               |
| c. Lewis, Rice L.C. invoice – August 2016 services   |                           |                               |
| d. Final Pay Request – Gerstner – Electric, Inc. – Traffic Head Signal Replacement   |                           |                               |
| e. Final Pay Request – Burns & McDonnell Engineering Co., Inc. – Phase IV Landfill   |                           |                               |
| <b><u>2. PRIORITY ITEMS:</u></b>   |                           |                               |
| <b><u>Mayor’s Presentations, Appointments &amp; Re-Appointments:</u></b>   |                           |                               |
| a. Washington Tax Increment Financing Commission Appointments  | Accept/Approve/Mayor      | Memo                          |
| <b><u>3. PUBLIC HEARINGS:</u></b>  |                           |                               |
| <b><u>CITIZENS DISCUSSIONS:</u></b>  |                           |                               |
| <b><u>4. UNFINISHED BUSINESS:</u></b>  |                           |                               |
| <b><u>5. REPORT OF DEPARTMENT HEADS:</u></b>   |                           |                               |
| a. OPEB Requests for Proposals   | Accept/Approve/Mayor      | Memo                          |
| b. Stormwater Management Fund – Lifestream Church Parking Lot Expansion  | Accept/Approve/Mayor      | Memo                          |
| c. Request for Addition of AVL Software & Hardware to Public Safety Computer Project   | Accept/Approve/Mayor      | Memo                          |
| d. Fair Board Requests Recommendation  | Accept/Approve/Mayor      | Memo                          |
| e. GFOA Award of Financial Reporting Achievement   | Accept Into Minutes       | Memo                          |
| <b><u>6. ORDINANCES/RESOLUTIONS:</u></b>   |                           |                               |
| a. An ordinance authorizing and directing the execution of an agreement by and between the City of Washington, Missouri and Hochschild, Bloom & Company LLP to conduct the Annual Audit. | Read &Int/Read&Vote/Mayor | Memo                          |

- b. An ordinance authorizing and directing the execution of a contract agreement between the City of Washington, Missouri and Hogan’s Painting & Sandblasting, Van Buren, Missouri. Read &Int/Read&Vote/Mayor
  - c. An ordinance authorizing and directing the execution of a contract agreement by and between the City of Washington, Missouri and Peckham Guyton Albers & Viets, Inc. Read &Int/Read&Vote/Mayor Memo
  - d. An ordinance establishing the Salary of the Finance Manager Read &Int/Read&Vote/Mayor
  - e. An ordinance establishing the Salary of the Emergency Preparedness Director Read &Int/Read&Vote/Mayor
  - f. An ordinance establishing the Salary of the City Clerk Read &Int/Read&Vote/Mayor
  - g. A resolution supporting the Public Art Policy and Procedures for the City of Washington, Missouri. Read &Int/Vote/Mayor
7. **COMMISSION, COMMITTEE AND BOARD REPORTS:**
- a. An ordinance approving the Final Plat of North Park Addition, Plat II, in the City of Washington, Franklin County, Missouri. Read &Int/Read&Vote/Mayor
8. **MAYOR’S REPORT:**
9. **CITY ADMINISTRATOR’S REPORT:**
10. **CITY ATTORNEY’S REPORT:**
- a. Public vote on whether or not to hold a closed meeting to discuss personnel, legal and real estate matters pursuant to Section 610.021 RSMo (2000). Roll Call Vote
11. **INFORMATION:**
- a. E-cycle Collection Event
12. **ADJOURNMENT:**

NOTICE: COPIES OF THE PROPOSED ORDINANCES ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION  
PRIOR TO THE TIME THE BILL IS UNDER CONSIDERATION BY THE CITY COUNCIL.  
POSTED BY MARY TRENTMANN, CITY CLERK SEPTEMBER 29, 2016

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL  
CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI  
MONDAY, SEPTEMBER 19, 2016**

**INTRODUCTORY ITEMS:**

The Regular Meeting of the City of Washington, Missouri, City Council was held on Monday, September 19, 2016 at 7:00 p.m. in the Council Chamber. Mayor Sandy Lucy opened the meeting with roll call and Pledge of Allegiance.

|                                |  |                |         |
|--------------------------------|--|----------------|---------|
| <b>Mayor:</b>                  | Sandy Lucy   | Present        |         |
| <b>Council Members: Ward I</b> | Steve Sullentrup                                       | Present        |         |
|                                | Walter Meyer   | Present        |         |
|                                | <b>Ward II</b>   | Jeff Mohesky   | Present |
|                                | Mark Hidritch  | Present        |         |
| <b>Ward III</b>                | Jeff Patke   | Present        |         |
|                                | Greg Skornia   | Present        |         |
| <b>Ward IV</b>                 | Josh Brinker   | Present        |         |
|                                | Joe Holtmeier  | Absent         |         |
| <b>Also Present:</b>           | City Attorney  | Mark Piontek   |         |
|                                | City Administrator                                     | James Briggs   |         |
|                                | Assistant City Administrator/<br>Public Works Director | Brian Boehmer  |         |
|                                | City Clerk   | Mary Trentmann |         |
|                                | Police Captain   | Jim Armstrong  |         |
|                                | City Engineer  | John Nilges    |         |
|                                | Economic Development Director                          | Darren Lamb    |         |
|                                | City Planner   | Sal Maniaci    |         |
|                                | Street Supervisor                                      | Tony Bonastia  |         |
|                                | Fire Chief   | Bill Halmich   |         |

Originals and/or copies of agenda items of the meeting, including recorded votes are available on record in the office of the City Clerk. Each ordinance is read a minimum of twice by title, unless otherwise noted.

**Approval of Minutes:**

\* Approval of the Minutes from the September 6, 2016 Council Meeting  
A motion to accept the minutes as presented was made by Councilmember Patke, seconded by Councilmember Brinker, passed without dissent.

**Approval and Adjustment of Agenda including Consent Agenda:**

\* Payments of over \$40,000 (+): *United Health Care \$130,000.00 Estimated September Health Insurance premium; LAGERS \$60,000.00 Estimated August wage benefits; Ameren UE \$102,000.00 Estimated August energy usages; UMB Bank, NA. Trust \$97,100.00 Estimated September debt service payment. Sewer Revenue Bonds---2007B.*

\* 2016 Fall Clean up, Paint Up and Fix Up Campaign

\* Treasurer's Report – June 2016

A motion to accept and approve the agenda including the consent agenda accordingly was made by Councilmember Sullentrup, seconded by Councilmember Meyer, passed without dissent.

**PRIORITY ITEMS:**

**Mayor's Presentations, Appointments & Re-Appointments**

\* Tax Increment Financing Commission Reappointments

*September 1, 2016*

*To The City Council*

*City of Washington*

*Washington, Missouri*

*Dear Council Members:*

*I herewith submit for your approval the following for re-appointment to the Washington Tax Increment Financing Commission:*

*Liz Stemmley – term expiring August 2020*

*Robert Dobsh – term expiring August 2020*

*Respectfully submitted,*

*Sandy Lucy*

*Mayor*

*MKT:*

A motion to accept and approve the re-appointments was made by Councilmember Hidritch, seconded by Councilmember Patke, passed without dissent.

\* Board of Adjustment Reappointment

*September 1, 2016*

*To The City Council*

*Washington, Missouri*

*Dear Council Members:*

*I herewith submit for your approval the following for reappointment to the Board of Adjustment:*

*Allen Whitworth – term ending Sept. 2021*

*Respectfully submitted,*

*Sandy Lucy*

*Mayor*

*MKT:*

A motion to accept and approve the re-appointments was made by Councilmember Skornia, seconded by Councilmember Hidritch, passed without dissent.

\* Historic Preservation Commission Reappointment

*September 1, 2016*

*To The City Council*

*City of Washington*

*Washington, Missouri*

*Dear Council Members:*

*I herewith submit for your approval the following for re-appointment to the Washington Historic Preservation Commission:*

Carolyn Witt – term ending August 2020

Respectfully submitted,

Sandy Lucy

Mayor

MKT:

A motion to accept and approve the re-appointments was made by Councilmember Skornia, seconded by Councilmember Hidritch, passed without dissent.

**PUBLIC HEARINGS**

\* Fiscal Year 2016-2017 Budget of the City of Washington, Missouri.

Notice of Public Hearing – Budget

The City Council of the City of Washington, Missouri, will formally consider for adoption the proposed budget for the fiscal period October 1, 2016 to September 30, 2017. The public hearing will be in the City Council Chambers at City Hall, 405 Jefferson Street, Washington, MO, at 7:00 P.M. C.D.T. on September 19, 2016, or as soon thereafter as the public may be heard.

The proposed budget includes:

Revenues:

|                              |              |
|------------------------------|--------------|
| Estimated Revenues           | \$25,106,580 |
| Other Financing Sources      | 5,237,740    |
| Projected Reserves-All Funds | 30,244,214   |
| Total                        | \$60,588,534 |

Expenditures/Expenses:

|  |              |
|--|--------------|
| General Fund                             | \$10,270,875 |
| Library Fund                             | 636,935      |
| Volunteer Fire Fund                      | 610,685      |
| Vehicle & Equipment Replacement Fund     | 932,350      |
| Storm Water Improvement Fund             | 945,000      |
| Capital Improvement Sales Tax Fund       | 2,639,155    |
| Transportation Sales Tax Fund            | 780,000      |
| Water Fund                               | 2,806,355    |
| Sewage Treatment Fund                    | 4,792,270    |
| Solid Waste Fund                         | 2,534,410    |
| Debt Service Funds                       | 3,105,345    |
| Agency Funds                             | 688,000      |
| Other Financing Uses                     | 5,227,740    |
| Total                                    | \$35,969,120 |
| Total Projected Fund Balances, 9/30/2017 | \$24,619,414 |

The proposed budget is available for public inspection at the Finance Director's Office located at City Hall at 405 Jefferson Street between the hours of 8:00 A.M. and 5:00 P.M. C.D.T. Public comments and questions, both written and oral, will be heard and considered at the hearing aforementioned.

CITY OF WASHINGTON

Mary Trentmann

City Clerk

*Publish in the Weekend Missourian on September 10, 2016 and the Washington Missourian on September 14, 2016.*

**Briggs:** Your honor, our Finance Manager is not available to make the presentation for tonight's meeting so I will step in and hopefully I can do this correctly.

We currently have projected reserves beginning October 1 of \$32,244,214 dollars with estimated revenues for the year of \$25,106,580 dollars and other sources slightly over \$5,000,000 dollars. We are looking at expenditures including capital at \$35,939,120 dollars with a projected fund balance at the end of the coming fiscal year of \$24,619,214 dollars. I can go into some specifics but, generally a large amount of capital we have \$7.2 million dollars projected in capital, approximately \$300,000 of that is in the general fund with the trail and a radar unit for the Police Department.

We are looking at Storm Water improvements primarily to the channel around Bush Creek of about \$945,000. Various capital projects out of the capital fund of \$2.6 million that would include expansion of Heidmann Industrial Park, flip-lining some sewer lines, communication counsel over at the Dispatch Center of \$667,000, a microwave system of \$750,000, carpeting and window replacement here at City Hall, IT improvements along with some airport improvements, and some Downtown Washington improvements.

Transportation \$780,000 dollars primarily overchip and overlays, we also have funds for the design of the Bieker Steutermann Road and Bluff Road project, and we have our standard side walk repairs.

Equipment Replacement around \$930,000, there are 4 pickup trucks: 1 half-ton, 2 three-quarter ton, 1 1-ton, a snow plow truck. We also have a backhoe, a leaf vac, a skid steer loader, a trailer, 2 mowers, a mosquito sprayer, a replacement of a bush hog, a ballfield groomer, bark-mulcher blowers, and some bleacher replacements, and a replacement of the Parks Department HVAC system at their building.

Water has \$892,000 dollars in capital, which the largest portion being the Crestview Water Tower overhaul, we have some a booster pumper funded in previous years just have not gotten to the project, that's up on Highway A. They have a van to replace, 2 small generators: 1 out at the Public Works Building, and I think 1 up at Crestview Water Tower. A fuel system upgrade, a fire alarm system upgrade, and some wireless monitors, sewer system upgrade that is primarily a pump station out at Westlink Drive to overhaul that. They have 1 utility truck, and we have several minor improvements out of the Treatment Plant, and we have a Refuge truck replacement at approximately \$170,000 dollars.

So those are the major projects that we have. We also have a 2% cost of living increase, or 2% payroll increase, 5% health insurance increase, which is really more equivalent to a 10%, because the renewal is half-way through our year, we projected sales tax at a 5% increase, and I have already gone over the capital, brushed over the capital projects. I know that you all have heard of this before at our prior workshop meeting, but some people, the audience have not. So, that's it, so I guess if anybody...

**Sullentrup:** Jim, what did you say that trash truck cost?

**Briggs:** Budgeted \$170,000. I would have to look at to what we just replaced. I think that we got a relatively new one in the last 2 years, didn't we Tony?

**Bonastia:** Yeah

**Briggs:** It's been a couple of years so, we get about 5 to 7 years out of a trash truck.

**Mayor:** Any other questions? Okay, I will need a motion to accept this item into the minutes.

**Briggs:** Did you want to ask anybody in the audience?

**Mayor:** Oh, it's a Public Hearing isn't it? Is there anyone in the audience this evening that who like to address the Council regarding the budget? Okay, so now we will need a motion to accept this item into the minutes.

A motion to accept the Public Hearing into the minutes was made by Councilmember Meyers, seconded by Councilmember Patke. Passed without dissent.

- \* **Bill No. 16-11546 Ordinance No. 16-11564, an ordinance approving the Budget of the City of Washington, Franklin County, Missouri for the fiscal year 2016-2017.**

The ordinance was introduced by Councilmember Meyer.

Ordinance was read a second time and approved on the following roll call vote; Skornia-yes, Mohesky-aye, Patke-yes, Brinker-yes, Meyer-yes, Sullentrup-no, Hidritch-no. Passed without dissent.

- \* Voluntary Annexation – 14.49 acres south of Malvern Hill Subdivision.

*September 19, 2016*

*Honorable Mayor & City Council*

*405 Jefferson Street*

*Washington, MO 63090*

*Dear Mayor & City Council Members,*

*I am requesting to postpone the public hearing to annex 14 acres south of Malvern Hill as R-1D Single Family Residential that was scheduled for September 19, 2016. We were unable to hold the Planning and Zoning Commission meeting due to a lack of quorum. The public hearing will be rescheduled for October 17, 2016.*

*Sincerely,*

*Sal Maniaci*

*City Planner*

A motion was made to postpone the Public Hearing by Councilmember Patke, seconded by Councilmember Meyer. Passed without dissent.

- \* Rezone 2 parcels located at 1000 Duncan Heights Drive from R-1A Single-family Residential to C-4 Planned Commercial and approve Development Plan.

*September 19, 2016*

*Honorable Mayor & City Council*

*405 Jefferson Street*

*Washington, MO 63090*

*Dear Mayor & City Council Members,*

*I am requesting to postpone the public hearing to rezone 2 parcels located at 1000 Duncan Heights Drive from R-1A to C-4 and to approve a development plan for the Duncan Property that was scheduled for September 19, 2016. We were unable to hold the Planning and Zoning Commission meeting due to a lack of quorum. The public hearing is rescheduled for October 17, 2016.*

*Sincerely,*

*Sal Maniaci*  
*City Planner*

A motion was made to postpone the Public Hearing by Councilmember Brinker, seconded by Councilmember Skornia. Passed without dissent.

**CITIZENS DISCUSSIONS**

\* None

**UNFINISHED BUSINESS**

\* None

**REPORT OF DEPARTMENT HEADS**

\* None

**ORDINANCES/RESOLUTIONS**

**Resolution No. 16-11565, a resolution in support of an Historic Preservation Grant.**

This resolution is for the Phase II of the International Shoe Factory.

A motion to accept and support the Resolution was made by Patke, seconded by Brinker, passed without dissent.

**Resolution No. 16-11566, a resolution authorizing the City of Washington to apply for funding through the East-West Gateway Council of Governments.**

This resolution is to move forward with applying for the MODOT Non-Attributable Funds.

After a brief discussion, a motion to accept and support the Resolution was made by Sullentrup, seconded by Patke, passed without dissent.

**Resolution No. 16-11567, a resolution convening the Tax Increment Financing Commission of the City of Washington, Missouri and authorizing certain actions connected therewith.**

A motion to accept and support the Resolution was made by Sullentrup, seconded by Patke, passed without dissent.

**Bill No. 16-11547, Ordinance No. 16-11568, an ordinance authorizing and directing the execution of a Fire Protection Service Agreement by and between the City of Washington, Missouri and the Washington Community Fire Protection District.**

The ordinance was introduced by Councilmember Hidritch.

After a brief discussion, the ordinance was read a second time and approved on the following roll call vote; Skornia-aye, Mohesky-aye, Patke-aye, Brinker-aye, Meyer-aye, Sullentrup-aye, Hidritch-aye.

**Bill No. 16-11548, Ordinance No. 16-11569, an ordinance imposing a moratorium on the construction of certain utility poles within the Public Rights-of-way in the City of Washington, Missouri.**

The ordinance was introduced by Councilmember Patke.

After a brief discussion, the ordinance was read a second time and approved on the following roll call vote; Skornia-aye, Mohesky-aye, Patke-aye, Brinker-aye, Meyer-aye, Sullentrup-aye, Hidritch-aye.

**COMMISSION, COMMITTEE AND BOARD REPORTS**

- \* None

**MAYOR'S REPORT**

- \* Work has officially begun on the bridge.
- \* MML Conference was a good.
- \* Fall Festival is this weekend in Downtown Washington.

**CITY ADMINISTRATOR'S REPORT**

- \* Discussion on weed over-growth on Elbert Drive. Will be handled in the fall.
- \* Discussion on alley way behind Droege's and John G's.
- \* Discussion on Recycling Center hours.
- \* Discussion on Landfill capability.

**CITY ATTORNEY'S REPORT**

Public vote on whether or not to hold a closed meeting to discuss personnel, legal and real estate matters pursuant to Section 610.021 RSMo (2000) passed at 7:35 p.m. on the following roll call vote; Skornia-aye, Mohesky-aye, Patke-aye, Brinker-aye, Meyer-aye, Sullentrup-aye, Hidritch-aye.

The regular session reconvened at 8:17 p.m.

**ADJOURNMENT**

With no further business to discuss, a motion to adjourn was made at 8:17 p.m. by Councilmember Mohesky, seconded by Councilmember Hidritch passed without dissent.

Adopted: \_\_\_\_\_

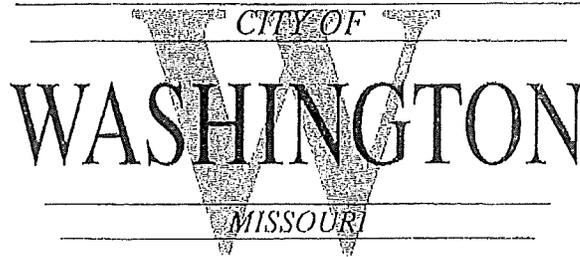
Attest: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
President of City Council

Passed: \_\_\_\_\_

Attest: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor of Washington, Missouri



October 3, 2016

Honorable Mayor and City Council:

Re: Purchases of \$40,000 or more

I request your approval for payment of the following:

|                         |              |   |
|-------------------------|--------------|---|
| United Health Care      | \$130,000.00 | Estimated October Health Insurance premium                      |
| LAGERS                  | \$ 60,000.00 | Estimated September wage benefits                               |
| Ameren UE               | \$102,000.00 | Estimated August energy usage                                   |
| UMB Bank, NA. Trust     | \$ 97,048.59 | October debt service payment<br>Sewer Revenue Bonds—2007B       |
| NB West Contracting     | \$118,334.99 | Pay Request #2 – 2016 Asphalt Overlay & Concrete<br>Replacement |
| Midwest Pool Management | \$ 69,248.23 | June, July, August – Pool Management Fees                       |

Invoices are attached for items other than payroll related, monthly utility, and monthly debt service payments.  
Thank you for your consideration.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary J. Sprung".

Mary J. Sprung, CPA  
Finance Manager

N. B. WEST CONTRACTING CO.  
 2780 MARY AVE  
 ST LOUIS, MO 63144



|             |       |
|-------------|-------|
| Invoice No. | 15919 |
| Page        | 1     |

**314-962-3145**  
**www.nbwest.com**

|         |   |        |                                    |
|---------|---|--------|------------------------------------|
| BILL TO | CITY OF WASHINGTON<br>ATTN: ANDREA LUEKEN<br>405 JEFFERSON<br>WASHINGTON MO 63090 | JOB NO | 2167<br>WASHINGTON 2016 OVERLAY-PW |
|---------|---|--------|------------------------------------|

| Invoice Date | Invoice No. | Customer No. | Payment Terms | Contract No. |
|--------------|-------------|--------------|---------------|--------------|
| 09/20/16     | 15919       | WAS104       | UPON RECEIPT  |              |

| Quantity   | Description          | Unit Price | Extended Price |
|--|----------------------|------------|----------------|
|  | STREET LS - SULLIVAN |            | 118,334.99     |
| PARTIAL BILLING #2:<br>PROJECT: 2016 WASHINGTON OVERLAY<br>PLEASE SEE ATTACHMENT FOR DETAILED BILLING<br>CONTRACT DATE: 07/05/16 |                      |            |                |
| Thanks For Your Business!!!!   |                      |            |                |
|  |                      | Gross      | Retainage      |
|  |                      | 118,334.99 | .00            |
|  |                      | Tax        | Net Amount     |
|  |                      | .00        | 118,334.99     |



16-0192

MIDWEST POOL MANAGEMENT  
156 Weldon Parkway  
Maryland Hghts, MO 63043  
(314)432-1313

CITY OF WASHINGTON  
405 Jefferson Street  
ATTN: Parks Department  
Washington, MO 63090

INVOICE ID: 18121  
DRAW ID: 01650500012  
DATE: September 7, 2016

SALESPERSON:

CUSTOMER ID: W371  
PO #:

CONTRACT ID: 016505  
CITY OF WASHINGTON  
LOCATION:

| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 1-0415  | MGMT FEE DUE 04/15/16  | 3,800.00        | 100.00 %         | 3,800.00     | 3,800.00        |                    |
| 1-0515  | MGMT FEE DUE 05/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0615  | MGMT FEE DUE 06/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0715  | MGMT FEE DUE 07/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0815  | MGMT FEE DUE 08/15/16  | 5,779.00        | 100.00 %         | 5,779.00     | 5,779.00        |                    |
| 1-1115  | MGMT FEE DUE 11/15/16  | 2,800.00        |                  |              |                 |                    |
| 2-0415  | MAINT FEE DUE 04/15/16 | 1,700.00        | 100.00 %         | 1,700.00     | 1,700.00        |                    |
| 2-0515  | MAINT FEE DUE 05/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0615  | MAINT FEE DUE 06/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0715  | MAINT FEE DUE 07/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-0815  | MAINT FEE DUE 08/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-1115  | MAINT FEE DUE 11/15/16 | 1,200.00        |                  |              |                 |                    |
| 3-0515  | SAL FEE DUE 05/15/16   | 7,750.00        | 100.00 %         | 7,750.00     | 7,750.00        |                    |
| 3-0516  | REV SAL FEE 05/15/16   | -7,750.00       | 100.00 %         | -7,750.00    | -7,750.00       |                    |
| 3-0525  | SAL EXP 05/12-05/25/16 | 1,851.78        | 100.00 %         | 1,851.78     | 1,851.78        |                    |
| 3-0608  | SAL EXP 05/26-06/08/16 | 11,631.10       | 100.00 %         | 11,631.10    |                 | 11,631.10          |
| 3-0615  | SAL FEE DUE 06/15/16   | 25,955.00       | 100.00 %         | 25,955.00    | 25,955.00       |                    |
| 3-0616  | REV SAL FEE 06/15/16   | -25,955.00      | 100.00 %         | -25,955.00   | -25,955.00      |                    |
| 3-0622  | SAL EXP 06/09-06/22/16 | 15,227.62       |                  |              |                 |                    |
| 3-0706  | SAL EXP 06/23-07/06/16 | 9,591.43        |                  |              |                 |                    |
| 3-0715  | SAL FEE DUE 07/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |
| 3-0716  | REV SAL FEE 07/15/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0720  | SAL EXP 07/07-07/20/16 | 11,811.62       |                  |              |                 |                    |
| 3-0803  | SAL EXP 07/21-08/03/16 | 12,670.48       |                  |              |                 |                    |
| 3-0815  | SAL FEE DUE 08/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |

PAID  
SEP 22 2016  
BY 46297

| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 3-0816  | REV SAL FEE 08/16/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0817  | SAL EXP 08/04-08/17/16 | 8,415.98        |                  |              |                 |                    |
| 3-0915  | SAL FEE DUE 09/15/16   | 6,500.00        | 100.00 %         | 6,500.00     | 6,500.00        |                    |
| 3-0916  | REV SAL FEE 09/15/16   | -6,500.00       | 100.00 %         | -6,500.00    | -6,500.00       |                    |
| Total   |                        | 120,037.01      | 48.67 %          | 58,419.88    | 46,788.78       | 11,631.10          |

**City of Washington**  
**Salary Expense**

**BASE SALARY EXPENSE**

| Pay Period       | 05/26 - 06/08/16 | Pay Date        | 6/23/2016            |
|------------------|------------------|-----------------|----------------------|
| <i>ACTIVITY</i>  | <i>HOURS</i>     | <i>PAY RATE</i> | <i>DOLLAR AMOUNT</i> |
| Manager          | 94.64            | \$17.00         | \$ 1,608.88          |
| Asst. Manager    | 51.95            | \$16.00         | \$ 831.20            |
| Guard            | 924.65           | \$9.94          | \$ 9,191.02          |
| <b>SUB-TOTAL</b> |                  |                 | \$ 11,631.10         |
| <b>TOTAL</b>     |                  |                 | \$ 11,631.10         |

|                         |               |
|-------------------------|---------------|
| 2016 SALARY BUDGET      | \$92,113.00   |
| SALARY 05/12 - 05/25/16 | (\$1,851.78)  |
| SALARY 05/26 - 06/08/16 | (\$11,631.10) |
| BALANCE                 | \$78,630.12   |

MIDWEST POOL MANAGEMENT  
 156 Weldon Parkway  
 Maryland Hghts, MO 63043  
 (314)432-1313

CITY OF WASHINGTON  
 405 Jefferson Street  
 ATTN: Parks Department  
 Washington, MO 63090

INVOICE ID: 18122  
 DRAW ID: 01650500013  
 DATE: September 7, 2016

SALESPERSON:  
 CUSTOMER ID: W371  
 PO #:

CONTRACT ID: 016505  
 CITY OF WASHINGTON  
 LOCATION:

| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 1-0415  | MGMT FEE DUE 04/15/16  | 3,800.00        | 100.00 %         | 3,800.00     | 3,800.00        |                    |
| 1-0515  | MGMT FEE DUE 05/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0615  | MGMT FEE DUE 06/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0715  | MGMT FEE DUE 07/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0815  | MGMT FEE DUE 08/15/16  | 5,779.00        | 100.00 %         | 5,779.00     | 5,779.00        |                    |
| 1-1115  | MGMT FEE DUE 11/15/16  | 2,800.00        |                  |              |                 |                    |
| 2-0415  | MAINT FEE DUE 04/15/16 | 1,700.00        | 100.00 %         | 1,700.00     | 1,700.00        |                    |
| 2-0515  | MAINT FEE DUE 05/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0615  | MAINT FEE DUE 06/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0715  | MAINT FEE DUE 07/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-0815  | MAINT FEE DUE 08/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-1115  | MAINT FEE DUE 11/15/16 | 1,200.00        |                  |              |                 |                    |
| 3-0515  | SAL FEE DUE 05/15/16   | 7,750.00        | 100.00 %         | 7,750.00     | 7,750.00        |                    |
| 3-0516  | REV \$AL FEE 05/16/16  | -7,750.00       | 100.00 %         | -7,750.00    | -7,750.00       |                    |
| 3-0525  | SAL EXP 05/12-05/25/16 | 1,851.78        | 100.00 %         | 1,851.78     | 1,851.78        |                    |
| 3-0608  | SAL EXP 05/28-06/08/16 | 11,631.10       | 100.00 %         | 11,631.10    | 11,631.10       |                    |
| 3-0615  | SAL FEE DUE 06/15/16   | 25,955.00       | 100.00 %         | 25,955.00    | 25,955.00       |                    |
| 3-0616  | REV SAL FEE 06/16/16   | -25,955.00      | 100.00 %         | -25,955.00   | -25,955.00      |                    |
| 3-0622  | SAL EXP 06/09-06/22/16 | 15,227.62       | 100.00 %         | 15,227.62    |                 | 15,227.62          |
| 3-0706  | SAL EXP 06/23-07/06/16 | 9,591.43        |                  |              |                 |                    |
| 3-0715  | SAL FEE DUE 07/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |
| 3-0716  | REV SAL FEE 07/16/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0720  | SAL EXP 07/07-07/20/16 | 11,811.62       |                  |              |                 |                    |
| 3-0803  | SAL EXP 07/21-08/03/16 | 12,570.48       |                  |              |                 |                    |
| 3-0815  | SAL FEE DUE 08/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |

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 SEP 22 2016  
 BY 46297

CITY OF WASHINGTON

Draw ID: 01650500013

9/07/16

| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 3-0816  | REV SAL FEE 08/15/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0817  | SAL EXP 08/04-08/17/16 | 8,415.98        |                  |              |                 |                    |
| 3-0916  | SAL FEE DUE 09/16/16   | 6,500.00        | 100.00 %         | 6,500.00     | 6,500.00        |                    |
| 3-0916  | REV SAL FEE 09/15/16   | -6,500.00       | 100.00 %         | -6,500.00    | -6,500.00       |                    |
| Total   |                        | 120,037.01      | 61.35 %          | 73,647.50    | 58,419.88       | 15,227.62          |

**City of Washington**  
**Salary Expense**

**BASE SALARY EXPENSE**

| Pay Period       | 06/09 - 06/22/16 | Pay Date        | 7/7/2016             |
|------------------|------------------|-----------------|----------------------|
| <i>ACTIVITY</i>  | <i>HOURS</i>     | <i>PAY RATE</i> | <i>DOLLAR AMOUNT</i> |
| Manager          | 86.7             | \$17.00         | \$ 1,473.90          |
| Asst. Manager    | 107.69           | \$16.00         | \$ 1,723.04          |
| Guard            | 1210.33          | \$9.94          | \$ 12,030.68         |
| <b>SUB-TOTAL</b> |                  |                 | \$ 15,227.62         |
| <b>TOTAL</b>     |                  |                 | \$ 15,227.62         |

|                         |               |
|-------------------------|---------------|
| 2016 SALARY BUDGET      | \$92,113.00   |
| SALARY 05/12 - 05/25/16 | (\$1,851.78)  |
| SALARY 05/26 - 06/08/16 | (\$11,631.10) |
| SALARY 06/09 - 06/22/16 | (\$15,227.62) |
| BALANCE                 | \$63,402.50   |

MIDWEST POOL MANAGEMENT  
 156 Weldon Parkway  
 Maryland Hghts, MO 63043  
 (314)432-1313

CITY OF WASHINGTON  
 405 Jefferson Street  
 ATTN: Parks Department  
 Washington, MO 63090

INVOICE ID: 18123  
 DRAW ID: 01650500014  
 DATE: September 7, 2016

SALESPERSON:  
 CUSTOMER ID: W371  
 PO #:

CONTRACT ID: Q16505  
 CITY OF WASHINGTON  
 LOCATION:

| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 1-0415  | MGMT FEE DUE 04/15/16  | 3,800.00        | 100.00 %         | 3,800.00     | 3,800.00        |                    |
| 1-0515  | MGMT FEE DUE 05/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0615  | MGMT FEE DUE 06/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0715  | MGMT FEE DUE 07/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0815  | MGMT FEE DUE 08/15/16  | 5,779.00        | 100.00 %         | 5,779.00     | 5,779.00        |                    |
| 1-1115  | MGMT FEE DUE 11/15/16  | 2,800.00        |                  |              |                 |                    |
| 2-0415  | MAINT FEE DUE 04/15/16 | 1,700.00        | 100.00 %         | 1,700.00     | 1,700.00        |                    |
| 2-0515  | MAINT FEE DUE 05/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0615  | MAINT FEE DUE 06/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0715  | MAINT FEE DUE 07/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-0815  | MAINT FEE DUE 08/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-1115  | MAINT FEE DUE 11/15/16 | 1,200.00        |                  |              |                 |                    |
| 3-0515  | SAL FEE DUE 05/15/16   | 7,750.00        | 100.00 %         | 7,750.00     | 7,750.00        |                    |
| 3-0516  | REV SAL FEE 05/15/16   | -7,750.00       | 100.00 %         | -7,750.00    | -7,750.00       |                    |
| 3-0525  | SAL EXP 05/12-05/25/16 | 1,851.78        | 100.00 %         | 1,851.78     | 1,851.78        |                    |
| 3-0608  | SAL EXP 05/26-06/08/16 | 11,631.10       | 100.00 %         | 11,631.10    | 11,631.10       |                    |
| 3-0615  | SAL FEE DUE 06/15/16   | 25,955.00       | 100.00 %         | 25,955.00    | 25,955.00       |                    |
| 3-0616  | REV SAL FEE 06/15/16   | -25,955.00      | 100.00 %         | -25,955.00   | -25,955.00      |                    |
| 3-0822  | SAL EXP 06/09-06/22/16 | 15,227.62       | 100.00 %         | 15,227.62    | 15,227.62       |                    |
| 3-0706  | SAL EXP 06/23-07/06/16 | 9,591.43        | 100.00 %         | 9,591.43     |                 | 9,591.43           |
| 3-0715  | SAL FEE DUE 07/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |
| 3-0716  | REV SAL FEE 07/15/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0720  | SAL EXP 07/07-07/20/16 | 11,811.62       |                  |              |                 |                    |
| 3-0803  | SAL EXP 07/21-08/03/16 | 12,570.48       |                  |              |                 |                    |
| 3-0815  | SAL FEE DUE 08/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |

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 BY 46297

CITY OF WASHINGTON

Draw ID: 01650500014

9/07/16

| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 3-0816  | REV SAL FEE 08/15/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0817  | SAL EXP 08/04-08/17/16 | 8,415.98        |                  |              |                 |                    |
| 3-0915  | SAL FEE DUE 09/15/16   | 6,500.00        | 100.00 %         | 6,500.00     | 6,500.00        |                    |
| 3-0916  | REV SAL FEE 09/15/16   | -6,500.00       | 100.00 %         | -6,500.00    | -6,500.00       |                    |
| Total   |                        | 120,037.01      | 69.34 %          | 83,238.93    | 73,647.50       | 9,591.43           |

**City of Washington**  
**Salary Expense**

**BASE SALARY EXPENSE**

| Pay Period       | 06/23 - 07/06/16 | Pay Date | 7/21/2016     |
|------------------|------------------|----------|---------------|
| ACTIVITY         | HOURS            | PAY RATE | DOLLAR AMOUNT |
| Manager          | 47.52            | \$17.00  | \$ 807.84     |
| Asst. Manager    | 93.71            | \$16.00  | \$ 1,499.36   |
| Guard            | 732.82           | \$9.94   | \$ 7,284.23   |
| <b>SUB-TOTAL</b> |                  |          | \$ 9,591.43   |
| <b>TOTAL</b>     |                  |          | \$ 9,591.43   |

|                         |               |
|-------------------------|---------------|
| 2016 SALARY BUDGET      | \$92,113.00   |
| SALARY 05/12 - 05/25/16 | (\$1,851.78)  |
| SALARY 05/26 - 06/08/16 | (\$11,631.10) |
| SALARY 06/09 - 06/22/16 | (\$15,227.62) |
| SALARY 06/23 - 07/06/16 | (\$9,591.43)  |
| BALANCE                 | \$53,811.07   |

MIDWEST POOL MANAGEMENT  
 156 Weldon Parkway  
 Maryland Hghts, MO 63043  
 (314)432-1313

CITY OF WASHINGTON  
 405 Jefferson Street  
 ATTN: Parks Department  
 Washington, MO 63090

INVOICE ID: 18124  
 DRAW ID: 01650500015  
 DATE: September 7, 2016

SALESPERSON:

CONTRACT ID: 016505  
 CITY OF WASHINGTON  
 LOCATION:

CUSTOMER ID: W371  
 PO #:

| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 1-0415  | MGMT FEE DUE 04/15/16  | 3,800.00        | 100.00 %         | 3,800.00     | 3,800.00        |                    |
| 1-0515  | MGMT FEE DUE 05/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0615  | MGMT FEE DUE 06/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0715  | MGMT FEE DUE 07/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0815  | MGMT FEE DUE 08/15/16  | 5,779.00        | 100.00 %         | 5,779.00     | 5,779.00        |                    |
| 1-1115  | MGMT FEE DUE 11/15/16  | 2,800.00        |                  |              |                 |                    |
| 2-0415  | MAINT FEE DUE 04/15/16 | 1,700.00        | 100.00 %         | 1,700.00     | 1,700.00        |                    |
| 2-0515  | MAINT FEE DUE 05/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0615  | MAINT FEE DUE 06/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0715  | MAINT FEE DUE 07/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-0815  | MAINT FEE DUE 08/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-1115  | MAINT FEE DUE 11/15/16 | 1,200.00        |                  |              |                 |                    |
| 3-0515  | SAL FEE DUE 05/15/16   | 7,750.00        | 100.00 %         | 7,750.00     | 7,750.00        |                    |
| 3-0515  | REV SAL FEE 05/15/16   | -7,750.00       | 100.00 %         | -7,750.00    | -7,750.00       |                    |
| 3-0525  | SAL EXP 05/12-05/25/16 | 1,851.78        | 100.00 %         | 1,851.78     | 1,851.78        |                    |
| 3-0608  | SAL EXP 05/28-06/08/16 | 11,631.10       | 100.00 %         | 11,631.10    | 11,631.10       |                    |
| 3-0615  | SAL FEE DUE 06/15/16   | 25,955.00       | 100.00 %         | 25,955.00    | 25,955.00       |                    |
| 3-0615  | REV SAL FEE 06/15/16   | -25,955.00      | 100.00 %         | -25,955.00   | -25,955.00      |                    |
| 3-0622  | SAL EXP 06/09-06/22/16 | 15,227.62       | 100.00 %         | 15,227.62    | 15,227.62       |                    |
| 3-0706  | SAL EXP 06/23-07/06/16 | 9,591.43        | 100.00 %         | 9,591.43     | 9,591.43        |                    |
| 3-0715  | SAL FEE DUE 07/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |
| 3-0715  | REV SAL FEE 07/15/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0720  | SAL EXP 07/07-07/20/16 | 11,811.62       | 100.00 %         | 11,811.62    |                 | 11,811.62          |
| 3-0803  | SAL EXP 07/21-08/03/16 | 12,670.48       |                  |              |                 |                    |
| 3-0815  | SAL FEE DUE 08/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |

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| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 3-0816  | REV SAL FEE 08/15/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0817  | SAL EXP 08/04-08/17/16 | 8,415.98        |                  |              |                 |                    |
| 3-0915  | SAL FEE DUE 09/15/16   | 6,500.00        | 100.00 %         | 6,500.00     | 6,500.00        |                    |
| 3-0916  | REV SAL FEE 09/15/16   | -6,500.00       | 100.00 %         | -6,500.00    | -6,500.00       |                    |
| Total   |                        | 120,037.01      | 79.18 %          | 95,050.55    | 83,238.93       | 11,811.62          |

**City of Washington**  
***Salary Expense***

**BASE SALARY EXPENSE**

| Pay Period       | 07/07 - 07/20/16 | Pay Date        | 8/4/2016             |
|------------------|------------------|-----------------|----------------------|
| <i>ACTIVITY</i>  | <i>HOURS</i>     | <i>PAY RATE</i> | <i>DOLLAR AMOUNT</i> |
| Manager          | 63.47            | \$17.00         | \$ 1,078.99          |
| Asst. Manager    | 81.13            | \$16.00         | \$ 1,298.08          |
| Guard            | 949.15           | \$9.94          | \$ 9,434.55          |
| <b>SUB-TOTAL</b> |                  |                 | \$ 11,811.62         |
| <b>TOTAL</b>     |                  |                 | \$ 11,811.62         |

|                         |                    |
|-------------------------|--------------------|
| 2016 SALARY BUDGET      | \$92,113.00        |
| SALARY 05/12 - 05/25/16 | (\$1,851.78)       |
| SALARY 05/26 - 06/08/16 | (\$11,631.10)      |
| SALARY 06/09 - 06/22/16 | (\$15,227.62)      |
| SALARY 06/23 - 07/06/16 | (\$9,591.43)       |
| SALARY 07/07 - 07/20/16 | (\$11,811.62)      |
| <b>BALANCE</b>          | <b>\$41,999.45</b> |

MIDWEST POOL MANAGEMENT  
 156 Weldon Parkway  
 Maryland Hghts, MO 63043  
 (314)432-1313

CITY OF WASHINGTON  
 405 Jefferson Street  
 ATTN: Parks Department  
 Washington, MO 63090

INVOICE ID: 18125  
 DRAW ID: 01650500016  
 DATE: September 7, 2016

SALESPERSON:

CONTRACT ID: 016505  
 CITY OF WASHINGTON  
 LOCATION:

CUSTOMER ID: W371  
 PO #:

| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 1-0415  | MGMT FEE DUE 04/15/16  | 3,800.00        | 100.00 %         | 3,800.00     | 3,800.00        |                    |
| 1-0515  | MGMT FEE DUE 05/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0615  | MGMT FEE DUE 06/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0715  | MGMT FEE DUE 07/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0815  | MGMT FEE DUE 08/15/16  | 5,779.00        | 100.00 %         | 5,779.00     | 5,779.00        |                    |
| 1-1115  | MGMT FEE DUE 11/15/16  | 2,800.00        |                  |              |                 |                    |
| 2-0415  | MAINT FEE DUE 04/15/16 | 1,700.00        | 100.00 %         | 1,700.00     | 1,700.00        |                    |
| 2-0515  | MAINT FEE DUE 05/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0615  | MAINT FEE DUE 06/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0715  | MAINT FEE DUE 07/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-0815  | MAINT FEE DUE 08/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-1115  | MAINT FEE DUE 11/15/16 | 1,200.00        |                  |              |                 |                    |
| 3-0515  | SAL FEE DUE 05/15/16   | 7,750.00        | 100.00 %         | 7,750.00     | 7,750.00        |                    |
| 3-0516  | REV SAL FEE 05/15/16   | -7,750.00       | 100.00 %         | -7,750.00    | -7,750.00       |                    |
| 3-0525  | SAL EXP 05/12-05/25/16 | 1,851.78        | 100.00 %         | 1,851.78     | 1,851.78        |                    |
| 3-0608  | SAL EXP 05/28-06/08/16 | 11,631.10       | 100.00 %         | 11,631.10    | 11,631.10       |                    |
| 3-0615  | SAL FEE DUE 06/15/16   | 25,955.00       | 100.00 %         | 25,955.00    | 25,955.00       |                    |
| 3-0616  | REV SAL FEE 06/15/16   | -25,955.00      | 100.00 %         | -25,955.00   | -25,955.00      |                    |
| 3-0622  | SAL EXP 06/09-06/22/16 | 15,227.62       | 100.00 %         | 15,227.62    | 15,227.62       |                    |
| 3-0706  | SAL EXP 06/23-07/06/16 | 9,591.43        | 100.00 %         | 9,591.43     | 9,591.43        |                    |
| 3-0715  | SAL FEE DUE 07/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |
| 3-0716  | REV SAL FEE 07/15/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0720  | SAL EXP 07/07-07/20/16 | 11,811.62       | 100.00 %         | 11,811.62    | 11,811.62       |                    |
| 3-0803  | SAL EXP 07/21-08/03/16 | 12,570.48       | 100.00 %         | 12,570.48    |                 | 12,570.48          |
| 3-0815  | SAL FEE DUE 08/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |

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| Item<br>Id | Description            | Contract<br>Amount | Percent<br>Complete | Total<br>Billed | Previous<br>Billed | Total This<br>Invoice |
|------------|------------------------|--------------------|---------------------|-----------------|--------------------|-----------------------|
| 3-0816     | REV SAL FEE 08/15/16   | -25,954.00         | 100.00 %            | -25,954.00      | -25,954.00         |                       |
| 3-0817     | SAL EXP 08/04-08/17/16 | 8,415.98           |                     |                 |                    |                       |
| 3-0916     | SAL FEE DUE 09/15/16   | 6,500.00           | 100.00 %            | 6,500.00        | 6,500.00           |                       |
| 3-0916     | REV SAL FEE 09/15/16   | -6,500.00          | 100.00 %            | -6,500.00       | -6,500.00          |                       |
| Total      |                        | 120,037.01         | 89.66 %             | 107,821.03      | 95,050.65          | 12,570.48             |

**City of Washington**  
***Salary Expense***

**BASE SALARY EXPENSE**

| Pay Period       | 07/21 - 08/03/16 | Pay Date        | 8/18/2016            |
|------------------|------------------|-----------------|----------------------|
| <i>ACTIVITY</i>  | <i>HOURS</i>     | <i>PAY RATE</i> | <i>DOLLAR AMOUNT</i> |
| Manager          | 53.33            | \$17.00         | \$ 906.61            |
| Asst. Manager    | 71.43            | \$16.00         | \$ 1,142.88          |
| Guard            | 1058.45          | \$9.94          | \$ 10,520.99         |
| <b>SUB-TOTAL</b> |                  |                 | <b>\$ 12,570.48</b>  |
| <b>TOTAL</b>     |                  |                 | <b>\$ 12,570.48</b>  |

|                         |                    |
|-------------------------|--------------------|
| 2016 SALARY BUDGET      | \$92,113.00        |
| SALARY 05/12 - 05/25/16 | (\$1,851.78)       |
| SALARY 05/26 - 06/08/16 | (\$11,631.10)      |
| SALARY 06/09 - 06/22/16 | (\$15,227.62)      |
| SALARY 06/23 - 07/06/16 | (\$9,591.43)       |
| SALARY 07/07 - 07/20/16 | (\$11,811.62)      |
| SALARY 07/21 - 08/03/16 | (\$12,570.48)      |
| <b>BALANCE</b>          | <b>\$29,428.97</b> |

MIDWEST POOL MANAGEMENT  
 156 Weldon Parkway  
 Maryland Hghts, MO 63043  
 (314)432-1313

CITY OF WASHINGTON  
 405 Jefferson Street  
 ATTN: Parks Department  
 Washington, MO 63090

INVOICE ID: 18126  
 DRAW ID: 01650500017  
 DATE: September 7, 2016

SALESPERSON:

CONTRACT ID: 016505  
 CITY OF WASHINGTON  
 LOCATION:

CUSTOMER ID: W371  
 PO #:

| Item Id | Description            | Contract Amount | Percent Complete | Total Billed | Previous Billed | Total This Invoice |
|---------|------------------------|-----------------|------------------|--------------|-----------------|--------------------|
| 1-0415  | MGMT FEE DUE 04/15/16  | 3,800.00        | 100.00 %         | 3,800.00     | 3,800.00        |                    |
| 1-0515  | MGMT FEE DUE 05/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0615  | MGMT FEE DUE 06/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0715  | MGMT FEE DUE 07/15/16  | 5,780.00        | 100.00 %         | 5,780.00     | 5,780.00        |                    |
| 1-0815  | MGMT FEE DUE 08/15/16  | 5,779.00        | 100.00 %         | 5,779.00     | 5,779.00        |                    |
| 1-1115  | MGMT FEE DUE 11/15/16  | 2,800.00        |                  |              |                 |                    |
| 2-0415  | MAINT FEE DUE 04/15/16 | 1,700.00        | 100.00 %         | 1,700.00     | 1,700.00        |                    |
| 2-0515  | MAINT FEE DUE 05/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0615  | MAINT FEE DUE 06/15/16 | 4,080.00        | 100.00 %         | 4,080.00     | 4,080.00        |                    |
| 2-0715  | MAINT FEE DUE 07/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-0815  | MAINT FEE DUE 08/15/16 | 4,079.00        | 100.00 %         | 4,079.00     | 4,079.00        |                    |
| 2-1115  | MAINT FEE DUE 11/15/16 | 1,200.00        |                  |              |                 |                    |
| 3-0515  | SAL FEE DUE 05/15/16   | 7,750.00        | 100.00 %         | 7,750.00     | 7,750.00        |                    |
| 3-0516  | REV SAL FEE 05/15/16   | -7,750.00       | 100.00 %         | -7,750.00    | -7,750.00       |                    |
| 3-0525  | SAL EXP 05/12-05/25/16 | 1,851.78        | 100.00 %         | 1,851.78     | 1,851.78        |                    |
| 3-0608  | SAL EXP 05/26-06/08/16 | 11,631.10       | 100.00 %         | 11,631.10    | 11,631.10       |                    |
| 3-0616  | SAL FEE DUE 06/15/16   | 25,955.00       | 100.00 %         | 25,955.00    | 25,955.00       |                    |
| 3-0616  | REV SAL FEE 06/15/16   | -25,955.00      | 100.00 %         | -25,955.00   | -25,955.00      |                    |
| 3-0622  | SAL EXP 06/09-06/22/16 | 15,227.62       | 100.00 %         | 15,227.62    | 15,227.62       |                    |
| 3-0708  | SAL EXP 06/23-07/06/16 | 9,591.43        | 100.00 %         | 9,591.43     | 9,591.43        |                    |
| 3-0716  | SAL FEE DUE 07/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |
| 3-0716  | REV SAL FEE 07/15/16   | -25,954.00      | 100.00 %         | -25,954.00   | -25,954.00      |                    |
| 3-0720  | SAL EXP 07/07-07/20/16 | 11,811.62       | 100.00 %         | 11,811.62    | 11,811.62       |                    |
| 3-0803  | SAL EXP 07/21-08/03/16 | 12,570.48       | 100.00 %         | 12,570.48    | 12,570.48       |                    |
| 3-0815  | SAL FEE DUE 08/15/16   | 25,954.00       | 100.00 %         | 25,954.00    | 25,954.00       |                    |

| Item Id      | Description            | Contract Amount   | Percent Complete | Total Billed      | Previous Billed   | Total This Invoice |
|--------------|------------------------|-------------------|------------------|-------------------|-------------------|--------------------|
| 3-0816       | REV SAL FEE 08/15/16   | -25,954.00        | 100.00 %         | -25,954.00        | -25,954.00        |                    |
| 3-0817       | SAL EXP 08/04-08/17/16 | 8,415.98          | 100.00 %         | 8,415.98          |                   | 8,415.98           |
| 3-0915       | SAL FEE DUE 09/15/16   | 6,500.00          | 100.00 %         | 6,500.00          | 6,500.00          |                    |
| 3-0916       | REV SAL FEE 09/15/16   | -6,500.00         | 100.00 %         | -6,500.00         | -6,500.00         |                    |
| <b>Total</b> |                        | <b>120,037.01</b> | <b>98.67 %</b>   | <b>116,037.01</b> | <b>107,621.03</b> | <b>8,415.98</b>    |

PAID  
 SEP 22 2016  
 BY 46297

**City of Washington**  
***Salary Expense***

**BASE SALARY EXPENSE**

| Pay Period       | 08/04 - 08/17/16 | Pay Date        | 9/1/2016             |
|------------------|------------------|-----------------|----------------------|
| <i>ACTIVITY</i>  | <i>HOURS</i>     | <i>PAY RATE</i> | <i>DOLLAR AMOUNT</i> |
| Manager          | 36.13            | \$17.00         | \$ 614.21            |
| Asst. Manager    | 59.42            | \$16.00         | \$ 950.72            |
| Guard            | 689.24           | \$9.94          | \$ 6,851.05          |
| <b>SUB-TOTAL</b> |                  |                 | \$ 8,415.98          |
| <b>TOTAL</b>     |                  |                 | \$ 8,415.98          |

|                         |                    |
|-------------------------|--------------------|
| 2016 SALARY BUDGET      | \$92,113.00        |
| SALARY 05/12 - 05/25/16 | (\$1,851.78)       |
| SALARY 05/26 - 06/08/16 | (\$11,631.10)      |
| SALARY 06/09 - 06/22/16 | (\$15,227.62)      |
| SALARY 06/23 - 07/06/16 | (\$9,591.43)       |
| SALARY 07/07 - 07/20/16 | (\$11,811.62)      |
| SALARY 07/21 - 08/03/16 | (\$12,570.48)      |
| SALARY 08/04 - 08/17/16 | (\$8,415.98)       |
| <b>BALANCE</b>          | <b>\$21,012.99</b> |

CITY OF WASHINGTON  
 TREASURER'S REPORT SUMMARY  
 JULY 2016

|                                    | Treasurer's Report          |                     |                       |                             | Adjusted Cash Position     |                          |                               |  |                                   |                           |
|------------------------------------|-----------------------------|---------------------|-----------------------|-----------------------------|----------------------------|--------------------------|-------------------------------|--|-----------------------------------|---------------------------|
|                                    | CASH / INVEST<br>07/01/2016 | RECEIPTS            | DISBURSEMENTS         | CASH / INVEST<br>07/31/2016 | LESS<br>RESTRICTED<br>CASH | LESS<br>RESERVED<br>CASH | CASH / INVEST<br>UNRESTRICTED | LESS DEBT<br>SERVICE<br>RESERVE<br>2015-2016 | ① LESS<br>15% / 25%<br>DESIGNATED | OVER<br>(UNDER)<br>FUNDED |
| <b>CASH FUNDS:</b>                 |                             |                     |                       |                             |                            |                          |                               |  |                                   |                           |
| GENERAL FUND                       | 1,860,483.05                | 897,073.71          | (991,650.98)          | 1,765,905.78                | (240,208.04)               | 0.00                     | 1,525,697.74                  | 0.00   | (1,528,712.70)                    | (3,014.96)                |
| LIBRARY                            | 166,280.40                  | 7,479.60            | (49,032.53)           | 124,727.47                  | 0.00                       | (105,745.44)             | 18,982.03                     | 0.00   | 0.00                              | 18,982.03                 |
| VOLUNTEER FIRE                     | 1,319,841.54                | 5,259.25            | (46,583.01)           | 1,278,517.78                | 0.00                       | (20,357.00)              | 1,258,160.78                  | 0.00   | 0.00                              | 1,258,160.78              |
| VEHICLE & EQUIPMENT<br>REPLACEMENT | 1,292,255.80                | 669.40              | (21,206.96)           | 1,271,718.24                | 0.00                       | 0.00                     | 1,271,718.24                  | 0.00   | 0.00                              | 1,271,718.24              |
| STORM WATER IMPROVE.               | 3,363,320.91                | 39,807.94           | (9,628.19)            | 3,393,500.66                | 0.00                       | 0.00                     | 3,393,500.66                  | 0.00   | 0.00                              | 3,393,500.66              |
| CAPITAL IMPROVEMENT FUND           | 1,724,265.14                | 207,719.25          | (15,202.89)           | 1,916,781.50                | 0.00                       | 0.00                     | 1,916,781.50                  | 0.00   | 0.00                              | 1,916,781.50              |
| TRANSPORTATION SALES TAX           | 1,922,158.11                | 251,881.61          | (514,050.01)          | 1,659,989.71                | 0.00                       | 0.00                     | 1,659,989.71                  | 0.00   | 0.00                              | 1,659,989.71              |
| COP FUND                           | 2,610,856.80                | 1,352.45            | 0.00                  | 2,612,209.25                | 0.00                       | (2,063,338.39)           | 548,870.86                    | (2,822,763.00)                               | 0.00                              | (2,273,892.14)            |
| WASHINGTON DOWNTOWN TIF            | 409,461.21                  | 895.09              | 0.00                  | 410,356.30                  | 0.00                       | 0.00                     | 410,356.30                    | 0.00   | 0.00                              | 410,356.30                |
| WATER                              | 1,630,257.50                | 168,098.95          | (134,713.86)          | 1,663,642.59                | 0.00                       | (277,323.13)             | 1,386,319.46                  | (259,400.00)                                 | (395,255.00)                      | 731,664.46                |
| SEWAGE TREATMENT                   | 854,660.87                  | 210,695.60          | (217,992.95)          | 847,363.52                  | 0.00                       | (111,008.67)             | 736,354.85                    | (1,576,468.76)                               | (571,529.75)                      | (1,411,643.66)            |
| SOLID WASTE                        | 3,361,873.92                | 195,557.23          | (140,463.65)          | 3,416,967.50                | 0.00                       | (4,395,167.10)           | (978,199.60)                  | 0.00   | (583,933.75)                      | (1,562,133.35)            |
| PHOENIX CENTER II CID              | 2,843.72                    | 39,379.75           | (38,985.95)           | 3,237.52                    | 0.00                       | 0.00                     | 3,237.52                      | 0.00   | 0.00                              | 3,237.52                  |
| RHINE RIVER TIF                    | 1,272.10                    | 0.25                | 0.00                  | 1,272.35                    | 0.00                       | 0.00                     | 1,272.35                      | 0.00   | 0.00                              | 1,272.35                  |
| Subtotal                           | 20,519,831.07               | 2,025,870.08        | (2,179,510.98)        | 20,366,190.17               | (240,208.04)               | (6,972,939.73)           | 13,153,042.40                 | (4,658,631.76)                               | (3,079,431.20)                    | 5,414,979.44              |
|                                    | 0.00                        | 0.00                | 0.00                  | 0.00                        | 0.00                       | 0.00                     | 0.00                          | 0.00   | 0.00                              | 0.00                      |
| <b>TOTALS</b>                      | <b>20,519,831.07</b>        | <b>2,025,870.08</b> | <b>(2,179,510.98)</b> | <b>20,366,190.17</b>        | <b>(240,208.04)</b>        | <b>(6,972,939.73)</b>    | <b>13,153,042.40</b>          | <b>(4,658,631.76)</b>                        | <b>(3,079,431.20)</b>             | <b>5,414,979.44</b>       |

  
 MARY J. SPRUNG, FINANCE MANAGER/CITY TREASURER

  
 JAMES BRIGGS, CITY ADMINISTRATOR

① 15% = Fund Balance Reserved For General Operating Fund  
 Resolution No. 11-10880  
 25% = Fund Balance Reserved For Enterprise Fund  
 (Water, Sewer and Solid Waste)

# LEWIS, RICE & FINGERSH, L.C.

ATTORNEYS AT LAW

1200 JEFFERSON, P.O. BOX 1040  
WASHINGTON, MISSOURI 63090  
WWW.LRF.COM  
MPIONTEK@LEWISRICE.COM

MARK C. PIONTEK  
DIRECT (636) 239-4599

TEL (636) 239-7747  
FAX (636) 239-8450

## MEMORANDUM

**TO:** Mary Trentmann  
Administrative Secretary

**FROM:** Janice Meyer  
Secretary for Mark C. Piontek

**DATE:** September 9, 2016

**SUBJECT:** Legal Services Rendered through August 31, 2016 for the City of Washington

**Total Bill.....\$5,580.00**

**Breakdown of Matters:**

|              |                         |                   |
|--------------|-------------------------|-------------------|
| 700014.13025 | General Counsel         | 5,490.00          |
| 700014.57122 | Melton Machine          | 45.00             |
| 700014.66157 | Brandy Michelle Stevens | 45.00             |
|              | <b>TOTAL</b>            | <b>\$5,580.00</b> |

**CITY OF WASHINGTON, MISSOURI**

Department of Planning and Engineering Services  
405 Jefferson Street · Washington, MO 63090  
Phone (636) 390-1010 · Fax (636) 239-4649

**Final Pay Request**

NAME OF PROJECT: Traffic Head Signal Replacement

OWNER: City of Washington, Missouri

CONTRACTOR: Gerstner Electric, Inc.

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENTS:

|                                |             |
|--------------------------------|-------------|
| Original Contract Price.....   | \$26,220.00 |
| Previous Payments .....        | \$ 0.00     |
| Final Payment.....             | \$26,220.00 |
| Balance of Purchase Order..... | \$ 0.00     |

Accepted:

Approval:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Gerstner Electric Inc.

CITY OF WASHINGTON, MISSOURI:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

# Pay Estimate Summary Report

Gerstner Electric, Inc.



**Invoice # Final**  
 Invoice Date: 09/26/2000  
 Dates Submitted: 09/01/2016 - 09/25/2016  
**Contract # 2948**  
 Traffic Signal Head Replacement  
 Job: 2948

**Owner**  
 City of Washington  
 405 Jefferson Street  
 Washington, MO 63090

**Contractor**  
 GERSTNER ELECTRIC, INC.  
 2400 Cassens Drive  
 Fenton, MO 63026-2539  
 636-349-5999

| Pay Item | Description                   | Contract Quantities | Unit | Unit Price | Contract Amount | Previous Quantities | Current Quantities | Quantities to Date | Current Amount | Amount to Date |
|----------|-------------------------------|---------------------|------|------------|-----------------|---------------------|--------------------|--------------------|----------------|----------------|
| 1        | 3B LED BP FP COUPLING RYG     | 4.00                | EA   | 981.00     | 3,924.00        | 0.0000              | 4.0000             | 4.0000             | 3,924.00       | 3,924.00       |
| 2        | 5B LED BP FP COUPLING CLUSTER | 4.00                | EA   | 1,266.00   | 5,064.00        | 0.0000              | 4.0000             | 4.0000             | 5,064.00       | 5,064.00       |
| 3        | 3B LED BP COUPLING RYG        | 8.00                | EA   | 934.00     | 7,472.00        | 0.0000              | 8.0000             | 8.0000             | 7,472.00       | 7,472.00       |
| 4        | 5B LED BP COUPLING CLUSTER    | 8.00                | EA   | 1,220.00   | 9,760.00        | 0.0000              | 8.0000             | 8.0000             | 9,760.00       | 9,760.00       |

|   |                  |
|---|------------------|
| Original Contract Amount                  | 26,220.00        |
| Change Order Amount                       | 0.00             |
| <b>Total Contract (\$)</b>                | <b>26,220.00</b> |
| Work Completed to Date                    | 26,220.00        |
| Stored Material                           | 0.00             |
| <b>Total Complete/Stored/Pending (\$)</b> | <b>26,220.00</b> |
| Less Retainage                            | 0.00             |
| <b>Total [Less Retainage] (\$)</b>        | <b>26,220.00</b> |
| Adjustments                               | 0.00             |
| Less Previously Requested                 | 0.00             |
| <b>Amount Due This Request (\$)</b>       | <b>26,220.00</b> |

Approved By: \_\_\_\_\_

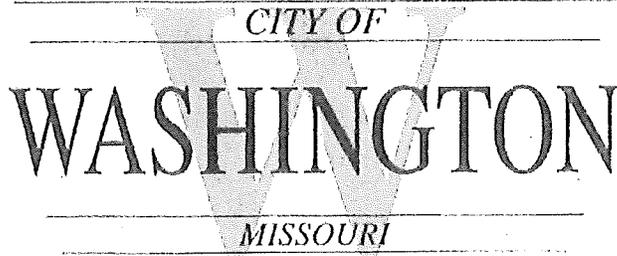
Owner

*Kelly Gerstner*

Approved By: \_\_\_\_\_

Contractor

Approved By: \_\_\_\_\_



September 26, 2016

Honorable Mayor and City Council  
City of Washington  
Washington, MO 63090

RE: 2016 Traffic Signal Head Replacement Project, LED Upgrade

Dear Mayor and City Council Members:

Please accept this letter requesting a Final Payment for Gerstner Electric, Inc. regarding the Traffic Signal Head Replacement project along Jefferson Street at Fifth, Eighth and Fourteenth Streets.

This final payment request is for a total of \$ 26,220.00. Staff recommends the approval of this Final Payment Request.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Andrea F. Lueken".

Andrea F. Lueken, P.E.  
Assistant City Engineer

PLANNING & ENGINEERING SERVICES  
405 JEFFERSON STREET  
WASHINGTON, MO 63090

**CITY OF WASHINGTON, MISSOURI**

Department of Planning and Engineering Services  
405 Jefferson Street · Washington, MO 63090  
Phone (636) 390-1010 · Fax (636) 239-4649

**Final Pay Request**

NAME OF PROJECT: Phase IV Landfill  
OWNER: City of Washington, Missouri  
CONTRACTOR: Burns & McDonnell Engineering Co, Inc.

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENTS:

|   |             |
|---|-------------|
| Original Contract Price.....                | \$34,360.00 |
| Previous Payments .....                     | \$32,680.51 |
| Final Payment.....                          | \$ 1,616.76 |
| Balance on Purchase Order to be closed..... | \$ 62.73    |

Accepted: \_\_\_\_\_ Approval: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

BURNS & McDONNELL ENGINEERING CO, INC. CITY OF WASHINGTON, MISSOURI:

By: \_\_\_\_\_ By: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_



CREATE AMAZING.

September 14, 2016

*Rec'd 9-19-2016*

BMcD Invoice: 88622-8  
 Federal ID: 43-0956142  
 Client Authorization: 28

|   |  |   |
|---|--|---|
| WASHINGTON MISSOURI<br>JOHN NILGES<br>405 JEFFERSON ST<br>WASHINGTON MO 63090 | <b>SEND PAYMENT TO:</b><br><br>P.O. Box 411883<br>Kansas City, MO 64141-1883<br><br>Reference Invoice Number with Payment<br><br><b>TERMS: PAYABLE UPON RECEIPT -<br/>                 LATE CHARGE AFTER 30 DAYS</b> | <b>WIRE INSTRUCTIONS:</b><br><br>Account: 9801192345<br>Routing: 101000695<br>SWIFT Code: UMKCUS44<br>United Missouri Bank<br>1010 Grand<br>KANSAS CITY, MO 64141<br>(816)-860-7000 |
|---|--|---|

Professional Engineering Services for Groundwater Monitoring Program at the Washington Sanitary Landfill.

SERVICE THROUGH: 12-Sep-2016

**LABOR**

| <u>Labor Classification</u> | <u>Level</u> | <u>Regular Hours</u> | <u>Regular Rate</u> | <u>Amount</u> |
|-----------------------------|--------------|----------------------|---------------------|---------------|
| Assistant                   | 8            | 2.50                 | 112.00              | 280.00        |
| Staff                       | 10           | 1.00                 | 146.00              | 146.00        |
| Senior                      | 12           | 6.25                 | 175.00              | 1,093.75      |
|                             |              | 9.75                 |                     | 1,519.75      |

**EXPENSE**

(See Attached) 97.01

|          |            |
|----------|------------|
| Subtotal | \$1,616.76 |
|----------|------------|

|                               |                |
|-------------------------------|----------------|
| TOTAL AMOUNT DUE THIS INVOICE | \$1,616.76 USD |
|-------------------------------|----------------|

|                           |             |
|---------------------------|-------------|
| Contract Maximum          | \$34,360.00 |
| Less Total Billed to Date | \$34,297.27 |
| Amount Remaining          | \$62.73     |

**Thank you for your business. We appreciate the opportunity to serve you.**

BMcD Project Manager: Ben Clement 314-682-1519 [bclement@burnsmcd.com](mailto:bclement@burnsmcd.com)  
 Invoice Inquiry: Jennifer Jacobs 816-448-7452 [jjjacobs@burnsmcd.com](mailto:jjjacobs@burnsmcd.com)

| Labor Summary |             |        |                   |            |                |
|---------------|-------------|--------|-------------------|------------|----------------|
| Reg. Hours    | Prem. Hours | Number | Name              | Bill Level | Classification |
| 0.25          |             | 18116  | Dessain Bly, Lisa | 8          | Assistant      |
| 1.75          |             | 4503   | Errante, Kathy    | 8          | Assistant      |
| 0.50          |             | 9513   | Zaitz, Jill       | 8          | Assistant      |
| 1.00          |             | 13694  | Horne, David      | 10         | Staff          |
| 6.25          |             | 9838   | Clement, Ben      | 12         | Senior         |
| 9.75          |             |        |                   |            |                |

| Technology Charge       |       |      |       |
|-------------------------|-------|------|-------|
|                         | Hours | Rate | Total |
| Technology Charge       | 9.75  | 9.95 | 97.01 |
| Technology Charge Total | 9.75  |      | 97.01 |

|                   |       |
|-------------------|-------|
| Expense Subtotal: | 97.01 |
|-------------------|-------|

CITY OF  
WASHINGTON  
MISSOURI

September 26, 2016

Honorable Mayor and City Council  
City of Washington  
Washington, MO 63090

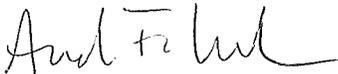
RE: 2016 Burns & McDonnell-Landfill-Semi Annual Groundwater Monitoring  
Final Pay Request

Dear Mayor and City Council Members:

Please accept this letter requesting a Final Payment to Burns & McDonnell for the Semi-Annual Groundwater Monitoring at the Struckhoff landfill.

This final payment request is for a total of \$ 1,616.73. There will be a balance of \$62.73 which will be zeroed out to close the Purchase Order. Staff recommends the approval of this Final Payment Request.

Respectfully submitted,



Andrea F. Lueken, P.E.  
Assistant City Engineer

PLANNING & ENGINEERING SERVICES  
405 JEFFERSON STREET  
WASHINGTON, MO 63090



September 21, 2016

To The City Council  
City of Washington  
Washington, Missouri

Dear Council Members:

I herewith submit for your approval the following for re-appointment to the  
Washington Tax Increment Financing Commission:

Thomas Holdmeier – term expiring August 2019  
Julie Scannell – term expiring August 2019

Respectfully submitted,

A handwritten signature in cursive script that reads 'Sandy'.

Sandy Lucy  
Mayor

MKT:

405 JEFFERSON STREET  
WASHINGTON, MO 63090

CITY OF  
WASHINGTON  
MISSOURI

September 22, 2016

Honorable Mayor & City Council  
City of Washington  
Washington, MO 63090

Re: OPEB Requests for Proposals

Dear Mayor & Council Members;

The City received three (3) proposals to secure services of a qualified firm to provide Actuarial Services for Other Post-Employment Benefits (OPEB) in order to comply with GASB Statement No. 45. After review by the Finance Manager, Mary Sprung, it is recommended that we contract with Milliman, Inc. (see attached)

Respectfully submitted,



Mary Trentmann  
City Clerk

Attachment

405 JEFFERSON STREET  
WASHINGTON, MO 63090

## Trentmann, Mary

---

**From:** Sprung, Mary  
**Sent:** Wednesday, September 21, 2016 11:33 AM  
**To:** Trentmann, Mary  
**Cc:** Boehmer, Brian; Briggs, Jim  
**Subject:** OPEB Actuary Valuation

**Expires:** Tuesday, June 18, 2019 12:00 AM

Hi Mary,

Per your request, I have reviewed the OPEB actuary proposals. Of the three proposals received, I would recommend the City contract with Milliman, Inc.

Although the attorney firm presented the lowest cost, I do not feel they are as qualified as an actuary firm as evidenced by the fact that they did not reference any of the new related GASB pronouncements coming out related to OPEB plans. The other 2 actuary firms did reference the new standards and both proposals seem very professional and both have good local references (St. Louis) listed that you may want to contact if you have any further questions.

Since both firms seem equally qualified and can meet the deadlines specified in the proposal, I would recommend Milliman, Inc. since their quoted biannual fee is less (Milliman, Inc. biannual fee is \$5000 and \$5,500 per year with \$250 for an on-site visit compared to AON Hewitt which was \$9000 each year).

If you need anything else or have any questions, let me know. I did speak to Mike with Milliman to clarify some questions on the fee schedule, and he stated that he would like to possibly receive a copy of the proposals once the City made a decision. I told him that you would be in contact and he could request that of you.

Mary J. Sprung, CPA

Finance Manager  
City Treasurer/City Collector

City of Washington  
405 Jefferson Street  
Washington, MO 63090  
636-390-1040  
636-390-1068 (Fax)

[msprung@ci.washington.mo.us](mailto:msprung@ci.washington.mo.us)

CITY OF  
WASHINGTON  
MISSOURI

September 16, 2016

Honorable Mayor and City Council  
405 Jefferson Street  
Washington, MO 63090

RE: Storm Water Management Fund – Lifestream Church Parking Lot Expansion

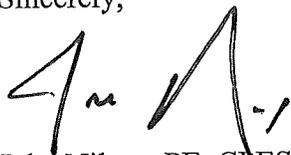
Honorable Mayor and City Council:

The Planning and Engineering Services Department has received a request from Paul Sheperly for a cash payment to be made in lieu of construction for on-site storm water detention basin. According to section 490.035 of the City of Washington's Subdivision Regulations, *the City Council will render all decisions concerning participation in the Storm Water Management Fund.*

The in-lieu payment will serve the Lifestream Church located on Lewis & Clark Drive. The estimated amount to detain the differential runoff is **\$1,100.00**.

The location of this development is located in the watershed of the Southwest branch of Busch Creek. There are no known stormwater issues downstream, and I recommend approval of this payment in lieu of construction.

Sincerely,



John Nilges, PE, CPESC, CFM  
City Engineer

PLANNING & ENGINEERING SERVICES  
405 JEFFERSON STREET  
WASHINGTON, MO 63090



## WUNDERLICH SURVEYING & ENGINEERING, INC.

512 EAST MAIN STREET • UNION, MO 63084  
(636) 583-8400 Fax: (636) 583 1810

### Pre-developed Runoff

5% IMPERVIOUS  
PRE DEVELOPED  
P = 0.37  
A = 0.32

|                 |         |                              |          |
|-----------------|---------|------------------------------|----------|
| <u>2 Year</u>   | I = 3.1 | Q <sub>Pre 2</sub> = PIA =   | 0.37 CFS |
| <u>10 Year</u>  | I = 4.3 | Q <sub>Pre 10</sub> = PIA =  | 0.51 CFS |
| <u>20 Year</u>  | I = 4.8 | Q <sub>Pre 20</sub> = PIA =  | 0.57 CFS |
| <u>100 Year</u> | I = 6.1 | Q <sub>Pre 100</sub> = PIA = | 0.72 CFS |

### Post-developed Runoff

100% IMPERVIOUS  
PAVEMENT  
P = 0.77  
A = 0.32

|                 |         |              |   |
|-----------------|---------|--------------|---|
| <u>2 Year</u>   | I = 3.1 |              |   |
|                 |         | TOTAL        | Q <sub>Post 2</sub> = 0.76 CFS                          |
|                 |         | DIFFERENTIAL | Q <sub>Post 2</sub> - Q <sub>Pre 2</sub> = 0.40 CFS     |
| <u>10 Year</u>  | I = 4.3 |              |   |
|                 |         | TOTAL        | Q <sub>Post 10</sub> = 1.06 CFS                         |
|                 |         | DIFFERENTIAL | Q <sub>Post 10</sub> - Q <sub>Pre 10</sub> = 0.55 CFS   |
| <u>20 Year</u>  | I = 4.8 |              |   |
|                 |         | TOTAL        | Q <sub>Post 20</sub> = 1.18 CFS                         |
|                 |         | DIFFERENTIAL | Q <sub>Post 20</sub> - Q <sub>Pre 20</sub> = 0.61 CFS   |
| <u>100 Year</u> | I = 6.1 |              |   |
|                 |         | TOTAL        | Q <sub>Post 100</sub> = 1.50 CFS                        |
|                 |         | DIFFERENTIAL | Q <sub>Post 100</sub> - Q <sub>Pre 100</sub> = 0.78 CFS |

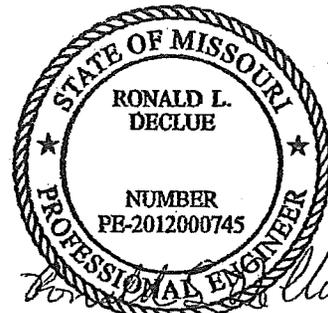
### Estimated Storage Volume

T<sub>d</sub> = 1200 sec  
T<sub>c</sub> = 1200 sec

|                  |            |
|------------------|------------|
| S <sub>d</sub> = | 936.96 CF  |
| =                | 0.02 AC FT |

### Cost Estimate

| Item         | Quantity | Unit Cost | Total          |
|--------------|----------|-----------|----------------|
| Berm         | 50 CY    | \$10      | \$500          |
| 12" Pipe     | 30 LF    | \$20      | \$600          |
| <b>TOTAL</b> |          |           | <b>\$1,100</b> |



9-15-16

# Lifestream Church Parking Lot Expansion

Looking East on Lewis and Clark Drive

Legend

Lifestream Church

Proposed  
Parking Lot

Lewis and Clark Drive

Google earth

© 2016 Google

6.65 ft

5b





**WASHINGTON POLICE DEPARTMENT**  
301 JEFFERSON STREET  
WASHINGTON, MO. 63090



*Chief of Police Edward Menefee, DSN 221*

636-390-1062 office

636-390-2455 fax

[emenefee@ci.washington.mo.us](mailto:emenefee@ci.washington.mo.us)

09-26-2016

To: Council Members, City of Washington  
Mayor Sandy Lucy  
Mr. James Briggs, City Administrator

From: Chief Edward Menefee

RE: Request for Addition of Automated Vehicle Locator (AVL) Software and Hardware to Public Safety Computer Project (Mobile Data Terminals, ITI Software Changeover and Electronic Equipment Upgrade)

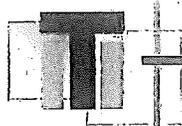
Council Members, Mayor and Mr. Briggs,

I would like to request to use additional funds from the Public Safety Computer Project to add what I believe to be an essential module to the ITI software. This request is for Automated Vehicle Locator (AVL) and mapping software.

The AVL and mapping module will give the police department the ability to track patrol vehicles via GPS. A monitor would be in Communications Division that has a City of Washington map, with all road ways, on it. It will show the location of all patrol vehicles on active duty.

This is a great tool to improve officer safety and more efficiently allocate resources. An example of officer safety would be if Communications radios a patrol vehicle and gets no response from the officer the AVL would have the location of the patrol vehicle displayed on the monitor. Other officers could then respond the patrol unit's location and check on the officer. Also, if Communications receives a call for service they can look on the monitor and see what patrol vehicle is closest to the call and dispatch that unit, rather than assigning a sector unit that may be further away from the call.

In addition to the AVL, the mapping software will allow the police department to combine geographic data with police report data and then display the information on a map. This is an effective way to analyze where, how and when crime occurs. It creates computerized pin point maps of whatever crime occurrences specified. It then provides a "Hot Spot Policing" zone for concentrating patrol and enforcement to combat and reduce crime in the "Hot Spot".



Quotation Number: Q201610838
Date: 09/21/2016
Page: 1 of 4

To: WASHINGTON POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090

This quotation is based on the following agency profile:
Users: 42

Project Description: AVL, DISPATCH MAP AND MOBILE/WORKSTATION MAP LICENSING

For Information, Contact: Drew Steward

Table with 5 columns: Item, Notes, Lic / Qty, Monthly Fee, One-Time Costs. Rows include Hosted Service, Enterprise Framework (AVL Interface, Workstation / Mobile Map), Computer Aided Dispatch, and Services - Software Installation.

This quotation is valid through 11/30/2016 and is subject to the terms, conditions, and requirements below.

Summary table with 2 columns: Description, Amount. Rows include One-Time Cost (250.00), Sales Tax (0.00), Shipping & Handling (0.00), Total One-Time Costs (250.00), and Monthly Hosted Cost (414.00).

TOTAL DUE WITH ORDER (12 Months Service plus One-Time Costs) 5,218.00

Notes:

- (1) This service includes hosting the ITI modules listed on this quotation. The service includes ITI's client software on one LAN workstation (provided by agency) at the agency site.
(2) Requires Microsoft SQL Client Access License for each workstation. ITI provides these licenses with Hosted Service. The licenses remain the property of ITI.
(3) The AVL interface enables Automatic Vehicle Location (GPS) coordinates to be sent from ITI's Mobile Patrol software for storage in the SQL database. This DOES NOT include Mobile licenses or Workstation / Mobile Map licenses. In order for AVL data to be captured, each mobile workstation must be logged in to Mobile Patrol.
(4) This provides six (6) Workstation/Mobile Map licenses.

ITI's Workstation / Mobile Map is a web based application available to run in ITI's Public Safety Software. The map utilizes open source data from the OpenStreetMap Foundation (OSMF), provided through MapBox.com. A separate ITI Workstation / Mobile Map license is required for each workstation (PC) upon which the map will be displayed. This license does not include Dispatch Map licenses which are available separately. Agency provided map layers can be added at additional cost.

The ITI Workstation / Mobile Map is intended as an add-on tool for use by staff utilizing ITI's Enterprise Public Safety software, and as such should be relied upon only as a secondary source of information to that available through Agency entered data. ITI is not responsible for the operation of the map or the accuracy of the map data, including routing plans and instructions provided. Agency agrees to hold ITI harmless and to indemnify ITI in any claim regarding the ITI Dispatch Map.

The Mobile Mapping software also allows for several administrative functions. It provides the total mileage a patrol car was driven from start to finish in a shift. It can provide a replay of the entire route a patrol car was driven during a shift; including speeds driven and length of times the unit was stationary. This could be useful in dealing with citizen complaints, reviewing officer performance or helping in fleet use and patrol studies.

The total cost to implement the AVL and mapping software is \$5,218; as listed in the included quote document from ITI. The budgeted amount for the Public Safety Computer Project as approved by City Council is \$245,000.00. (The funding for the project comes from the ½ cent Capital Sales Tax.) Currently \$192,692.00 has been expensed for the project. Adding the \$5,218 requested for the AVL and mapping software would bring the project expense to \$197,910; leaving \$57,090 remaining in the project budget.

There will be a recurring annual maintenance cost for the AVL and mapping software of \$4,968 that goes in effect for the 2017/2018 budget. In comparison, the annual maintenance cost for the AS400 system would be \$11,344. Even with the addition \$4,698 the total annual ITI maintenance cost for the Public Safety Computer Project will be \$3,311 less.

The Department is set to go live with the new ITI system on October 3, 2016. With approval of the AVL and mapping software the Department would be able to add it to the ITI system in a couple weeks and begin using it.

I have attached the quote from ITI that itemizes the pricing for the AVL and mapping software, dispatch map connection and installation. I present this to you for your approval.

Thank you for your consideration,

  
Chief Ed Menefee

(5) ITI's Dispatch Map is a web based application available to run in ITI's Enterprise CAD. The map utilizes open source data from the OpenStreetMap Foundation (OSMF), provided through MapBox.com. A separate ITI Dispatch Map license is required for each workstation (PC) upon which the map will be displayed. This license does not include Workstation/Mobile Map licenses which are available separately. Agency provided map layers can be added at additional cost.

The ITI Dispatch Map is intended as an add-on tool for use by dispatchers utilizing ITI's Enterprise CAD software, and as such should be relied upon only as a secondary source of information to that available through Agency entered data. ITI is not responsible for the operation of the map or the accuracy of the map data, including routing plans and instructions provided. Agency agrees to hold ITI harmless and to indemnify ITI in any claim regarding the ITI Dispatch Map.

(6) ITI will remotely install the AVL interface with the assistance of your System Administrator.

#### TERMS AND CONDITIONS:

##### PAYMENT TERMS:

ALL HARDWARE (PRINTERS, DRIVER'S LICENSE SCANNERS, PAPER PRODUCTS, ETC.) AND MICROSOFT SQL LICENSE SALES ARE FINAL AND NO RETURNS WILL BE ACCEPTED.

Information Technologies, Inc.'s (ITI) Hosted Service requires payment in advance. Invoicing is on a semi-annual basis. Agency will have the right to cancel this service by simply not making payment for additional months of service. To avoid interruption in service, payment for the current month of service must be received by ITI prior to the first day of the month. Unless otherwise indicated herein, prices are subject to change. ITI will accept pre-payment for months of service at the current price in effect at the time of payment. Pre-paid months of service are not subject to refund.

ITI will not be responsible for Agency's inability to utilize the software or access data in the event of non-payment and Agency agrees to hold ITI harmless in this event. All services will cease upon completion of any pre-paid service period.

ITI retains the right to cancel this service, or to not offer service for periods after any pre-paid service period. Pricing and Terms and Conditions are subject to change after any pre-paid service period.

##### SOFTWARE SUPPORT:

Your agency must designate at least one "Site Administrator" who will be responsible for working with ITI on configuration and support issues. Up to two Site Administrators can be designated. The Site Administrator(s) must have attended ITI's web based training on all modules included in your Hosted Services subscription.

Only Site Administrators are eligible to receive telephone technical support. Support is available Monday through Friday (excluding holidays), 8:00 AM - 5:00 PM central time.

After hours telephone technical support is available (24x7) on a per-incident basis at ITI's current After Hours support fee (currently \$ 75.00). This incident based fee will be charged, net 30 days, regardless of the time required. By requesting After Hours support, Agency agrees to make payment for services provided. Agency further agrees that ITI may suspend service and/or support in the event of any unpaid After Hours support charges.

For support purposes, ITI utilizes software web connectivity tools to connect to the client agency workstation(s). Client agency is responsible for ensuring that ITI has the proper connectivity and authentication to utilize these tools. A successful connectivity test will be required prior to scheduling software installation or other services. Client agency is responsible for all appropriate security measures including, but not limited to, an internet firewall.

ITI reserves the right to refuse support to an agency that is more than two releases behind and refuses to apply updates. In the event of such action, no refund of un-used portions of service will be made. ITI will work with the agency on a mutually-agreeable update schedule to be performed during ITI's normal business hours.

##### SOFTWARE LICENSING:

ITI's Hosted Service includes a workstation license for the number of workstations subscribed. As a result of subscribing to ITI's Hosted Service, Agency WILL NOT be acquiring any license to use the provided software beyond the term of this Agreement and WILL NOT ACQUIRE ANY OWNERSHIP of any of the software provided.

##### BROADBAND CONNECTION REQUIRED:

ITI's Hosted Service requires a broadband internet connection acceptable to ITI. Prior to installation, ITI will need remote access to test

your connection for verification of broadband speed and connection integrity.

#### DATA SECURITY:

ITI utilizes state-of-the-art technologies to protect your data as it is communicated between your PCs and our data center. These measures include the use of rolling connections with public / private key exchanges for 256 bit data encryption. Our encryption utilizes Advanced Encryption Standard (AES). AES is the cryptography standard adopted by the U.S. Government and is in use worldwide.

Access to the agency's database is through the ITI Public Safety Software only. Direct access through Microsoft SQL Server Management Studio, third party tools or other applications is not allowed.

ITI does not provide hardware, local area network, cabling, firewall or internet routing services, which are the responsibility of the subscribing agency. ITI's offering is limited to the use of our software along with our services to setup and support our software.

#### AVAILABILITY OF SERVICE:

ITI will have the right to cancel the availability of this service with 30 days notice. In the event of cancellation, Agency's full recourse shall be limited to repayment of any prepaid months of service.

Agency agrees that this service is a low cost alternative to purchasing, installing, setting up and maintaining an in-house server and related software. As such, Agency agrees that some periods of outage, without notice, will occur due to circumstances beyond ITI's control (power, internet connectivity, hardware failure, etc.). ITI does not guarantee uninterrupted service. In the event of an outage or un-planned event at the hosting site, use of the software will be interrupted. Agency is encouraged to maintain paper copies of all reports and agrees to hold ITI harmless in all circumstances involving loss of use of the software. In the event of an outage at the hosting site lasting more than 72 consecutive hours, ITI will offer a pro-rated discount for the next month of purchased service equal to the outage period.

All Agency workstations using ITI's software must meet ITI's minimum workstation requirements published at <http://www.itiusa.com/pdf/HardwareRequirements.pdf> and must be protected with an anti-virus software application (not provided by ITI) that is under a maintenance agreement to receive the most current software and pattern updates from the Agency's chosen vendor. ITI shall have the right to immediately deny access, without prior notice, to any workstation found to be inadequately protected or currently infected with any software virus, worm, spyware or similar malware. In this event, Agency will be responsible for the removal / repair of the workstation and will receive no credit for lost periods of service.

#### RESPONSIBILITY FOR HARDWARE / OPERATING SYSTEM:

ITI is not responsible for hardware or operating system software on Agency's PCs. ITI's responsibility is for ITI software and hosting services only. No hardware is included. Agency is responsible for providing broadband internet connectivity, including router configuration, as deemed necessary by ITI for the proper operation of the software.

#### SOFTWARE UPDATES / UPGRADES:

As part of this service, ITI will perform updates / upgrades to the ITI software. ITI will have the right to increase the minimum PC requirements as needed to support future enhancements to the software.

#### CANCELLATION / TERMINATION:

Upon cancellation or termination, Agency shall remove all ITI software from their workstation(s).

#### ACCESS TO DATA AFTER CANCELLATION / TERMINATION:

Upon request, and for a period of 30 days after cancellation / termination of service, Agency may request an electronic copy of their data (Database Archive) by paying a Database Archive fee of \$ 299.00. ITI will provide the archive on CD or DVD media in Microsoft SQL Server backup form. After this 30 day period, all Agency data will be purged from ITI's system and will not be recoverable.

Note: SQL Server backup form includes copies of the database tables and not printable data that can be utilized through conventional means such as a word processor. A database conversion by a qualified programmer or database administrator would be necessary to import this data into other software. These services are not provided or available from ITI.

#### ENTIRE AGREEMENT:

This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof and may not be modified, amended or terminated except by written agreement, specifically referencing this Agreement, and signed by both parties hereto.

Agency acknowledges and agrees that any purchase order issued by Agency, in accordance with this agreement, is intended only to

establish payment authority for Agency's internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No term or condition included in Agency's purchase order will have any force or effect.

PRODUCTS NOT INCLUDED:

ITI's product offering is limited to those ITI software modules and third-party products specifically listed in this proposal. Additional products or interfaces not specifically listed in this proposal are not included.

SERVICES NOT INCLUDED:

With the exception of those specified herein, this proposal does not include services such as data conversion, software installation, training, configuration, configuration review, or startup assistance, including on-site services.

In the event that any Federal, State, County or Municipal agency or body requires on-site activities to certify software for use by your Agency, your Agency will be responsible for paying actual travel, lodging, meals and related expenses for ITI personnel involved in said certification.

Hosted Service:

EXTERNAL ACCESS VIA WEB BROWSER:

Dispatch Map (web based):

ITI's Dispatch Map is a web based application available to run in ITI's Enterprise CAD. The map utilizes open source data from the OpenStreetMap Foundation (OSMF), provided through MapBox.com. A separate ITI Dispatch Map license is required for each workstation (PC) upon which the map will be displayed. This license does not include Workstation/Mobile Map licenses which are available separately.

The ITI Dispatch Map is intended as an add-on tool for use by dispatchers utilizing ITI's Enterprise CAD software, and as such should be relied upon only as a secondary source of information to that available through Agency entered data. ITI is not responsible for the operation of the map or the accuracy of the map data, including routing plans and instructions provided. Agency agrees to hold ITI harmless and to indemnify ITI in any claim regarding the ITI Dispatch Map.

Agency may, at no additional cost, choose to have limited read-only access to their data, plus read/write access to ITI email, via a web based application (ITI Web Access) that utilizes SSL encryption. Control over which Agency employees can access this application is available to Agency via software configuration. In the event that ITI Web Access is enabled, Agency acknowledges the inherent security risks with web based applications. ITI recommends stringent policies and procedures be adopted and enforced by Agency for external access, password strength, regular password changes and related issues. Agency chooses to have ITI Web Access available as indicated below.

\_\_\_\_\_ (Initials): Agency chooses to have ITI Web Access enabled.

\_\_\_\_\_ (Initials): Agency chooses to NOT have ITI Web Access enabled.

ACCEPTANCE:

By signing below, and making payment for services as outlined herein, I accept this proposal and enter into this Agreement with Information Technologies, Inc. I acknowledge that I have the legal right to enter into this agreement on behalf of this Agency.

Agency Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

---

*CITY OF*

---

**WASHINGTON**

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*MISSOURI*

---

September 27, 2016

Honorable Mayor and City Council  
City of Washington  
Washington, MO 63090

RE: Recommendation – Fair Board Requests

Honorable Mayor and City Council,

As discussed and presented at the Ad-Op Meeting of September 26, 2016, the Fair Board is requesting 1) That the “Midway Sign” located at the Fairgrounds be removed during non-fair events and be replaced by a semi-permanent sign that would match the existing Fairgrounds archway entrance signs; and 2) Place a 60' x 100' asphalt/concrete pad in the location of Agriland to help with water drainage issues. Furthermore, the hard surface pad would be designed, built and maintained by the Fair Board to not only accommodate their needs, but to also accommodate the future use of basketball.

At the Parks and Recreation Commission meeting held on Wednesday, August 31, 2016, the Parks & Recreation Commission voted unanimously to support the request of the Fair Board and ask that the City Council consider the approval.

As always, if you have any questions, concerns or would like additional information, please feel free to contact me prior to the City Council meeting.

Respectfully,

Darren Dunkle, CPRP  
Director of Parks and Recreation



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

09/01/2016

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Washington** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Mary J. Sprung, CPA, Finance Manager**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



The Government Finance Officers Association  
of the United States and Canada

*presents this*

## AWARD OF FINANCIAL REPORTING ACHIEVEMENT

*to*

**Mary J. Sprung, CPA**  
Finance Manager  
City of Washington, Missouri



*The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

Date September 1, 2016

BILL NO. \_\_\_\_\_ INTRODUCED BY: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AUTHORIZING AND DIRECTING THE EXECUTION OF AN AGREEMENT BY AND BETWEEN THE CITY OF WASHINGTON, MISSOURI AND HOCHSCHILD, BLOOM & COMPANY LLP TO CONDUCT THE ANNUAL AUDIT.

BE IT ORDAINED by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The Mayor and City Clerk are hereby authorized and directed to execute and enter into an Agreement by and between the City of Washington, Missouri and Hochschild, Bloom & Company LLP to conduct the annual audit, a copy of said Agreement being marked Exhibit I and attached hereto and incorporated herein by reference.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall be in full force and effect from and after its passage and approval.

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
President of the City Council

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor of Washington, Missouri



Hochschild, Bloom & Company LLP  
Certified Public Accountants  
Consultants and Advisors

October 9, 2012

Honorable Mayor, Members of the City Council, City Administrator,  
and Finance Manager  
City of Washington, Missouri

Thank you for the opportunity to present our qualifications and proposal to the City of Washington, Missouri (the City). We have reviewed your situation and have a good understanding of the scope of your needs.

As a Firm, we are committed to providing governmental services that will help our clients consistently maintain a high standard of recordkeeping, reporting, and operations. HB&Co. personnel have the experience and knowledge in providing various services to governmental organizations similar to the City. The following is a list demonstrating our commitment to our governmental organizations and specifically how we can meet your needs:

- ◇ The City wants its auditors to be able to efficiently provide services to help meet deadlines and provide knowledge to the City. Since our Firm maintains a concentration in governmental accounting, our audit staff understands your accounting issues.
- ◇ HB&Co. has over 60 references in the St. Louis and surrounding areas you may contact concerning our governmental services, including those with similar programs, funds, and special districts including community improvement districts.
- ◇ HB&Co. has the following Certificate of Achievement (Certificate) for Excellence in Financial Reporting experience:
  - Two members on the national GFOA Special Review Committee
  - Various presentations to the local and state GFOA chapters
  - Initial Certificate applications prepared for over ten municipalities
  - Audit services for over twenty municipalities that obtain the Certificate
- ◇ We are members of the GFOA, GFOA St. Louis Chapter, St. Louis Area City Clerks and Finance Officers Association, East Central Missouri City Clerks and Finance Officers Association, Mid-America Intergovernmental Audit Forum, Missouri Society of CPA's Governmental Committee, Municipal League, and Attorney's Municipal League.

- 16100 Chesterfield Parkway W., Suite 125, Chesterfield, Missouri 63017-4829, 636-532-9525, Fax 636-532-9055
- 1000 Washington Square, P. O. Box 1457, Washington, Missouri 63090-8457, 636-239-4785, Fax 636-239-5448

www.hbelp.com

 PrimeGlobal | An Association of Independent Accounting Firms

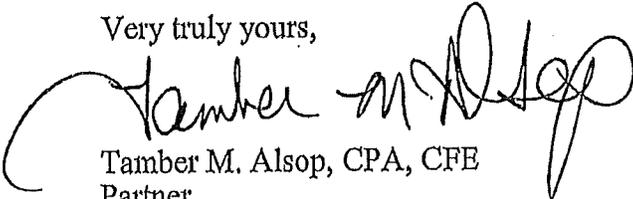
- ◇ Washington wants individuals who have the additional experience and training required to audit various governmental assistance programs under *Government Auditing Standards*, issued by the Comptroller General of the United States. All key team members have completed the experience and training required under *Government Auditing Standards* throughout the last three years. This training is required when Washington receives enough federal grant money to require an audit of its federal programs.
- ◇ Washington wants comprehensive, proactive services from its audit team. HB&Co.'s governmental service team has served many cities for a number of years. Our familiarity with these cities will be an advantage for the City by having auditors who will provide a knowledgeable perspective on a wide range of accounting practices.
- ◇ We are members of the Governmental Audit Quality Center which provides resources to maintain the highest level of quality governmental reporting.
- ◇ We have over 60 years experience providing governmental services.
- ◇ HB&Co. communicates and shares information to improve our clients' business. We provide regular follow-up, internet web site information, newsletters, and tips to clients.
- ◇ Washington wants a firm that will be able to provide the highest level of tax reporting to provide support for payroll, employee benefit programs, contributors, vendors, and customers. We have a tax department with research capabilities and tax planning experience needed to help you when necessary.
- ◇ We are members of PrimeGlobal, an association of accounting firms throughout the world that can provide additional national and international research capabilities and resources.
- ◇ Our Firm is a member of the AICPA and both the Center for Public Company Audit Firms Section and the Private Companies Practice Section of the AICPA. All members of these Sections must adhere to higher quality control audit and reporting standards other than CPA firms and the members are subject to regular peer review procedures established by the AICPA on which we have received unqualified opinions. Also, our most recent peer review (copy enclosed) resulted in no "letter of comments" issued, which is only achieved by the top quality firms. The fact that we have voluntarily taken on these responsibilities ensures that you receive the highest quality work available.
- ◇ Our Firm is one of the top 15 largest regional accounting firms based in the St. Louis area, according to the 2011 *St. Louis Business Journal*.

The audit services team for the City provides all services noted in the accompanying Governmental Services page. This team has the ability and capacity to complete the work timely. We have a flexible schedule and will work with the City in a cooperative manner. In addition, we will remain accessible and available throughout the year for consultation purposes and to answer questions from time to time.

Enclosed is a separately sealed envelope with our fee schedule. In accordance with your request, this is a firm and irrevocable offer for 90 days. If you agree with the terms of our engagement as described, please sign below and return one copy to us.

We appreciate the opportunity to be of service to you and believe this proposal and fee schedule accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,

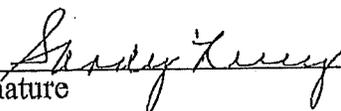


Tamber M. Alsop, CPA, CFE  
Partner

Enclosures

**RESPONSE:**

This proposal correctly sets forth the understanding of the **CITY OF WASHINGTON, MISSOURI**. Either party may cancel this agreement or both parties may extend this agreement in subsequent years.

  
\_\_\_\_\_  
Signature

10-17-12  
\_\_\_\_\_  
Date



Hochschild, Bloom & Company LLP  
Certified Public Accountants  
Consultants and Advisors

October 9, 2012

Honorable Mayor, Members of the City Council, City Administrator,  
and Finance Manager  
City of Washington, Missouri

Attached is the fee schedule used to determine our all-inclusive fee for the 2012, 2013, 2014, 2015, and 2016 audit engagement of \$24,700, \$24,900, \$25,300, \$25,600, and \$25,800, respectively. This is certification that I am entitled to represent the Firm, empowered to submit the bid, and authorized to sign a contract with the City of Washington, Missouri.

The purpose of this letter and the enclosed fee schedule for each of the years ending September 31, 2012 through 2016 is to accompany the proposal for professional services submitted separately.

Sincerely,

Tamber M. Alsop, CPA, CFE  
Partner

MDW/smm

Enclosure

16100 Chesterfield Parkway W., Suite 125, Chesterfield, Missouri 63017-4829, 636-532-9525, Fax 636-532-9055  
 1000 Washington Square, P. O. Box 1457, Washington, Missouri 63090-8457, 636-239-4785, Fax 636-239-5448  
www.hbclp.com

 PrimeGlobal | An Association of Independent Accounting Firms

CITY OF WASHINGTON, MISC. JRI  
FEE SCHEDULE

| <u>For The<br/>Years Ended<br/>September 30</u> | <u>Standard<br/>Audit</u> | <u>Single<br/>Audit</u> | <u>Component<br/>Unit</u> |
|---|---------------------------|-------------------------|---------------------------|
| 2012  | \$18,500                  | \$3,200                 | \$3,000                   |
| 2013  | 18,700                    | 3,200                   | 3,000                     |
| 2014  | 18,900                    | 3,300                   | 3,100                     |
| 2015  | 19,200                    | 3,300                   | 3,100                     |
| 2016  | 19,400                    | 3,300                   | 3,100                     |

Our fees noted above are inclusive of all out-of-pocket costs, all related meetings with the City officials, and periodic consulting concerning routine matters. Our fees for this engagement will be based on the actual time spent at our quoted hourly rates. Should this time at our standard hourly rates be less than our total fee noted above, we will bill you accordingly. We will be available for other consultations throughout the year at our standard hourly rates, or we may be engaged through a separate contract for other projects.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. (Factors causing additional time include grossly inadequate schedules, excessive audit journal entries, improper internal control procedures, missing records, additional funds or accounts, and additional accounting pronouncements.) Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our Firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. Ten percent will be withheld from each billing pending delivery of the final reports.

We may continue to provide accounting and auditing services to the City for fiscal periods beyond September 30, 2016 at a negotiated fee.

CITY OF WASHINGTON, MISS RI  
 SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
 FOR THE AUDIT OF THE 2012 FINANCIAL STATEMENTS

|  | <u>Hours</u> | <u>Standard<br/>Hourly<br/>Rates</u> | <u>Quoted<br/>Hourly<br/>Rates</u> | <u>Total</u>    |
|--|--------------|--------------------------------------|------------------------------------|-----------------|
| Partners   | <u>60</u>    | <u>\$180</u>                         | <u>165</u>                         | <u>\$ 9,900</u> |
| Supervisory staff                                | <u>70</u>    | <u>101</u>                           | <u>96</u>                          | <u>6,720</u>    |
| Staff  | <u>90</u>    | <u>91</u>                            | <u>83</u>                          | <u>7,470</u>    |
| Other (specify):<br><u>Clerical</u>              | <u>15</u>    | <u>68</u>                            | <u>61</u>                          | <u>915</u>      |
| Total for services                               |              |                                      |                                    | <u>25,005</u>   |
| Out-of-pocket expenses:                          |              |                                      |                                    |                 |
| Meals and lodging                                |              |                                      |                                    | <u>-</u>        |
| Transportation                                   |              |                                      |                                    | <u>-</u>        |
| Other (specify):<br><u>Rounding</u>              |              |                                      |                                    | <u>(305)</u>    |
| Total all-inclusive maximum price for 2012 audit |              |                                      |                                    | <u>\$24,700</u> |

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.



October 3, 2016

Honorable Mayor and City Council  
City of Washington  
405 Jefferson Street  
Washington, MO 63090

RE: Auditing Services

Honorable Mayor and Council Members:

The City has a current annually renewable agreement for auditing services through fiscal year 2016 with Hochschild, Bloom & Company LLP (HBC). The agreement is in effect for a period of one (1) year commencing with fiscal year ending September 30, 2012, with the agreement automatically renewing for four (4) successive one (1) year terms, unless terminated by either party in writing not less than sixty (60) days prior to the end of the current term. The cost for the FY2016 audit which is the fifth and final year of the contract is as follows:

|                 |  |
|-----------------|--|
| Standard Audit: | \$19,400                                 |
| Single Audit:   | Additional \$3,300 annually, if required |

HBC possess the qualifications, experience and adequate staffing to perform a quality audit. In addition, they have agreed to have the audit available by March 15<sup>th</sup> to insure the City is able to be in compliance with the City's debt covenants.

An ordinance to execute this agreement is being presented for your approval.

Respectfully,

A handwritten signature in cursive script that reads "Mary J. Sprung".

Mary J. Sprung, CPA  
Finance Manager

405 JEFFERSON STREET  
WASHINGTON, MO 63090

BILL  
NO. \_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AUTHORIZING AND DIRECTING THE EXECUTION OF A CONTRACT AGREEMENT BETWEEN THE CITY OF WASHINGTON, MISSOURI AND HOGAN'S PAINTING & SANDBLASTING, VAN BUREN, MISSOURI.

Be It Ordained by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The Mayor is hereby authorized and directed to enter into a contract agreement between the City of Washington, Missouri and Hogan's Painting & Sandblasting, Van Buren, Missouri. A copy of said contract is attached hereto and marked as Exhibit A and is attached hereto and incorporated herein by reference.

SECTION 2: Vendor shall meet all specifications as indicated in specifications.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall take effect and be in full force from and after its passage and approval.

PASSED:

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
President of City Council

APPROVED

:

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor of Washington, Missouri

**“Exhibit A”**

**CONTRACT AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the CITY OF WASHINGTON, MISSOURI, party of the first part; hereinafter termed the “City”, and HOGAN’S PAINTING & SANDBLASTING, party of the second part, hereinafter termed in this agreement as the “Contractor” for completing the work of coating 15 Manholes outlined within the contract documents.

WITNESSETH:

WHEREAS, the Contractor, in response to the invitation submitted to the City, in the manner and at the time specified, a proposal in accordance with the terms of the contract.

NOW THEREFORE, THIS AGREEMENT WITNESSETH, that the parties to these present, in consideration of the compensation to be paid to the Contractor, and of the mutual agreements herein contained, have agreed to thereby agree the City for itself, and its successors and the Contractor of itself, or themselves, its, their successors and assigns, or their executors and administrators, as follows:

ARTICLE I. That the Contractor will furnish at his own cost and expense all labor, tools, equipment, materials, and necessary documentation required to complete in a good first class and workmanlike manner, the work as designated, described and required by the specifications and proposals for construction of the improvement, all in accordance with the specifications and other specified documents, all of which form the contract, and are as fully a part thereof as if repeated verbatim herein; all work to be done under the direct supervision, and to the entire satisfaction of the City.

ARTICLE II. Specifically, the Contractor shall comply in all respects with the Anti-Discrimination Provisions.

ARTICLE III. The Contractor covenants that they will indemnify and hold harmless the City of Washington from any loss, damage, cost charges or expenses, whether to persons or property, to which the City of Washington may have been put by reason or any action, neglect, omission or default on the part of the Contractor.

ARTICLE IV. City shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal an amount based on the rehabilitation of all fifteen (15) manholes.

The total contract cost of Coating 15 Manholes in town is Eighteen Thousand Three Hundred Dollars (\$18,300.00) without the prior authorization by the City of Washington.

ARTICLE V. Project Inclusions are:

- (a) A one-year Performance and Payment Bond in an amount equivalent to one hundred percent (100%) of the estimated total contract price of \$18,300.00 must be furnished and executed by the CONTRACTOR. The said Surety shall be a corporate surety company or companies of recognized standing, licensed to do business in the State of Missouri and acceptable to the City of Washington.
- (b) The CONTRACTOR shall hold a valid State, County, and/or a valid City of Washington Contractor's license.
- (c) All bypass pumping.
- (d) Traffic control
- (e) Coordination with project residents and businesses
- (f) Standard one year warranty
- (g) Specifically, the Contractor shall comply in all respects with Anti-Discrimination Provisions.
- (h) Proposal Inclusions as provided in Hogan's Painting & Sandblasting proposal marked as "Attachment A" and incorporated herein.

ARTICLE VI. This Contract shall be based upon payment by the Contractor and his Subcontractors of wage rates not less than the prevailing hourly wage rate for each craft or type of workman engaged on the work. Prevailing wage rates shall be determined by the United States Department of Labor and the Industrial Commission of Missouri. In case of conflict, the wages paid by the Contractor shall be not less than the higher of the prevailing wage determinations. The determinations by the Department of Labor are incorporated in these contract documents.

During the life of this contract, the prevailing hourly rate of wages is subject to change by the Department of Labor and Industrial Relations of Missouri or by court decision, as provided by law. Any such change shall not be the basis of any claim by the Contractor against the City now will deductions be made by the City against sums due the Contractor by reason of any such change.

Missouri Law requires that during periods of excessive unemployment, all persons with the responsibility to contract for the construction of public works projects and all contractors involved in constructing such public works must only employ workers from Missouri or from nonrestrictive states on these projects. This restriction applies whether or not the contract for the project is let before or after Missouri enters a period of excessive unemployment.

Before final payment is made, an affidavit must be filed by the Contractor stating that he has fully complied with the Prevailing Wage Law. No payment will be made unless and until this affidavit is filed with the City of Washington.

ARTICLE VII.

- (a) The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of the result from the Contractor's execution of the work, whether such execution be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable;

Claims under workmen's compensation, disability benefit and other similar employee benefit acts;

Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;

Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;

Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and

Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of insurance acceptable to the City of Washington shall be filed with the City of Washington prior to commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled unless at least fifteen-(15) days prior written notice has been given to the City of Washington.

- (b) Commercial General Liability Insurance written on an occurrence basis with the following limits of liability:

|                   |             |
|-------------------|-------------|
| General Aggregate | \$3,000,000 |
| Each Occurrence   | \$1,000,000 |

Automobile Liability Insurance. Body injury and property damage combined single limit -- \$1 million each occurrence, \$3 million aggregate.

Worker's Compensation -- as required by the State of Missouri

All above requirements must also include naming the City of Washington as additional insured and maintaining minimum State requirements, unless otherwise

specified by the City of Washington. The Certificate of Insurance must also include the endorsement page.

- (c) The Contractor shall procure and maintain, at his own expense, during the contract time, in accordance with the provisions of the laws of the State of Missouri; workmen's compensation insurance, including occupational disease provisions, and all of his employees at the site of the project and in case any work is sublet, the Contractor shall require such Subcontractor similarly to provide workmen's compensation insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protections afforded by the Contractor. In case any class of employees engaged in hazardous work under this Contractor at the site of the project are not protected under workmen's compensation statute, the Contractor shall provide, and shall cause each Subcontractor to provide adequate and suitable insurance of the protection of his employees not otherwise protected.
- (d) The Contractor shall secure, if applicable, all risk, type builder's risk insurance for work to be performed. Unless specifically authorized by the City of Washington, the amount of such insurance shall not be less than the contract price totaled in the bid. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious mischief, wind, collapse, riot, aircraft, and smoke during the contract time, and until the work is accepted by the City of Washington. The policy shall name as the insured the Contractor and the City of Washington.

#### ARTICLE VIII.

- (a) CONTRACTOR shall provide a ten hour Occupational Safety and Health Administration (OSHA) construction safety program for its employees working onsite on the project. The program shall include a course in construction safety and health approved by OSHA or a similar program approved by the Missouri Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. All employees working on the project are required to complete the program within sixty (60) days of beginning work on the construction project.
- (b) Any employee found on the worksite subject to this section without documentation of the successful completion of the course required under subsection (a) shall be afforded 20 days to produce such documentation before being subject to removal from the project.
- (c) CONTRACTOR shall require all onsite employees of any subcontractors to complete the ten-hour training program required under subsection (a).

(d) Pursuant to Sec. 272.675 RSMo., CONTRACTOR shall forfeit as a penalty to the CITY \$2,500.00 plus \$100.00 for each employee employed by CONTRACTOR or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training. The penalty shall not begin to accrue until the time periods in subsections (a) and (b) have elapsed. CITY shall withhold and retain from the amount due CONTRACTOR under this contract, all sums and amounts due and owing CITY as a result of any violation of this section.

IN WITNESS WHEREOF, the parties have made and executed this Agreement the day and year first above written.

CITY OF WASHINGTON  
COUNTY OF FRANKLIN  
STATE OF MISSOURI

\_\_\_\_\_  
Signature of Mayor

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Signature of City Clerk

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

BILL NO. \_\_\_\_\_ INTRODUCED BY COUNCILMAN \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AUTHORIZING AND DIRECTING THE EXECUTION OF A CONTRACT AGREEMENT BY AND BETWEEN THE CITY OF WASHINGTON, MISSOURI AND PECKHAM GUYTON ALBERS & VIETS, INC.

BE IT ORDAINED by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The Mayor is hereby authorized and directed to execute a Contract Agreement by and between the City of Washington, Missouri Peckham Guyton Albers & Viets, Inc. ("PGAV"), a copy of which is marked Exhibit A and is attached hereto and incorporated herein by reference, and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance, for and on behalf of and as the act and deed of the City. The City Clerk is hereby authorized and directed to attest to and affix the seal of the City to the said Agreement and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

SECTION 2: The City shall, and the officials, agents and employees of the City are hereby authorized and directed to, take such further action, and execute and deliver such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

SECTION 3: Employment of Unauthorized Aliens Prohibited.

(a) PGAV shall comply with Missouri Revised Statute section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

(b) As a condition for the award of this contract PGAV shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. PGAV shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

(c) PGAV shall require any subcontractor to affirmatively state in its contract with PGAV that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri and shall not henceforth do so. Alternatively, PGAV shall require any subcontractor to provide PGAV with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall be in full force and effect from and after its passage and approval.

Passed: \_\_\_\_\_

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
President of City Council

Approved: \_\_\_\_\_

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Mayor of Washington, Missouri

EXHIBIT A

CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN  
CITY OF WASHINGTON, MISSOURI.  
AND  
PECKHAM GUYTON ALBERS & VIETS, INC.

**THIS AGREEMENT**, is entered into on the date and by execution shown hereafter by and between the City of Washington, Missouri (hereinafter referred to as the "Client" or "City") and Peckham Guyton Albers & Viets, Inc., (hereinafter referred to as "PGAV").

**WITNESSETH:**

**Whereas**, the Client is interested in the redevelopment and improvement of an area within its municipal boundaries;

**Whereas**, the Client has previously established the Downtown Washington Tax Increment Financing Redevelopment Area (the "Downtown TIF") and approved tax increment financing within redevelopment project area one ("RPA 1") of the Downtown TIF;

**Whereas**, the Client seeks to remove certain real property from RPA 1 and then to establish a new tax increment financing redevelopment area comprised of this removed property; and

**Whereas**, the Client wishes to secure planning and economic development consulting services for the creation of a Tax Increment Financing (TIF) District under the provisions of the Tax Increment Allocation Redevelopment Act, Section 99.800 – 99.865 R.S. MO, as amended, (the "TIF Act"); and

**Whereas**, PGAV is duly experienced in providing planning and economic development services for such projects; and

**Now, therefore**, the parties hereto do mutually agree as follows:

**I. SCOPE OF SERVICES**

The following Scope of Services will be completed for the Study Area, as outlined in the following sections of this Agreement in accordance with the tasks described therein:

## **A. Qualification Analysis and Boundary Refinement**

1. PGAV will conduct an investigation of existing conditions to evaluate the potential for designation of the Area as a TIF redevelopment area in accord with the provisions of the TIF Act. This evaluation will include, but not necessarily be limited to, a review of current conditions and factors present in the Study Area based on the criteria as set forth in the TIF Act.
2. PGAV will review existing conditions and assessed value data to assist in establishing the preliminary boundary of the Redevelopment Area.
3. PGAV will work with City staff who will cooperate in this effort by collecting data and taking pictures of existing conditions in support of the qualifications analysis.

## **B. Redevelopment Plan**

PGAV will prepare a redevelopment plan for the designated redevelopment project area that addresses the following elements of a redevelopment plan under the TIF Act:

1. Plan objectives;
2. General description of the program to be undertaken to accomplish the objectives;
3. Estimated redevelopment project costs;
4. Anticipated sources of funds to pay the costs;
5. Evidence of the commitments to finance the project costs;
6. Anticipated type and term of the sources of funds to pay costs;
7. Anticipated type and terms of the obligations to be issued;
8. Most recent equalized assessed valuation of the redevelopment area;
9. An estimate as to the equalized assessed valuation after redevelopment;
10. General land uses to apply in the redevelopment area; and
11. Such other items necessary to establish a Redevelopment Area pursuant to Section 99.805 R.S.Mo., as amended, including (except as provided for in Section VI of this Agreement as outlined below):
  - (a) Development of a master address list for mailing notification letters to taxing districts and property owners, and development of draft newspaper notices required for compliance with TIF Act notification provisions. (Note: the City will be responsible for actually printing and mailing the notification letters and placement of the published notices in the newspaper);
  - (b) The required narrative, tabular, graphic data and map exhibits necessary to constitute the Redevelopment Plan document;
  - (c) Development of a project schedule to be used as the ongoing agenda for program and plan implementation; and

- (d) Coordination of program activities with other participants, including the key Client staff, Attorney, Special TIF Counsel, Bond Counsel, and any Investment Banker/Bond Underwriter.

### **C. Revenue Analysis and Cost/Benefit Analysis**

1. Using methodology that PGAV has developed and implemented on many similar projects, PGAV will prepare estimates of the various taxes to be generated from the implementation of the redevelopment project. These estimates will cover local taxes from real property, sales (including TDD or CID, if appropriate), utility, and personal property by the phases of the development program and full build-out. These estimates will form the basis for determining potential financing of certain eligible development costs to be financed publicly using TIF assistance that may be authorized by the Client. As a component of the revenue projections, PGAV will work with the Client and Franklin County to obtain the current base level assessed value and sales taxes within the proposed Redevelopment Area.
2. A cost/benefit analysis will be provided as a separate document for use by the Client. The cost-benefit analysis will show the potential economic impact of the plan on each taxing district that is wholly or partially within the boundaries of the redevelopment area. The analysis will document the following potential impacts per the revised TIF Act:
  - If the project is not built;
  - If the project is built pursuant to the redevelopment plan; and
  - The fiscal impact on affected political subdivisions.
3. Neither the Revenue Analysis or the Cost/Benefit Analysis are intended to or shall be construed by the Client or third parties to satisfy the provisions of the TIF Act as contained in R.S. MO 99.810, 1 (5) relative to determination that "the project as proposed is financially feasible". Such information documenting whether the project, as proposed, is financially feasible is to be provided by the Client. PGAV assumes no responsibility for the production or the evaluation of this information. Furthermore, the Revenue Analysis and/or the Cost/Benefit Analysis as provided for above are intended solely to demonstrate the elements and information as described above. These items are not intended to be a substitute for the responsible reviews of private lending institutions who may be contemplating or have conditionally committed to project financing.

#### **D. Assistance at Meetings**

PGAV will attend the public hearing, make presentations, and meet with the TIF Commission, Client staff and officials as deemed necessary by PGAV and the Client to perform the services required by this Contract.

#### **II. INFORMATION TO BE PROVIDED BY THE CLIENT**

A. Depending upon where such information may be located and maintained, the Client will provide to PGAV available data as follows:

1. Per our discussions with Client staff, the Client will create maps of the study area and provide these maps to PGAV in a format to be used in a report;
2. The Client has also offered to provide photos of the study area, equalized assessed values, and ownership information for the parcels within the study area;
3. Data and/or contact persons who may provide information regarding proposed plans or projects that are contemplated in the Redevelopment Area;
4. Such Geographic Information Systems ("GIS") mapping information PGAV requires in order to create map exhibits for the Redevelopment Plan including, but not necessarily limited to, parcel boundaries, road centerlines, project boundary, infrastructure, floodplain, water features, etc.;
5. Data which the Client has or which may be readily acquired without extensive research which may assist in the establishment of blighting conditions in the area, including information regarding, but not necessarily limited to, building code violations, crime data, fire data, and infrastructure problems;
6. Data provided by a recognized financial advisor, bond underwriter, or other sources that can be used to fulfill the statutory requirement regarding evidence of commitment to finance Redevelopment Plan and Project costs;
7. A written boundary description for the area selected as the final boundary of the Redevelopment Area prepared by a Land Surveyor registered in the State of Missouri; and
8. The services of the Client Attorney (and Special/Bond Counsel, if appropriate) for counsel, review, and assistance in establishing and monitoring a project schedule, including verification of compliance with the TIF Act of the timing and performance by Client staff, Attorney, or Special Counsel of published notices and certified mailings. Review comments on materials submitted by PGAV to these parties for review shall occur within 5 business days of receipt by the reviewing party.

B. In addition, the Client will provide the following items necessary for notification compliance for implementation of the Redevelopment Plan:

1. Printing and mailing of the taxing district notification letters;
2. Actual placement of newspaper public notices (including associated costs); and

3. Printing and mailing of the notices to the person in whose name taxes were paid and notices for Requests for Proposals.

### III. TIMING OF PERFORMANCE

The work on all tasks as provided for herein will begin upon execution of this agreement (which shall constitute "notice to proceed" unless otherwise provided in written or electronic form by the Client) and will be conducted based on a mutually agreed upon schedule.

### IV. COMPENSATION

The fee for the completed services will be as stated below. All fees as stated are exclusive of reimbursable expenses which are defined below.

- A. Work Tasks I.A – Qualification Analysis and Boundary Refinement, I.B – Redevelopment Plan and I.D – Assistance at Meetings will be conducted for the lump sum amount of Fifteen Thousand Dollars (\$15,000). Compensation shall be made to PGAV based on submission of an invoice on a monthly basis outlining the work performed and based on the staff time associated with the conduct of the work, plus the actual cost of any reimbursable expenses.
- B. The work task I.C – Cost Benefit Analysis will be conducted on an hourly basis for an amount not to exceed Eight Thousand Dollars (\$8,000), plus reimbursable expenses, and will be billed to the Client in accord with the schedule of hourly rates as set forth below:
- C. Reimbursable expenses will consist of reasonable travel expenses (if necessary and approved by the client in advance), local mileage, long distance telephone charges, express delivery charges, photographic expenses, the cost of printing or other reproduction of documents, fees or charges for documents owned by others, and other "out-of-pocket" expenses required to provide the services described. Such expenses will be billed at their direct cost to PGAV.

| Project Staff                                 | Hourly Rate |
|---|-------------|
| Vice President                                | \$225       |
| Director                                      | \$185       |
| Associate Director                            | \$185       |
| Senior Project Manager                        | \$170       |
| Project Manager/GIS Manager & Project Planner | \$120       |
| Administrative/Technical Assistance           | \$100       |

- D. If the Client fails to make payment due PGAV for services and reimbursable expenses within 30 days after receipt of our statement, the amount due shall include a charge at the rate of 1½% per month from the 31st day. In addition, if no payment has been received within 60 days after receipt of our initial statement, PGAV will suspend services under this agreement until PGAV has been paid in full the amounts due for services and expenses.

### V. TERMINATION OF AGREEMENT

If for any reason the Client determines that the work should be terminated, the Client will inform PGAV in writing that it wishes to terminate this agreement. The date of said

termination shall occur upon receipt of the written notice of termination by PGAV via the U.S. Postal Service or facsimile (followed by receipt of an original signature copy).

The Client will pay PGAV an amount representing the work performed to the date of termination, plus any expenses which have been incurred by PGAV to that date.

## **VI. SERVICES OUTSIDE THE SCOPE OF THIS AGREEMENT**

The scope of work to be performed by PGAV shall be as provided for herein. The following work elements are hereby specifically noted as not included as tasks to be performed in conjunction with the terms of this agreement:

- A. Data collection and analysis relating to the parcels to be included within the boundaries of the proposed Redevelopment Area including:
  - 1. Preparation of notification letters to "the person or persons in whose name the taxes are paid."
  - 2. Mailing and publication of all notices.
  - 3. Preparation of any legal descriptions associated with creation of a redevelopment area.
- B. Changes in the Redevelopment Plan document and map exhibits which occur after the version of the Redevelopment Plan is completed which is the result of the initial TIF Commission review, and where such changes are the result of one or more of the following actions on the part of the Client or the TIF Commission (to the extent that such changes are not the result of PGAV error or omission):
  - 1. Addition of properties;
  - 2. Substantial modification of the Redevelopment Area boundaries; and
  - 3. Substantial changes in the Redevelopment Plan and Project costs.
- C. A financial feasibility analysis sufficient to satisfy the provisions of the TIF Act as contained in R.S. MO 99.810, 1 (5) relative to determination that "the project as proposed is financially feasible". Such information documenting whether the project, as proposed, is financially feasible is to be provided by the Client and PGAV assumes no responsibility for its production under any circumstances either as a part of this Agreement or as this Agreement may be modified subsequent to its execution by mutual decision of the Client and PGAV.

These services shall be considered additional work beyond the scope of this proposal. The Client may acquire the provision of such services by PGAV at an additional cost to be negotiated and provided for in the form of an addendum, or separate agreement, between the Client and PGAV.

## **VII. PROJECT STAFFING & MANAGEMENT**

- A. PGAV hereby agrees to provide the qualified professional, technical, and clerical staff available within the firm to conduct the work in accordance with the tasks as outlined in Section I of this Agreement.

- B. If, in the opinion of PGAV and the Client, a particular assignment requires specialized expertise not available within the PGAV staff, the accomplishment of such tasks may be achieved through subcontract with firms or individuals subject to prior approval of the Client.

**VIII. OWNERSHIP OF DOCUMENTS**

PGAV agrees that any and all reports prepared, and conclusions reached hereunder, are for the confidential information of the Client and that neither PGAV nor any member of the PGAV staff will disclose any of the same with any person whatsoever, other than the Client or their authorized representatives, except when called upon to testify in relation to such report or conclusion under oath in a judicial forum, or as may be otherwise required by law. Except to the extent that documents, reports or other information are prepared under the provisions of this agreement and submitted to municipalities or other public entities wherein they become subject to Federal or State "sunshine law" provisions, the Client have sole ownership of all reports, maps, etc. prepared under this contract, including rights of copying and distribution.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Contract to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

CITY OF WASHINGTON, MISSOURI.

\_\_\_\_\_

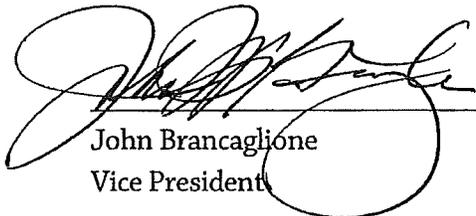
\_\_\_\_\_

ATTEST:

PECKHAM GUYTON ALBERS & VIETS, INC.



Andy Struckhoff  
Associate Director, PGAV Planners



John Brancaglione  
Vice President

CITY OF  
WASHINGTON  
MISSOURI

September 28, 2016

Honorable Mayor & City Council  
405 Jefferson Street  
Washington, MO. 63090

Dear Mayor & City Council Members,

Staff is requesting approval to enter into a contract with Peckham Guyton Albers & Viets (PGAV) in order to complete a qualification study and cost/benefit analysis for the potential Front Street Redevelopment project in a revised TIF district. The contract lists a projected cost not to exceed \$23,000. The cost to complete the study can be refunded through TIF proceeds should the TIF district be approved. The extensive data collection and analysis promised in the contract by PGAV will be a beneficial tool in incentivizing and completing a redevelopment project in the Downtown District and creating the revised TIF district.

Sincerely,



Sal Maniaci  
City Planner

BILL NO. \_\_\_\_\_ INTRODUCED BY COUNCILMAN \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ESTABLISHING THE SALARY  
OF THE FINANCE MANAGER

BE IT ORDAINED by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The annual salary of the Finance Manager is hereby established at the sum of Seventy-One Thousand Three Hundred Sixty-Five Dollars (\$ 71,365.00 ) effective October 2, 2016.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall take effect and be in full force from and after the date of its passage and approval.

Passed: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
President of City Council

Approved: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor of Washington, Missouri

BILL NO. \_\_\_\_\_ INTRODUCED BY COUNCILMAN \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ESTABLISHING THE SALARY OF THE  
EMERGENCY PREPAREDNESS DIRECTOR

BE IT ORDAINED by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The annual salary of the Emergency Preparedness Director is hereby established at the sum of Forty-Seven Thousand Four Hundred Eighty-Six Dollars (\$ 47,486.00 ) effective October 2, 2016.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Passed: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

\_\_\_\_\_

President of City Council

Approved: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

\_\_\_\_\_

Mayor of Washington, Missouri

BILL NO. \_\_\_\_\_ INTRODUCED BY COUNCILMAN \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ESTABLISHING THE SALARY  
OF THE CITY CLERK

BE IT ORDAINED by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The annual salary of the City Clerk is hereby established at the sum of **Fifty-Seven Thousand Two Hundred Eighty-Three** Dollars (**\$ 57,283.00**) effective October 2, 2016.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Passed: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
President of City Council

Approved: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor of Washington, Missouri

RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY: \_\_\_\_\_

A RESOLUTION SUPPORTING THE PUBLIC ART POLICY  
& PROCEDURES FOR THE CITY OF  
WASHINGTON, MISSOURI

WHEREAS, the City desires to maintain a current Public Art Policy & Procedures to provide guidance in the development, operation and maintenance of the City's public art program; and

WHEREAS, the plan is an inclusive step by step process to reach a preferred future, providing employee and citizen empowerment and buy-in, and allowing the City to focus and partner its resources most effectively in addressing the key critical issues impacting the success and future; and

WHEREAS, the primary purpose of the plan is to develop a planning tool that will serve as a guideline for the development of policies and procedures for the acceptance and placement of public art; and

WHEREAS, the City will develop a formative public art strategic plan that addresses short and long term goals for developing, promoting, and expanding the public art experience in Washington; and

WHEREAS, the Washington Arts Council and the Parks and Recreation Commission has reviewed and unanimously recommended approval and adoption of the Public Art Policy and Procedures as a forward-thinking document.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Washington, Missouri, as follows:

The City Council hereby approves and adopts the City of Washington Public Art Policy & Procedures. A copy of which is hereby attached hereto marked as Exhibit A and incorporated herein by reference.

This resolution passed ordinance shall be in full force and effect from and after its passage and approval.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by the City Council of the City of Washington, Missouri.

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
President of City Council

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Mayor of Washington, Missouri

## EXHIBIT A

### City of Washington, MO.

#### Public Art Policy & Procedures

## Executive Summary

The City of Washington Missouri desires to improve its “quality of life” initiatives by enhancing and supporting growth of our cultural environment through the development of a Public Art Program on City property. The following document has been created using “best practices” from a variety of different City and County documents from around our area. Key concerns for the committee included keeping the initial recommendations simplistic; as you can always add policy language as the need arises along with concerns regarding costs, annual operations, and the potential for managing risk and liability for the City. The following document is not meant to be all inclusive but does represent first steps proposed to the City of Washington City Council to help enhance cultural opportunities for citizens, visitors and exposure to the world of human creativity and “Public Art”.

### I. Public Art Policy Purpose and Mission Statement

Public Art has the ability to inspire, ignite, awaken and animate. It can enrich and connect a community and add or enhance a sense of place in a symbolic or creative way. The City of Washington values public art, the sense of community identity, and the creativity it can inspire. Public art fulfills these purposes in a myriad of ways: by improving the aesthetics of our public spaces through excellent and harmonious design, by sensitively preserving or highlighting vistas; by introducing surprising and enlivening elements into otherwise ordinary spaces; and by engaging us with insightful interpretations of our community’s activities, aspirations and history. In addition, the public art program is designed as a contribution to the City’s economic draw and to foster educational opportunities for the community. The City of Washington, in recognition of the importance of integrating public art into the daily lives of the residents and visitors to the City, supports a public arts program, and to this end hereby establishes the Washington Public Art Policy.

#### A. Washington Public Art Goals

1. To develop a formative public art strategic plan that addresses short and long term goals for developing, promoting, and expanding the public art experience in Washington;

2. To provide for oversight of public art policy and processes as an advisory committee;
3. To create exciting, appealing, and harmonious public spaces by integrating art into architecture, landscape, urban design and the planning of infrastructure at the earliest design stage;
4. To promote and celebrate our community's heritage, ethnicity, diversity, commonality, and civic pride by stimulating collaboration and understanding between artists and the community of Washington;
5. To recognize the impact of public art with regard to cultural tourism and economic development of the City;
6. To enhance the City's image locally, regionally, and nationally by ensuring the creation and ongoing pursuit of the highest quality public art program possible, as resources allow;
7. To foster public education by developing a forum and resources for public art programs, exhibits, workshops, events, and other opportunities that will promote the participation, understanding, and enjoyment of art;
8. To recruit artists to live and work in the City, and to participate in public presentations of their art within the City; and,
9. To advocate for local, regional, state, and Federal support, and to foster public and private partnerships for the city's public art program and goals.

## **B. Definitions**

1. Public Space - Property owned or controlled by the City of Washington, including, but not limited to, parks, road right-of-ways, courtyards, squares, bridges, as well as building exteriors/interiors, foyers, and other places as deemed appropriate by the City of Washington.
2. Public Art - Visual art including the imaginative use and interplay of all artistic disciplines placed in areas within city buildings, or city owned property, for limited or permanent display that is accessible to the public, including art that is acquisitioned, commissioned, donated, purchased, accepted, solicited and/or gifted to the city.
3. Public Art Program - The body of work related to the management, promotional and educational aspects of the Public Art Asset Inventory.
4. Public Art Committee - A standing committee of the City established to review and advise the City on policy, procedures, and other recommendations relative to art in public spaces and the Public Art Program.
5. Public Art Procedures – Those procedures developed by the Public Art Committee to effectively manage the acquisition, installation, maintenance and operations of a public art program.
6. Public Art Asset Inventory – Process used to track public art displayed by the city or permitted to be displayed by the city on public property.

7. Loaned Art – Public art on loan to the city for a specified time period without ownership transferred to the city.
8. Special Exception Projects – Proposed projects not specifically outlined in this policy.
9. Juried Show/Juried Art -
10. De-accessioning – The decision and process to remove a work of art from a Public Space or the Public Art Asset Inventory.

### **C. Public Art Authority and Administration**

1. City Council – Governing body that has the final authority to designate public property, resources, and approval to support the Public Art Program.
2. City Administration – The City Administrator through delegation by the City Council has the authority to administer and provide direction for the Public Art Program.
3. Public Art Committee – An Ad Hoc Committee appointed through the City Administrator’s office and representative of a variety of different community stakeholders. Serves in an advisory capacity on an as needed basis and oversees the Public Art Program.
4. The City Clerks Office – Maintains the Public Art Asset Inventory that identifies each piece of public art by the receipt date, artist, piece title, general description, value, construction material and its location. The information is gathered and documented by the Arts Council of Washington.
5. City Planners and Engineering Departments – Implements City planning documents (Comprehensive and Downtown Strategic Plan, and other appropriate planning documents) works to incorporate public art into planning and development processes where possible and oversees development within the City of Washington.
6. Street Department – Oversees the city’s infrastructure, including city streets, parking lots and City right of way which may be impacted by the Public Art Program.

## **II. Public Art Site Designation Policy**

Working with the City, the Committee will develop a “Public Art Master Plan,” which will include identifying appropriate and significant sites for the location of public art. The Committee will oversee a comprehensive community planning process to develop this plan. The Committee shall ensure that the process of preparing the Public Art Master Plan and any subsequent modifications provide ample and appropriate opportunities for public input into site identification. The Public Art Master Plan must complement and supplement the City's various other planning documents guiding the growth and development of Washington, such as, but not limited to, the Comprehensive Plan, Parks and Recreation Master Plan, General Land Use Plan, Master Transportation Plan, and Downtown Strategic Plan.

#### **A. Public Art Master Plan Procedures and Projected Deadlines**

1. The initial Public Art Master Plan shall be submitted to the City Council by the Public Art Committee for the City Council's review and approval on or before January 1, 2017.
2. The Public Art Master Plan will be reviewed and updated minimally every five years, commencing with date of adoption.

#### **B. Public Art Site Designation Procedures**

1. The Public Art Committee, working with City staff, will identify the highest priority projects described in the Public Art Master Plan and recommend those projects for implementation as funding allows. When possible, opportunities for public art should be considered and correspond with construction or renovation projects planned by the City.
2. The process used to select public art sites is dependent upon the type of project to be executed.
3. City Initiated Art Projects will be located on sites identified in the Public Art Master Plan unless determined as a special exception project.
4. Private property owners may participate in the public art program, but placing of statuary and content of mural art will be subject to policies, procedures, and approvals herein.

#### **C. Special Exception Projects**

1. A site for the inclusion of public art amenities in conjunction with a special exception development project (as permitted by the zoning ordinance) may be identified.
2. The Public Art Master Plan will provide guidelines for the site selection process.
3. The City may negotiate for the inclusion of the art amenity as part of the site planning process.
4. If public art is a component of the site plan, then the City's Public Art Committee shall review the public art proposal as part of the public review process. The Public Art Committee may make recommendations to the City Administration and City Council concerning the appropriateness of the public art proposal, and possible inclusion in the Public Art Asset Inventory.

#### **III. Public Art Acquisition Policy**

All public art acquisitions and proposals must be evaluated by the Public Art Committee working in consultation with designated City staff to provide recommendations to the City Council for final approval.

The committee will review proposed artwork and exhibition sites to determine conditions and stipulations regarding risk management as the display of artwork in public spaces could present liability issues related to security, indemnification for damage to the artwork itself (either intentional or accidental), and/or damage to persons caused by or related to the artwork.

#### **A. Public Art Acquisition Criteria**

Proposed public art acquisitions are based on the following criteria when in consideration for acquisition

- a. Quality of Work
- b. Aesthetic Merit
- c. Context within the City Collection
- d. Availability of Appropriate Site (Coordination with the appropriate public or private entities concerning site, costs of installation and maintenance of artwork)
- e. Condition of Donation
- f. Condition of Artwork
- g. Durability of Artwork
- h. Installation Requirements
- i. Maintenance Requirements

#### **B. Public Art Acquisition Procedures**

##### **1. Donations and Loans of Artwork – please note policy duplication as necessary based on the type of artwork to be displayed.**

- a. Proposed donations or loans of artwork to the City of Washington shall be reviewed by the Public Art Committee.
- b. The Public Art Committee will consult appropriate departments and other formal citizen advisory boards as necessary for installation assistance and permit requirements then make a recommendation to the City Council for final action. Criteria for acquisition listed above will determine the committee's recommendation.
- c. For proposed artwork displayed in a City Park, a recommendation from the Parks and Recreation Advisory Board will be requested.
- d. For loans of artwork to the City of Washington, the owner or owner's representative will be required to enter into an Art Display Agreement, setting forth the length of the loan and other terms such as signage, location, maintenance requirements, liability, insurance, value of artwork, installation, and removal responsibility, and other conditions pertinent to the agreement. (To be outlined by the City Attorney)

- e. After review and approval from the Public Art Committee and City Council, all donated works become part of the City of Washington art collections, unless otherwise stated and, as such, may be relocated or de-accessioned. (see V. De-accessioning Policy)

## **2. Temporary Artwork and Special Exhibitions**

- a. Proposed use of existing exhibition locations for temporary artwork shall be reviewed by the Public Art Committee.
- b. The Public Art Committee will consult appropriate departments for installation assistance and permit requirements then make a recommendation to the City Council for final action. Criteria for acquisition listed above will determine the committee's recommendation.
- c. For proposed artwork displayed in a City Park, a recommendation from the Parks and Recreation Advisory Board will be requested.
- d. For temporary exhibition of artwork in the City of Washington, the owner or owner's representative will be required to enter into an Art Display Agreement, setting forth the length of the loan and other terms such as signage, location, maintenance requirements, liability, insurance, value of artwork, installation, and removal responsibility, and other conditions pertinent to the agreement.
- e. After review and approval from the Public Art Committee, City Administration and City Council as determined, all artworks become part of the City of Washington art collections, unless otherwise stated and, as such, may be relocated or de-accessioned. (see V. De-accession Policy)

## **3. Commissioned Artwork**

- a. Commissioned public artwork projects shall be administered and reviewed by the Public Art Committee.
- b. The Public Art Committee will consult appropriate departments for installation assistance and permit requirements then make a recommendation to the City Council for final action. Criteria for acquisition listed above will determine the committee's recommendation.
- c. For proposed artwork displayed in a City Park, a recommendation from the Parks and Recreation Advisory Board will be requested.
- d. For commissioned artwork in the City of Washington, the commissioned artist or representative will be required to enter into an Art Commission Agreement, setting forth commission costs, length of project construction, signage, location, maintenance requirements, liability, insurance, installation, and other conditions pertinent to the agreement.
- e. After review and approval from the Public Art Committee, city Administration and City Council and completion and installation of artwork, all artworks

become part of the City of Washington art collections, unless otherwise stated and, as such, may be relocated or de-accessioned. (see V. De-accession Policy)

#### **4. Memorial Artwork**

- a. Proposed donations or commissions of memorial artwork shall be administered and reviewed by the Public Art Committee.
- b. Proposed commissioned memorials must honor significant historical events or deceased individuals who have made outstanding contributions to the community or region. A waiting period of at least one year should elapse prior to the proposal of memorial artwork to be eligible for consideration.
- c. The Public Art Committee will consult appropriate departments for installation assistance and permit requirements then make a recommendation to the City Council for final action. Criteria for acquisition listed above will determine the committee's recommendation.
- d. For proposed artwork displayed in a City Park, a recommendation from the Parks Commission will be requested.
- e. For exhibition of donated or commissioned memorial artwork in the City of Washington, the commissioned artist, owner, or owner's representative will be required to enter into an Art Display Agreement, setting forth the length of the loan or commission costs, length of project construction, signage, location, maintenance requirements, liability, insurance, value of artwork, installation, and removal responsibility, and other conditions pertinent to the agreement.
- f. After review and approval from the Public Art Committee and City Council and completion and installation of artwork, all artworks become part of the City of Washington art collections, unless otherwise stated and, as such, may be relocated or de-accessioned. (see V. De-accession Policy).

#### **5. Special Exception Projects**

- a. Special exception projects shall be administered and reviewed by the Public Art Committee, City Administration and City Council as deemed necessary.
- b. In conjunction with the City of Washington's site plan review process, the committee may negotiate for the inclusion of public art as a component of the site plan approval for a specific development.

#### **C. Juried Review Policy**

The Public Art Committee may convene a jury to review individual temporary or permanent public art acquisitions. The Public Art Committee will convene a jury when the public artwork is a commissioned proposal, completed artwork or temporary exhibit.

1. Candidate jurors will be artists, architects, landscape architects, engineers, urban designers, representatives from the community, or art professionals.

2. A jury will be comprised of no less than three and no more than five jurors. The Public Art Committee should maintain a list of candidates to facilitate selection.
3. An appointed jury shall not include any City of Washington staff, City Council member, or their respective partners or families.
4. Any juror with a conflict of interest must recuse themselves from the jury process.

#### **D. Juried Review Procedures**

1. The Public Art Committee will draft a prospectus detailing the designated art project concept, procedures, proposal requirements, projected timeline, and proposal or application deadline.
2. Proposals for commissioned or submitted artwork shall include:
  - a. Artist Statement of Concept
  - b. Submission of a three-dimensional work or complete drawing of a two-dimensional work.
  - c. Drawings or photographs that demonstrate the relationship of the artwork to the site.
  - d. Material samples of the artwork and any relevant construction materials.
  - e. Installation details.
  - f. Description of routine maintenance and estimate of maintenance costs.
  - g. Artist's resume with a list of references.
  - h. Portfolio of Past Artwork on CD.
3. The Public Art Committee will meet to review proposals and designate finalists.
4. For commissioned artwork see III. Public Art Acquisition Policy, 3. Commissioned Artwork for procedure.
5. For temporary juried shows, exhibits or events see III. Public Art Acquisition Policy, 2. Temporary Artwork for procedure.
6. The City Administration and City Council will have final review and approval of all proposed art to be placed on City property or in City facilities.

#### **E. Installation and Maintenance Policy**

The City shall be responsible for the maintenance of City Initiated projects created through this policy. All permanent public art projects must have a plan that projects both staff time and funding needed to properly maintain the work. Funds for the maintenance of City Initiated Projects will be allocated as a portion of the public art program's operating budget. Maintenance of public art in special exception projects will be negotiated on a case by case basis. Maintenance of public art donated to the City will be negotiated with the donor.

## **F. Ownership and Copyright Policy**

For works included in the Public Art Asset Inventory the city shall own the physical work and copyrights shall be retained by the artist, with reproduction rights allowed the City and its organizational entities or Public Art Committee for appropriate promotional and educational purposes. Legal title and copyrights in any public art work funded in whole or in part by direct City funding, donations, or loans of public art which are accepted by the City, shall be outlined in a mutually agreeable contract between the City, the artist, and the owner. Ownership of art obtained through special exception projects will be negotiated on a case by case basis.

## **IV. Public Art Funding Policy**

The Public Art Committee will be active in applying for public and private funds to support public art projects as appropriate. Individuals, businesses and organizations will also be encouraged to make contributions to the Arts Council of Washington for public art projects.

## **V. De-accession Policy**

De-accessioning is the removal of Public Art from a Public Space, or the Public Art Asset Inventory, and should be cautiously applied only after careful and impartial evaluation including input from the Public Art Committee. The following criteria and procedures describe de-accessioning processes.

### **A. De-accession Criteria**

1. Present location no longer guarantees the condition or security of the artwork.
2. The artwork presents a public safety risk.
3. The artwork is damaged and repair is not feasible.
4. Significant changes in the use, character, or actual design of the site require a re-evaluation of the artwork's relationship to the site.
5. The artwork requires excessive maintenance or has failures of design or workmanship.

### **B. De-accession Procedures**

1. Procedures for possible de-accessioning of artwork shall be initiated by a majority vote of the Public Art Committee with review and approval by the City Administration and City Council action.

2. The Public Art Committee in consultation with City Attorney will review artist agreements to determine if any restrictions exist that may prohibit de-accessioning.
3. The Public Art Committee will consider the storage or disposition of artwork, which may include sale, trade, return to the artist, or gifting to another municipality, entity, or organization.

#### **VI. Public Art Education and Outreach**

Education and outreach are critical to the success of Washington's Public Art Program. By engaging artists, arts advocates, citizens, and visitors in opportunities where they can experience artwork created for public space, the Public Art Committee provides resources that broaden the appreciation and understanding of Public Art. The Public Art Committee will work to inform and engage the community regarding the Public Art Program.

#### **VII. Public Art Promotion**

The Public Art Committee will work with appropriate organizations and entities to promote the Public Art Program.

#### **VIII. Amendments**

At least every five years, beginning with year of adoption, the Public Art Committee will review this document for modification and will submit amendments to the City Council for review and approval.

Amendments to this policy will be approved by a majority vote of the Public Art Committee.

BILL NO. \_\_\_\_\_ INTRODUCED BY COUNCILMAN \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE APPROVING THE FINAL PLAT OF NORTH PARK ADDITION PLAT II, IN THE CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI.

WHEREAS, the final plat of North Park Addition Plat II in the City of Washington, Missouri has been submitted to the City for approval; and

WHEREAS, said plat meets the requirements of the applicable ordinances of the City of Washington, Missouri; and

WHEREAS, THE City Council granted preliminary plat approval of North Park Addition Plat II on October 3, 2016.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The final plat of North Park Addition Plat II in the City of Washington, Missouri is hereby approved and the same is ordered recorded in the Office of the Recorder of Deeds of Franklin County, Missouri.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall be in full force and effect from and after its passage and approval.

Passed: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
President of City Council

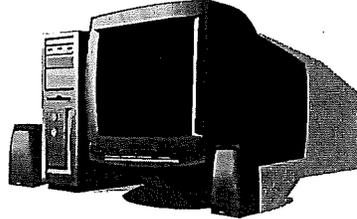
Approved: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor of Washington, Missouri

**CITY OF WASHINGTON & AMVAC**  
**(AMERICAN MILITARY VETERANS ASSISTANCE CORPORATION)**

**E-CYCLE COLLECTION EVENT**



**Event Date & Time:**

**Saturday – October 15, 2016 / 8:00 am – 1:00 pm**  
**(Rain or Shine)**

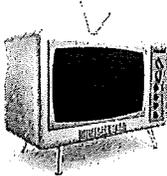
The drop-off event will be held at the Fairgrounds Swine Pavilion. The entrance into the event will be off of Veterans Drive at the south gate going into the Fairgrounds, then exit out of the north Fairground gate onto North Park Drive.

**Acceptable Items:**

Computers & components, Office Equipment, Communication Equipment, Electronic Equipment, Microwaves, Toaster Ovens, Phones Vacuum Cleaners, (basically anything that has a cord).



**Don't forget to RECYCLE your CELL PHONES!!!!**



**CHARGES FOR  
TV'S & MONITORS**

**\$15.00 FOR CRT TV'S**

**\$10.00 FOR CRT MONITORS**

**NO CHARGES FOR FLAT SCREENS**



For more information contact Pam at 636-390-1032.