



CITY COUNCIL REGULAR MEETING

Monday, February 22, 2021 – 7:00 PM

Memorial Building (Lower Level) 212 Cedar Street

NOTICE OF MEETING - *Public notice is hereby given that a Regular meeting of the City Council of the City of Pleasant Hill, Missouri, will be held at the City Hall in the City of Pleasant Hill, Missouri, on Monday, February 22, 2021, to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

Jessica Elliott - City Clerk

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

CONSENT AGENDA

- [1.](#) 02/08/2021 - Council Minutes
- [2.](#) 2021 Excise Tax Report
- [3.](#) January 31, 2021 Financial Report
- [4.](#) Police Department Traffic Safety Grant Funding

ITEMS FOR CONSIDERATION

5. Appointment - Planning & Zoning Commission
- [6.](#) FY 2022 Downtown Pleasant Hill Community Improvement District Budget Consideration
- [7.](#) An update to the City Council on the progress and next steps of the 163rd Street Improvements project.

8. Bill No. 21-06 - A Resolution Authorizing the City Administrator to Execute a Contract with SAM, LLC for Utility GIS Mapping

9. Presentation - Budget 101

10. Service Recognitions

ADJOURN

In accordance with ADA guidelines, if you require accommodations (i.e. qualified interpreter, large print, and/or hearing assistance) please notify this office at (816-540-3135) no later than forty-eight hours (48) prior to the scheduled commencement of the meeting.

Pleasant Hill City Council
Regular Council Meeting
February 8th, 2021 – 7:00 p.m.
212 Cedar St. Pleasant Hill, MO 64080

Present

Mayor: Mark Guffey

Council Members: J. W. Hanes, John King, and Tria Cartner

Staff: Shelby Teufel, Kristen Ayers, Robert Driscoll, Jessica Elliott, and Tony Bakken

Legal Counsel: N/A

Press: Connie Whitlock, Rick Kuenzler

Public: Don Donovan, Cathy Gilbert, Scott Crain

Mayor Guffey called the meeting to order at 7:00 p.m. Jessica Elliott called the roll of officials. A quorum was declared.

1. A motion was made by CM King to approve the consent agenda, seconded by CM Hanes. Vote as follows: CM King aye, CM Hanes aye, CW Cartner aye motion carried.

2. A motion was made by CM King to approve the regular agenda, seconded by CM Hanes. Vote as follows: CM King aye, CM Hanes aye, CW Cartner aye motion carried.

3. Bill No. 21-05 - A Bill Amending Chapter 8 of The Municipal Code Of The City Of Pleasant Hill, Missouri, Relating to Dangerous Animals

Police Chief Robert Driscoll presented the Bill to Council per a discussion held during the December 14th, 2020 meeting. Driscoll outlined changes that were identified for improvement to the current ordinance.

- The Police Chief would be able to ban, keep in custody, either in a shelter or clinic, to allow a judge to hear the case in order to prevent the animal from being kept at the residence.
- No changes were made to the section relating to fences and pins for dangerous animals, however the new ordinance would require the structures to be inspected by both the animal control officer and the codes enforcement officer. This will prevent the owner from building a structure and then resume keeping the animal on the premise prior to adjudication.

CM Hanes expressed concern about the timeliness of the court system. Driscoll responded that it would be advantageous to ask for a speedy resolution noting any fees accrued by holding the animal at a shelter or clinic would be at the owner's expense.

CM King was concerned about how to prevent the animal from returning to city limits at another location. Driscoll responded that this is an area that is not addressed in the ordinance. City Administrator Shelby Teufel added that this falls under personal accountability and if the animal did return, it would be in violation of the ordinance and would be subject to adjudication.

CW Cartner asked if the proposed Bill helped the citizen that initiated the request to update the City's dangerous dog code. CA Teufel responded that the ordinance would not change a past incident, but does help with any future occurrences.

CA Teufel also relayed possible enhanced requirements that would allow clarity for the judge to rule such as:

- Added signage
- No access to entry points (screened windows and doors)
- Leash length
- Muzzles
- Required reporting
- Definitions (severe bite, fatal bite/attack, provoked, unprovoked)

CM King added that he would prefer stronger language for fencing requirements.

Mayor Guffey suggested adding a dangerous dog registry with the City requiring:

- Annual licensing of dangerous animals
- Proof of Insurance for a dangerous animal
- Inspection of structures and pins
- Microchip

CM Hanes conveyed that the issue comes down to personal accountability and the need to have an annual requirement once a dog is deemed dangerous, noting that there is no way to tell if a dog will become dangerous in advance. The best option is to encourage people to be responsible.

CA Teufel verified that Council would like to see the following changes to the proposed ordinance:

- Stronger language for structures
- When the animal should be muzzled
- Definitions, particularly regarding severe bites
- Dangerous dog registration with the potential for enhanced licensing and annual inspections

Teufel stated she is comfortable coming back to Council with an updated draft ordinance in two weeks. Council noted that they appreciated the work staff put into proposed Bill No. 21-05. No action was taken.

Other:

4. Police Chief Robert Driscoll reported domestic violence incidents are on the rise. The police department has been dealing with storm related issues and is participating in grand jury cases catching up from 2016, 2017, & 2018 and that officers will be spending a lot of time in court. Driscoll further reported that they have already presented over 100 cases.

5. Public Works Director Tony Bakken reported that crews have been busy working on water main leaks and snow removal with winter weather.

6. City Administrator Shelby Teufel reported that trash was delayed by one day for this week.

7. Mayor Guffey announced his resignation as Mayor of The City of Pleasant Hill; effective February 24th, 2021. John King will be serving as Mayor Pro Tempore until the next possible election. Mayor Guffey communicated the decision was hard and shared his gratitude for serving the public.

8. There being no further business to come before the City Council, CM King made a motion to move to closed session at 7:52 p.m., seconded by CW Cartner.

Roll call vote as follows:

CM King aye, CW Cartner aye, CM Hanes aye, motion carried.

9. Present for the closed session: Mayor Guffey, CM King, CW Cartner, CM Hanes, Kristen Ayers, Shelby Teufel, Tony Bakken, and Scott Crain. No action was taken in the closed session. CM King made a motion to go into open session at 8:13 pm, seconded by CM Hanes. Roll call vote as follows: Cartner: aye, King: aye, and Hanes: aye. Motion carried.

CM Hanes made a motion to accept donations of easements and right-of-way from the Pleasant Hill R-III School District related to the 163rd Street project and to authorize the mayor to sign associated documents that are in a form acceptable to city staff and counsel. The motion was seconded by CM King. Roll call vote as follows: Cartner: aye, King: aye, and Hanes: aye. Motion carried.

CM King made a motion to go back in to closed session at 8:18 pm, seconded by CM Hanes. Roll call vote as follows: Cartner: aye, King: aye, and Hanes: aye. Motion carried. Present for the closed session was Mayor Guffey, CM King, CW Cartner, CM Hanes, Kristen Ayers, and Shelby Teufel. Kristen Ayers left at 8:30 pm. A motion was made by CM King to go into open session at 8:45 pm, seconded by CW Cartner. Roll call vote as follows: Cartner: aye, King: aye, and Hanes: aye. Motion carried.

10. There being no further business before the Council, the Mayor adjourned the meeting at 8:45 pm.

Approved:

Mayor, Mark Guffey

Attest

City Clerk, Jessica Elliott



Agenda Item Cover Sheet

Agenda Title:

- 2021 Excise Tax Report

Department/Contact Person:

- Shelby Teufel

Background Information:

- The voters authorized an excise tax and Council adopted a rate methodology in 2002. An excise tax is a funding mechanism for streets and related improvements based on the total number of new trips generated by building activity.
- Council updated both the trip generation rate and the excise tax charged in 2020.
- The Council is obligated to review the excise tax fund and evaluate established rates annually.

Financial Information:

- As presented, there is no financial impact.
- Increases or decreases to the existing excise tax will have an impact on the budget, making more or less funding available for transportation related projects. The Excise Tax Fund is projected to have a \$61,000 fund balance at the end of FY 2021.

Staff Recommendation:

- Staff does not recommend any modifications.
- If Council desires to change the excise tax rates, staff will need direction to craft an ordinance or resolution for a future Council meeting.

Attachments:

- 2021 Excise Tax Report to the City Council

2021 Excise Tax Report to the City Council Information and Data

I. **Background** **Purpose**

The purpose of the excise tax is to provide a funding mechanism for streets and related improvements. The excise tax can be utilized for the acquisition of rights-of-way, design, construction, reconstruction, repair, and maintenance of streets.

History

The Excise Tax was approved in 2002.

The issue was placed on the April 2, 2002, ballot and approved by the voters.

A rate methodology was approved by the Council on March 25, 2002, and effective on May 15, 2002. Rates are established by resolution of the City Council.

The current excise tax rates are:

- \$1,250 per dwelling unit - Residential
- \$300 per 1,000 sq ft - Commercial/Industrial

The rate methodology and the trip generation tables were updated in 2020.

Authorized Excise Tax Rates

The ballot language approved by voters caps the per-trip surcharge at \$1,693 in the first year (2002) and allows this rate to be adjusted annually according to the Construction Cost Index.

In 2021, the per-trip surcharge could be established up to \$2,938 adjusted for the construction cost index.

Calculation

The amount of tax is calculated by multiplying the excise tax rate by the total number of new trips generated by the building activity. The total number of new trips or “trip generation rate” is determined by reference to a trip generation table adopted by the City. The trip generation table includes various types of land uses and is based on nationally accepted standards in the Trip Generation Manual published by the Institute of Transportation Engineers.

- For residential property, the trip generation rate is determined by multiplying the number of dwelling units by the number of peak trips specified for the specific type of land use category.
- For non-residential property, the trip generation rate is determined by dividing the total floor area of the building, measured in square feet, by one thousand (1,000), and then multiplying that number by the number of peak trips specified for the

specific land use category. The number of peak trips has been reduced where appropriate to account for “pass by” trips. Pass by trips are those trips that are the result of a vehicle passing by the development which was not the original destination point and that enters the development, while not diverting from the primary path (spontaneous stop).

II. Financial Analysis

Annual Revenue History

The following is a summary of revenues deposited into the Excise Tax Fund since the inception of the tax, including the total year-to-date for FY 2020.

FY	Revenue
2003	\$104,804
2004	\$149,664
2005	\$122,034
2006	\$188,000*
2007	\$138,574
2008	\$38,904
2009	\$33,229
2010	\$6,290
2011	\$13,130
2012	\$23,364
2013	\$13,766
2014	\$27,270
2015	\$16,477
2016	\$55,307
2017	\$72,700
2018	\$48,290
2019	\$19,420

2020	\$29,176
2021*	\$68,246

*Budget estimate

2021 Financial Summary

<u>Revenue</u>	
Permit Excise Tax	\$68,246
 <u>Expense</u>	
Transfer to General Fund	\$1,091
Transfer to Capital Projects	\$60,000

Expense Summary

The Excise Tax expenditures for FY 2021 include an administrative fee paid to the general fund. The transfer to Capital Projects is to assist with the 163rd Street Project.

Building Permit Summary

The following is a summary of permits by type in FY 2020 (year-to-date) that paid the excise tax, and the revenue generated.

<u>Type</u>	<u>Number</u>	<u>Revenue</u>
Single-Family Residential	22	\$26,770
Multi-Family Residential	7	\$11,500
Commercial	2	\$29,976
TOTALS	25	\$68,246

III. Administrative Review

The Excise Tax Ordinance provides that building contractors may appeal the assessment of the excise tax. In FY 2021, there were no appeals to the excise tax assessed on any business or residential unit to which it was applied.

IV. Recommendations

The City recommends no adjustments be made to the current rates per trip or the trip generation rates.

CITY OF PLEASANT HILL, MISSOURI
REVENUE AND EXPENDITURE REPORT
APRIL 1, 2020 - JANUARY 31, 2021
83.33 % OF THE YEAR COMPLETE

FUNDS	REVENUES			EXPENDITURES			
	BUDGET	YEAR-TO-DATE REVENUES	PERCENTAGE OF REVENUES RECEIVED	BUDGET	TO-DATE EXPENDITURES	ENCUMBRANCES	PERCENTAGE OF EXPENDITURES EXPENSED
GENERAL FUND	\$ 3,067,171	\$ 2,659,425	86.71%	\$ 3,286,078	\$ 2,406,075	\$ 16,755	73.73%
DEBT SERVICE	\$ 985,461	\$ 943,360	95.73%	\$ 919,392	\$ 221,600	\$ -	24.10%
CAPITAL PROJECTS	\$ 260,000	\$ 68,950	26.52%	\$ 746,994	\$ 86,896	\$ -	11.63%
CAPITAL IMPROVEMENTS SALES TAX	\$ 370,285	\$ 343,505	92.77%	\$ 400,348	\$ 247,573	\$ 35,140	70.62%
EXCISE TAX	\$ 27,270	\$ 59,584	218.49%	\$ 61,091	\$ 50,910	\$ -	83.33%
RISK MANAGEMENT	\$ 9,800	\$ 4,783	48.81%	\$ 26,117	\$ 33,797	\$ -	129.41%
PARK / STORMWATER SALES TAX	\$ 332,400	\$ 310,413	93.39%	\$ 349,496	\$ 289,420	\$ -	82.81%
PUBLIC HEALTH	\$ 95,593	\$ 93,668	97.99%	\$ 96,827	\$ 79,172	\$ -	81.77%
POOL CAPITAL IMPROVEMENTS SALES TAX	\$ 165,787	\$ 155,184	93.60%	\$ 169,682	\$ 141,410	\$ -	83.34%
TRANSPORTATION	\$ 1,228,442	\$ 1,049,878	85.46%	\$ 1,250,292	\$ 977,643	\$ 5,640	78.64%
PARKS	\$ 649,443	\$ 527,318	81.20%	\$ 650,922	\$ 525,751	\$ 1,361	80.98%
WATER / WASTEWATER	\$ 3,701,070	\$ 3,202,353	86.53%	\$ 3,929,473	\$ 3,168,170	\$ 3,385	80.71%
SPECIAL EVENTS	\$ 147,875	\$ 10,419	7.05%	\$ 152,490	\$ 23,009	\$ -	15.09%
EQUIPMENT REPLACEMENT	\$ 33,416	\$ 27,846	83.33%	\$ -	\$ -	\$ -	#DIV/0!
TOTAL	\$ 11,074,014	\$ 9,456,686	85.40%	\$ 12,039,202	\$ 8,251,427	\$ 62,281	69.06%

NOTE: ABOVE STATEMENT IS UNAUDITED AND SUBJECT TO CHANGE



Agenda Item Cover Sheet

Agenda Title

- Police Department Traffic Safety Grant Funding

Department/Contact Person:

- Robert Driscoll - Chief of Police

Background Information:

- Annual request for grant funding towards traffic safety control of DWI and hazardous moving vehicles.

Financial Information

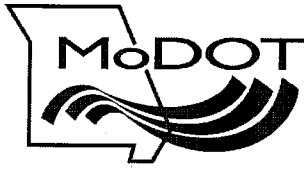
- None

Staff Recommendation:

- Approval

Attachment:

- None



CITY COUNCIL AUTHORIZATION

On _____, 20__ the Council of _____
_____ held a meeting and discussed the City's participation
in Missouri's Highway Safety Program.

It is agreed by the Council that the City of _____
will participate in Missouri's Highway Safety Program.

It is further agreed by the Council that the Chief of Police will investigate the
financial assistance available under the Missouri Highway Safety Program for
Traffic Enforcement and report back to the Council his/her recommendations.
When funding through the Highway Safety Division is no longer available, the
local government entity agrees to make a dedicated attempt to continue support
for this traffic safety effort.

Council Member

Council Member

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Council Member

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Council Member

Mayor



**Highway Safety and Traffic Division
TRAFFIC ENFORCEMENT APPLICATION
October 01, 2021 through September 30, 2022**

Highway Safety and Traffic Division
P
Item 4.
830 MoDOT Drive
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

(Application due by March 01, 2021)

Agency:	Pleasant Hill Police Dept.	Agency ORI#:	MO0190500
Address:	203 Paul St.	Federal Tax ID#:	446000248
		DUNS #:	080702384
City:	Pleasant Hill	State:	MO
		Zip:	64080-1625
		County:	Cass
Phone:	816-540-9109	Fax:	816-987-9113
Contact:	Sgt. Todd Burris	Email:	tburris@pleasanthill.com
Jurisdiction:	Rural	Jurisdiction Population:	8545
Targeted Population:	All Drivers		

Project activity for which your agency is requesting funding:
Hazardous Moving Violation

Project Title:	HMV grant	Requested Amount:	\$5,005.44
Brief Description:	HMV grant		

Robert Driscoll

Authorizing Official

Authorizing Official Signature

Chief of Police

Authorizing Official Title

Speed and aggressive driving can be any one of us, when we make the choice to drive over the speed limit; change lanes several times in a short distance and/or follow too closely. Aggressive driving is a costly decision, often made in an instant, but can have lifelong consequences. According to the National Highway Traffic Safety Administration, aggressive driving is when an individual commits a combination of moving traffic offenses so as to endanger other persons or property. During the last five years, the combination of aggressive driving behaviors contributed to 51 percent of fatalities and 45 percent of serious injuries in Missouri. Speed-related conditions, including exceeding the speed limit and too fast for conditions, accounted for the most fatalities of all aggressive driving behaviors. Thirty-six percent of all Missouri fatalities over the last five years were speed related.

Cass County ranks 12th in speed related crashes. The Pleasant Hill Police Department investigated 345 total traffic crashes during the current reporting period. Of those 345 traffic crashed 42 were speed involved traffic crashes. Of those 42 crashes 14 were personal injury traffic crashes.

The Pleasant Hill Police Department investigated 87 distraction-involved traffic crashes during this report period.

Core Performance Measure Goals

1. Based on an annual average increase of 7.49 percent in speed/aggressive driving-related fatalities from 2014 to 2018, Missouri is projecting a five-year average of 343.7 speed related fatalities by December 31, 2021.

The Pleasant Hill Police Department will continue to enforce hazardous moving violations along 7 Highway and throughout the city on the secondary roadways. The Pleasant Hill Police Department continues to believe that through aggressive enforcement and high visibility vehicle stops that this should start to force the hazardous moving violations lower as well as the distracted involved traffic crashes.

PROJECT DESCRIPTION

Item 4.

The Pleasant Hill will continue to evaluate and develop plans which target high crash locations. The patrols will aggressively enforce traffic laws pertaining to the distracted driver/ inattentive driver in order to reduce the amount of traffic crashes .

The high crash locations for Pleasant Hill are 7 Highway followed by city streets. High crash months are February, May, August and December. The high crash day of the week is Monday. The high crash times of day are 0700-0759 hours and 0900-0959 hours.

Question

Answer

You must answer the following questions.

- | | |
|---|-----|
| 1 Does your agency have and enforce an internal safety belt policy for all personnel? | Yes |
| 2 Does your agency have and enforce a policy restricting cell phone use while driving? | Yes |
| 3 Does your agency report racial profiling data annually? | Yes |
| 4 Does your agency report to STARS? | Yes |
| 5 Does your agency report UCR information annually? | Yes |
| 6 Please explain any NO answer(s) to questions 1-5: | |
| 7 Have any of your officers/personnel been debarred and are therefore not eligible to receive federal funds for reimbursement of salary, fringe benefits, or overtime? | No |
| 8 Does your agency have adequate manpower to fully expend the funds requested in this application? | Yes |
| 9 If NO, please explain. | |
| 10 Have any significant changes occurred with your agency within the last year that would affect performance, including personnel or system changes? | No |
| 11 If YES, please explain. | |
| 12 Are you aware of any fraud, waste or abuse on grant projects in your office/agency within the last 5 years? | No |
| 13 If YES, please explain. | |
| 14 If your agency received Highway Safety grant funding in the last three (3) fiscal years and there were unexpended balances, please explain why.

The past year due to Covid 19 the Pleasant Hill Police Department has reduced the amount of self initiated vehicle stops to help combat the spread of Covid 19. | |
| 15 Did your political entity receive more than 80% of its annual gross revenues in Federal Awards in your preceding fiscal year? | No |
| 16 Did your political entity receive \$25,000,000 or more in Federal Awards in your preceding fiscal year? | No |
| 17 If you answered NO to either question 15 and 16, DO NOT answer this question. If you answered YES to both question 15 and 16, and the public does not have access to this information, list the names and compensation amounts of the five most highly compensated employees in your business or organization (the legal entity to which the DUNS number it provided belongs). | |

Please use the most current 12-months of data available for answering questions 18-23. INCLUDE ALL OF YOUR AGENCY'S STATISTICS, NOT JUST THOSE ISSUED DURING GRANT ACTIVITY.

Item 4.

18 Total number of DWI violations written by your agency.	39
19 Total number of speeding citations written by your agency.	187
20 Total number of HMV citations written by your agency.	144
21 Total number of child safety/booster seat citations written by your agency.	0
22 Total number of safety belt citations written by your agency.	3
23 Total number of warnings issued.	154

Use the most current three years crash data from the Missouri State Highway Patrol (MSHP) or your internal record management system for questions 24-34.

24 Total number of traffic crashes.	345
25 Total number of traffic crashes resulting in a fatality.	0
26 Total number of traffic crashes resulting in a serious injury.	8
27 Total number of speed-related traffic crashes.	42
28 Total number of speed-related traffic crashes resulting in a fatality.	0
29 Total number of speed-related traffic crashes resulting in a serious injury.	1
30 Total number of alcohol-related traffic crashes.	7
31 Total number of alcohol-related traffic crashes resulting in a fatality.	0
32 Total number of alcohol-related traffic crashes resulting in a serious injury.	0
33 Total number of unbuckled fatalities.	0
34 Total number of unbuckled serious injuries.	0

Enter your agency's information below.

35 Total number of commissioned law enforcement officers.	13
36 Total number of commissioned patrol and traffic officers.	11
37 Total number of commissioned law enforcement officers available for overtime enforcement.	12
38 Total number of vehicles available for enforcement.	8

39 Total number of radars/lasers.	8
40 Total number of in-car video cameras.	9
41 Total number of PBTs.	8
42 Total number of Breath Instruments.	1

Item 4.

The following information explains the strategies your agency will use to address the traffic crash problem. This information is considered to be the Project Description and should be specific to the crash problem.

- 43 Identify primary enforcement locations.
- City wide with heavy focus on 7 Highway and high crash locations.
- 44 Enter the number of enforcement periods your agency will conduct each month. 2
- 45 Enter the months in which enforcement will be conducted.
- All months with heavy emphasis on February, May, August and December when the traffic crashes are at the highest.
- 46 Enter the days of the week in which enforcement will be conducted.
- All days of the week with heavy emphasis on Mondays.
- 47 Enter the time of day in which enforcement will be conducted.
- All times of the day with heavy enforcement from 0700-0759 hours and 0900-0959 hours.
- 48 Enter the number of officers assigned during the enforcement period. 1
- 49 If equipment or supplies are requested to conduct this project, explain below why it is needed and how it will be used.
- None

The MHTC will administratively evaluate this project. Evaluation will be based, at a minimum, upon the following:

1. Law enforcement compliance with state UCR, Racial Profiling, and STARS reporting requirements (law enforcement contracts only)
2. Timely submission of monthly reimbursement vouchers and appropriate documentation to support reimbursement for expenditures (i.e., personal services, equipment, materials)
3. Timely submission of periodic reports (i.e., monthly, quarterly, semi-annual) as required
4. Timely submission of the Year End Report of activity (due within 30 days after contract completion date)
5. Attaining the Goals set forth in this contract*
6. Accomplishing the Objectives* established to meet the project Goals, such as:
 - Enforcement activities (planned activities compared with actual activities)
 - Programs (number and success of programs held compared to planned programs, evaluations if available)
 - Training (actual vs. anticipated enrollment, student evaluations of the class, student test scores on course examinations, location of classes, class cancellation information)
 - Equipment purchases (timely purchase of equipment utilized to support and enhance the traffic safety effort; documentation of equipment use and frequency of use)
 - Public awareness activities (media releases, promotion events, or education materials produced or purchased)
 - Other (any other information or material that supports the Objectives)
7. The project will be evaluated by the Highway Safety and Traffic Division through annual crash analysis .

Evaluation results will be used to determine:

- The success of this type of activity in general and this particular project specifically ;
- Whether similar activities should be supported in the future; and
- Whether grantee will receive funding for future projects.

*Evaluation and requests to fund future projects will not be based solely on attaining Goals and/or Objectives if satisfactory justification is provided.

The Pleasant Hill Police Department will evaluate traffic crashes and determine where the best possible location for enforcement should be conducted. Pleasant Hill Police Department will have 2 H.M.V. patrols each month in an attempt to lower H.M.V, Speed, and distracted traffic crashes.

BUDGET

Item 4.

Category	Item	Description	Quantity	Unit Cost	Total	Match	Total Requested
Personnel							
	Overtime and Fringe	1 officer for 6 hours X 2 shifts per month for 12 months =144 hours.	35	\$144.00	\$5,005.44	\$0.00	\$5,005.44
					\$5,005.44	\$0.00	\$5,005.44
Total Contract					\$5,005.44	\$0.00	\$5,005.44

Document Type

Description

Original File Name

Date Added



CITY COUNCIL AUTHORIZATION

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financial assistance available under the Missouri Highway Safety Program for
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local government entity agrees to make a dedicated attempt to continue support
for this traffic safety effort.

Council Member

Council Member

Council Member

Council Member

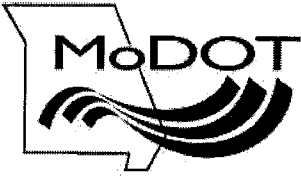
Council Member

Council Member

Council Member

Council Member

Mayor



**Highway Safety and Traffic Division
TRAFFIC ENFORCEMENT APPLICATION
October 01, 2021 through September 30, 2022**

Highway Safety and Traffic Item 4.
830 MoDOT Drive
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

(Application due by March 01, 2021)

Agency:	Pleasant Hill Police Dept.	Agency ORI#:	MO0190500
Address:	203 Paul St.	Federal Tax ID#:	446000248
		DUNS #:	080702384
City:	Pleasant Hill	State:	MO
		Zip:	64080-1625
		County:	Cass
Phone:	816-540-9109	Fax:	816-987-9113
Contact:	Sgt. Todd Burris	Email:	tburris@pleasanthill.com
Jurisdiction:	Rural	Jurisdiction Population:	8545
Targeted Population:	Impaired Drivers		

Project activity for which your agency is requesting funding:

DWI Enforcement

Project Title:	DWI enforcement	Requested Amount:	\$5,005.44
Brief Description:	DWI wolfpacks		

Robert Driscoll

Authorizing Official

Authorizing Official Signature

Chief of Police

Authorizing Official Title

Substance-impaired drivers contributed to 22.9 percent of Missouri's traffic crash fatalities during the past five years. Alcohol remains the primary contributor to substance-impaired driving crashes; however, the number of persons under the influence of prescription medications and/or illicit drugs continues to increase. Male drivers were more likely than females to be involved in substance-impaired driving crashes. During the past five years, males were responsible for 80.4 percent of substance-impaired driving fatalities. Fourteen percent of the children less than 15 years of age, who were killed in motor vehicle crashes over the last five years, were riding with a substance-impaired driver who often was an underage-impaired driver.

Cass County ranks 13th in alcohol involved traffic crashes. Pleasant Hill ranks 67th in alcohol related traffic crashes.

During the current reporting period the Pleasant Hill Police investigated 345 traffic crashes. Of those 345 traffic crashes 7 were alcohol related. Of those 7, one of those was a personal injury crash.

There were no fatality crashes reported during this period.

The top crash locations related to alcohol involved traffic crashes was city streets, followed by 7 Highway. The high crash month is December. The high crash day of the week is Sunday. The high crash times are 2000-2159 hours followed by 0000- 0059 hours.

Core Performance Measure Goals

1. Based on an annual average increase of 3.41 percent in alcohol-impaired driving involved fatalities from 2014 to 2018, Missouri is projecting a five-year average of 251.5 alcohol-impaired driving involved fatalities of 251.5 by December 31, 2021.

The Pleasant Hill Police Department will continue to actively enforce driving while intoxicated alcohol and drug violations. It is the Pleasant Hill Police Department's view with continued aggressive impaired driving enforcement we will continue to force our alcohol related crashes ranking to drop even lower. The previous reporting period shows the Pleasant Hill Police Department's ranking at 63rd but our current ranking is 67th this the Pleasant Hill Police Department believes is a direct result of it's continued aggressive enforcement.

Cass County ranks 13th in alcohol involved traffic crashes. Pleasant Hill ranks 67th in alcohol related traffic crashes.

During the current reporting period the Pleasant Hill Police investigated 345 traffic crashes. Of those 345 traffic crashes 7 were alcohol related. Of those 7, one of those was a personal injury crash.

There were no fatality crashes reported during this period.

The top crash locations related to alcohol involved traffic crashes was city streets, followed by 7 Highway. The high crash month is December. The high crash day of the week is Sunday. The high crash times are 2000-2159 hours followed by 0000- 0059 hours.

Question	Answer
You must answer the following questions.	
1 Does your agency have and enforce an internal safety belt policy for all personnel?	Yes
2 Does your agency have and enforce a policy restricting cell phone use while driving?	Yes
3 Does your agency report racial profiling data annually?	Yes
4 Does your agency report to STARS?	Yes
5 Does your agency report UCR information annually?	Yes
6 Please explain any NO answer(s) to questions 1-5:	
7 Have any of your officers/personnel been debarred and are therefore not eligible to receive federal funds for reimbursement of salary, fringe benefits, or overtime?	No
8 Does your agency have adequate manpower to fully expend the funds requested in this application?	Yes
9 If NO, please explain.	
10 Have any significant changes occurred with your agency within the last year that would affect performance, including personnel or system changes?	No
11 If YES, please explain.	
12 Are you aware of any fraud, waste or abuse on grant projects in your office/agency within the last 5 years?	No
13 If YES, please explain.	
14 If your agency received Highway Safety grant funding in the last three (3) fiscal years and there were unexpended balances, please explain why.	
<p style="padding-left: 40px;">Due to Covid 19 this agency has limited self initiated activity. Allowing only minimal self initiated activity to slow the spread of Covid 19.</p>	
15 Did your political entity receive more than 80% of its annual gross revenues in Federal Awards in your preceding fiscal year?	No
16 Did your political entity receive \$25,000,000 or more in Federal Awards in your preceding fiscal year?	No
17 If you answered NO to either question 15 and 16, DO NOT answer this question. If you answered YES to both question 15 and 16, and the public does not have access to this information, list the names and compensation amounts of the five most highly compensated employees in your business or organization (the legal entity to which the DUNS number it provided belongs).	

Please use the most current 12-months of data available for answering questions 18-23. INCLUDE ALL OF YOUR AGENCY'S STATISTICS, NOT JUST THOSE ISSUED DURING GRANT ACTIVITY.

Item 4.

18 Total number of DWI violations written by your agency.	39
19 Total number of speeding citations written by your agency.	187
20 Total number of HMV citations written by your agency.	144
21 Total number of child safety/booster seat citations written by your agency.	0
22 Total number of safety belt citations written by your agency.	3
23 Total number of warnings issued.	154

Use the most current three years crash data from the Missouri State Highway Patrol (MSHP) or your internal record management system for questions 24-34.

24 Total number of traffic crashes.	345
25 Total number of traffic crashes resulting in a fatality.	0
26 Total number of traffic crashes resulting in a serious injury.	8
27 Total number of speed-related traffic crashes.	42
28 Total number of speed-related traffic crashes resulting in a fatality.	0
29 Total number of speed-related traffic crashes resulting in a serious injury.	1
30 Total number of alcohol-related traffic crashes.	7
31 Total number of alcohol-related traffic crashes resulting in a fatality.	0
32 Total number of alcohol-related traffic crashes resulting in a serious injury.	0
33 Total number of unbuckled fatalities.	0
34 Total number of unbuckled serious injuries.	0

Enter your agency's information below.

35 Total number of commissioned law enforcement officers.	13
36 Total number of commissioned patrol and traffic officers.	11
37 Total number of commissioned law enforcement officers available for overtime enforcement.	12
38 Total number of vehicles available for enforcement.	8

39 Total number of radars/lasers.	8
40 Total number of in-car video cameras.	9
41 Total number of PBTs.	8
42 Total number of Breath Instruments.	1

The following information explains the strategies your agency will use to address the traffic crash problem. This information is considered to be the Project Description and should be specific to the crash problem.

- 43 Identify primary enforcement locations.
City wide with high emphasis on high crash locations.
- 44 Enter the number of enforcement periods your agency will conduct each month. 2
- 45 Enter the months in which enforcement will be conducted.
All months with higher emphasis in December when alcohol related crashes are the highest.
- 46 Enter the days of the week in which enforcement will be conducted.
All days of the week with emphasis on Sunday's which is a higher alcohol related crash day of the week.
- 47 Enter the time of day in which enforcement will be conducted.
All times of the day with heavier patrol tactics from 2300-2359 hours when alcohol related traffic crashes are at the highest.
- 48 Enter the number of officers assigned during the enforcement period. 1
- 49 If equipment or supplies are requested to conduct this project, explain below why it is needed and how it will be used.
None

The MHTC will administratively evaluate this project. Evaluation will be based, at a minimum, upon the following:

1. Law enforcement compliance with state UCR, Racial Profiling, and STARS reporting requirements (law enforcement contracts only)
2. Timely submission of monthly reimbursement vouchers and appropriate documentation to support reimbursement for expenditures (i.e., personal services, equipment, materials)
3. Timely submission of periodic reports (i.e., monthly, quarterly, semi-annual) as required
4. Timely submission of the Year End Report of activity (due within 30 days after contract completion date)
5. Attaining the Goals set forth in this contract*
6. Accomplishing the Objectives* established to meet the project Goals, such as:
 - Enforcement activities (planned activities compared with actual activities)
 - Programs (number and success of programs held compared to planned programs, evaluations if available)
 - Training (actual vs. anticipated enrollment, student evaluations of the class, student test scores on course examinations, location of classes, class cancellation information)
 - Equipment purchases (timely purchase of equipment utilized to support and enhance the traffic safety effort ; documentation of equipment use and frequency of use)
 - Public awareness activities (media releases, promotion events, or education materials produced or purchased)
 - Other (any other information or material that supports the Objectives)
7. The project will be evaluated by the Highway Safety and Traffic Division through annual crash analysis .

Evaluation results will be used to determine:

- The success of this type of activity in general and this particular project specifically ;
- Whether similar activities should be supported in the future; and
- Whether grantee will receive funding for future projects.

*Evaluation and requests to fund future projects will not be based solely on attaining Goals and/or Objectives if satisfactory justification is provided.

The Pleasant Hill Police Department will have 2 D.W.I. wolfpacks each month in the hopes of lower the alcohol related arrests and alcohol related traffic crashes.

BUDGET

Item 4.

Category	Item	Description	Quantity	Unit Cost	Total	Match	Total Requested
Personnel							
	Overtime and Fringe	Manpower for 1 officer for 1, 6 hour shift 2 times a month = 12 hours x \$34.76 for a total of 12 months =144 hours	144	\$34.76	\$5,005.44	\$0.00	\$5,005.44
					\$5,005.44	\$0.00	\$5,005.44
Total Contract					\$5,005.44	\$0.00	\$5,005.44

ATTACHMENTS

Item 4.

Document Type

Description

Original File Name

Date Added



Agenda Item Cover Sheet

Agenda Title:

- CID Budget Presentation

Department/Contact Person:

- Shelby Teufel, City Administrator

Background Information:

- Pleasant Hill has one Community Improvement District -- the Downtown Pleasant Hill CID
- The Downtown Pleasant Hill CID was established as a not-for-profit CID.
- Annual collections are approximately \$5,000, assessed \$100/property.
- The CID has a fund balance of \$20,619.52 as of 2/9/2021.
- The budget presented is consistent with previous years allocations.
- The CID budget is April 1 - March 31.
- Per RSMO 67.1471, the CID board must submit the proposed annual budget to Council for consideration and comments. The Council has the authority to offer recommendations via written comments.

Financial Information:

- No financial impact to the City

Staff Recommendation:

- Staff would only suggest clarification of whether the percentage allocations by category are based on annual revenues anticipated or of the entire fund balance.

Attachments:

- Proposed FY 2022 CID Budget



CID 2021/22 BUDGET

CID Board

Wade Baldrige - President
Robert McBride – Vice President
Cindi Clifford – Treasurer

Chris Simmons – Secretary
Debbi Aiman – Member At Large

PROPOSED BUDGET FOR 2020/2021

*Budget is a percentage base.

Projects and Promotions of Projects **25%**

- Promoting Tourism
- Special Events
- Business Development
- Signage Upgrades & Additions

Marketing **30%**

- Website (HistoricPleasantHill.com)
- Social Media
- Marketing Materials
- Economic Development

Beautification **40%**

- Improvement of Downtown area

Operating Cost for C.I.D **5%**

Total **100%**



Agenda Item Cover Sheet

Agenda Title:

- An update to the City Council on the progress and next steps of the 163rd Street Improvements project.

Department/Contact Person:

- Kristen Ayers - Assistant City Administrator
- Tony Bakken - Public Works Director
- Scott Crain - Affinis Engineer

Background Information:

- The City received a federal Surface Transportation Program grant to make improvements to 163rd Street. This project will completely re-construct the road and add curb and gutter from 7 Hwy to Lexington Rd, and sidewalk trail from 7 Hwy to the west Intermediate School entrance.
- The project design stage is complete, and we are now in the stage of MoDOT approvals and right-of-way acquisition. On February 16th, the Pleasant Hill School Board voted to approve donation of right-of-way, permanent drainage easement, and temporary construction easement.
- Once MoDOT approves the acquisitions and final plans, the project will be advertised and opened for bid. Construction is set to begin in early June, with the roadway being opened back up before the start of school in August.

Financial Information:

- The total cost of the project is approximately \$550,000.
 - The STP grant amount is for \$200,000.
 - The City will cover the remaining amount of \$350,000 through capital project funds, street overlay funds, and fund balances.



Staff Recommendation:

- No recommendation needed

Attachments:

- Project Schedule
- RW Packet - distributed to School Board members to explain the right-of-way donation process and project plans

Project Schedule

ID	Task Mode	Task Name	Duration	Start	Finish
1	 	Request/Receive Acquisition Authority (A-Date) from MoDOT	5 days	Thu 1/28/21	Wed 2/3/21
2		Request Donation from School District. Board of Education Approves Easement and R/W Donations (2/16, 3/16 or 4/29 days		Thu 2/4/21	Tue 2/16/21
3		City Council Approves Donation of Easement and R/W Documents	1 day	Mon 2/8/21	Mon 2/8/21
4		Submit R/W Documentation to MoDOT for Review/Approval	8 days	Wed 2/17/21	Fri 2/26/21
5		Resubmit Final Plans, Specs and Estimate (PS&E) to MoDOT for Review/Approval	15 days	Mon 2/8/21	Fri 2/26/21
6		MoDOT Submits PS&E to FHWA for Concurrence After R/W and Final Plans are Approved. Receive FHWA Concurrence	10 days	Mon 3/1/21	Fri 3/12/21
7		Receive MoDOT Concurrence to Advertise	10 days	Mon 3/15/21	Fri 3/26/21
8		Advertisement to Bid to Pleasant Hill Times no later than Friday for Wednesday Publication	1 day	Fri 4/2/21	Fri 4/2/21
9		Contact MoDOT for Posting of Advertisement on MoDOT Website (must post at least 21 days in advance of bid opening	1 day	Fri 4/2/21	Fri 4/2/21
10		Advertisement for Bid - Pleasant Hill Times Delivers on Wednesday	1 day	Wed 4/7/21	Wed 4/7/21
11		Bid Opening	1 day	Thu 4/29/21	Thu 4/29/21
12		City Council Awards Construction Contract Subject to MoDOT Concurrence	1 day	Mon 5/10/21	Mon 5/10/21
13		Request/Receive MoDOT Concurrence in Award	10 days	Tue 5/11/21	Mon 5/24/21
14		City Sends Signed Contract to Contractor	1 day	Tue 5/11/21	Tue 5/11/21
15		Contractor Executes/Returns Signed Contract/Bonds/Insurance	10 days	Wed 5/12/21	Tue 5/25/21
16		Request/Receive MoDOT Concurrence for Notice to Proceed (submit contract to MoDOT Construction Inspector)	8 days	Wed 5/26/21	Fri 6/4/21
17		Issue Notice to Proceed to Contractor	1 day	Mon 6/7/21	Mon 6/7/21
18		Construction Period	95 days	Mon 6/7/21	Fri 10/15/21
19		Roadway Construction - 163rd Street Closed	45 days	Mon 6/7/21	Fri 8/6/21
20		Substantial Completion - Roadway Open to Traffic	1 day	Fri 8/6/21	Fri 8/6/21
21		First Day of School - from Pleasant Hill R-III School District	1 day	Tue 8/24/21	Tue 8/24/21
22		Restoration Activities	23 days	Wed 9/15/21	Fri 10/15/21



Right of Way Acquisition

Introduction

Improving our transportation system often requires us to ask neighboring property owners for help. Sometimes we need a small piece of your property to improve safety for you and others using the transportation system. Other times we need large pieces of property to add to or change the transportation system’s path. In any event, we have prepared this leaflet because we are committed to being fair, honest, and open in our work with you. To follow you will find information related to the acquisition process.

Donations

Property owners, having been made aware of their right to receive just compensation, may elect to waive this right and donate their property to the local public agency. In this situation, an owner will be asked to sign a Waiver of Compensation in addition to the deed and other supporting documents.

Acquiring Property

The first step in the process of acquiring property is deciding what it’s worth. The value of the property will be determined by an accepted valuation process. A qualified individual will inspect and prepare a valuation document. This may be one of the agency’s staff members or a contract appraiser; you will be kept informed as this process evolves. You may be present during the inspection. Any information you are willing to share about your property, including information about buildings, wells, septic tanks, cisterns, private utility lines, etc., would be greatly appreciated. This completed valuation document will be reviewed by a qualified person and just compensation will be approved by an agency official. In no case shall the approved compensation be less than the value determined during the valuation review process.

Reaching an Agreement



A representative from the agency office in your area will work with you throughout the acquisition process. If you

would like to designate someone else to work with the agency representative on your behalf, that can be arranged. When an offer for your property has been determined, an agency representative will contact you to schedule a meeting. During this meeting, the representative will explain how the agency acquires land and realty rights and how the particular project will affect your property. If you receive your offer by mail, the representative’s contact information will be included in the packet.

If you are not in agreement with the amount offered for your property, you may make a counteroffer and engage in negotiations with the agency.

Settlements and Closings

Settlements and closings can be confusing with a flurry of paperwork. Information that may simplify the process and help you be prepared is listed below.

- All closing costs and recording fees will be paid for by the agency.
- All necessary paperwork will be provided by the agency representative or the closing agent. All paperwork will be held by the agency or a closing agent until distribution of the money is made to you and/or other parties entitled to receive payment. Appropriate documents will then be



recorded in the appropriate Office of Recorder of Deeds.

- After payment is made and it is determined by the agency that you are required to move, you will be given a minimum of 90 days in advance of the date required to relinquish possession of your property to the agency.
- The agency will reimburse you for a pro rata portion of the state, county, and city real estate taxes paid for the current tax year on property purchased by the agency. The pro rata portion of the taxes will cover the full number of months remaining in the calendar year after payment for real property has been made. Delinquent tax payments are not reimbursable. You will be provided with a reimbursement claim form and instructions on how to properly submit a claim.

Eminent Domain

When it is not possible to agree on a fair amount for your property, the agency will use another process to determine the price to be paid. Eminent Domain brings in the judicial system to set the fair market value of the property. Eminent Domain is a right provided for under RSMo. 523.



How the process works – The agency will file a condemnation petition in the circuit court of the county where the property is located. This petition will set out the land and/or rights to be acquired and all parties who own an interest in it. After the circuit judge sets the date for hearing the petition, you will receive a summons to attend the hearing. The judge will review the agency's condemnation petition. If the judge finds the petition to be proper, he or

she will appoint three commissioners. The commissioners must own land and reside in the same county where your property is located and cannot have any special interest in the property being condemned or the transportation project. The commissioners will view the property and establish fair market value. After the commissioners file their report with the court, the agency must deposit that amount with the circuit clerk before obtaining possession of the property. However, within a 30 day period, either side may file exceptions to the commissioners' award and request a jury trial to determine the matter. Legal and physical possession of the property will transfer to the agency even when exceptions are filed. Trials can either increase or decrease the amount determined by the commissioners. Subject to the requirements of the circuit court, you may withdraw money at any time, regardless of whether or not exceptions are filed. If exceptions are filed and the jury trial established a smaller amount than the commissioners' report, you must refund the difference plus interest on the refunded amount. If the jury trial results in a higher amount, the agency will pay you the difference plus interest on the increased amount.

You are not required to have an attorney represent you at the hearing appointment of commissioners. However, you may if you so desire. If exceptions are filed by either you or the agency, you may want to contact an attorney.

In Conclusion

We hope this information helps explain some of the general procedures we use to acquire realty rights for transportation projects. If you would like additional information about the land acquisition process, please feel free to contact the local public agency with any questions you may have or information you may need.



City of Pleasant Hill

203 Paul Street, Pleasant Hill, MO 64080 816-540-3135 / Fax: 816-987-5141

DONATION IN EXCHANGE FOR CONSTRUCTION FEATURES

Acquisition of Right of Way
Project: 163rd Street Improvements (STP-3301(505))
City of Pleasant Hill, Missouri

Reorganized School District No. R-III
1204 E 163rd Street
Pleasant Hill, Missouri 64080

Dear Owner:

The City of Pleasant Hill is pleased to inform you of a street reconstruction project planned for your area. The project will reconstruct 163rd from Route 7 to Lexington Road and will include adding a 10' wide trail and curb and gutter along the south side of 163rd Street from Route 7 to the west school entrance. Engineering drawings which indicate the extent to which your property will be affected are attached.

We do want to inform you that you do have the right to receive compensation for the land in question as determined by appraisal for the rights taken from your property. If you are agreeable to the exchange as proposed, we would appreciate you acknowledging this agreement and waiver of compensation including pro rata tax adjustment by signing below.

You will note that 10,437 square feet of new right-of-way, 905 square feet of permanent drainage easement, and 32,612 square feet of temporary construction easement is required for this improvement. We are hopeful that because of the benefits to be derived from this project and the addition of a trail leading to the school entrance as indicated by the drawings you will be willing to donate the land required in exchange for the addition of the trail.

EPG 136.8.7.2.2

1 of 2

Form 136.8.10

01/2016

An acquisition brochure is furnished with this letter. The purpose of this brochure is to explain the process which must be followed to acquire right of way.

We look forward to the continuation of our street improvement program and are grateful for the opportunity to serve you.

Respectfully,

City of Pleasant Hill

(Agency officials) (date)

AGREEMENT AND WAIVER

(Owner(s) Signature) (date)

**CONVEYANCE
FOR
RIGHT-OF-WAY**

THIS INDENTURE is made this _____ day of _____, 2021, by and between Reorganized School District No. R-III, (**Grantor**), and the CITY OF PLEASANT HILL, MISSOURI, a municipal corporation of the State of Missouri, (**Grantee**) (203 Paul Street, Pleasant Hill, MO 64080).

WITNESSETH, that Grantor, in consideration of the sum of ten dollars (\$10.00) and/or other valuable consideration paid by the said Grantee, the receipt of which is hereby acknowledged, do by these presents remise, release and forever quitclaim unto said Grantee, its successors and assigns, an public right-of-way related to the City of Pleasant Hill – 163rd Street Improvements project (“Project”) over, under, along and across the following described real estate in the City of Pleasant Hill, Cass County, State of Missouri, to-wit:

SEE ATTACHED EXHIBIT A

TO HAVE AND TO HOLD THE SAME, with all rights, immunities, privileges and appurtenances thereto belonging, unto the Grantee, its successor and assigns forever, so that neither the Grantor nor the Grantor’s heirs, successors or assigns, shall or will hereinafter claim or demand any right or title to the aforesaid premises or any part thereof, but they and each of them shall, by these presents, be excluded and forever barred.

The above described right-of-way is to be utilized by Grantee for the improvement, construction, reconstruction, location, grading, landscaping, maintenance, and other necessary work (including the operation of equipment and the movement of a work force) related to the Project and across the described easement, together with the right of ingress and egress.

Grantee agrees to leave the premises surrounding the easement area in substantially the same condition as it was on the date this easement was executed; however, it is understood that grading changes may exist upon completion of the Project.

Exhibit "A"

Tract 1- Permanent Right-of-Way Description

All that part of the Northwest Quarter of Section 8, Township 46 North, Range 30 West, in the City of Pleasant Hill, Cass County, Missouri, lying East of the East right-of-way line of Missouri Route 7 Highway as now established, being described as follows:

Beginning at the Northeast corner of said Northwest Quarter; thence South 02°45'21" West, along the East line of said Northwest Quarter, a distance of 32.02 feet; thence North 89°45'03" West a distance of 1230.14 feet to a point on the East right-of-way line of said Missouri 7 Highway; thence North 10°25'49" East, along said East line, a distance of 24.01 feet; thence North 00°16'50" East, continuing along said East line, a distance of 21.33 feet to a point on the North line of said Northwest Quarter; thence South 89°08'43" East, along said North line, a distance of 1227.35 feet to the Point of Beginning. Subject to all that part thereof lying in the North 30.00 feet of said Northwest Quarter being previously dedicated for roadway purposes. Containing 10,437 square feet, more or less.

The bearings used in this description are Grid North and based on the Missouri Coordinate System, 1983, West Zone, NAD83(2011).

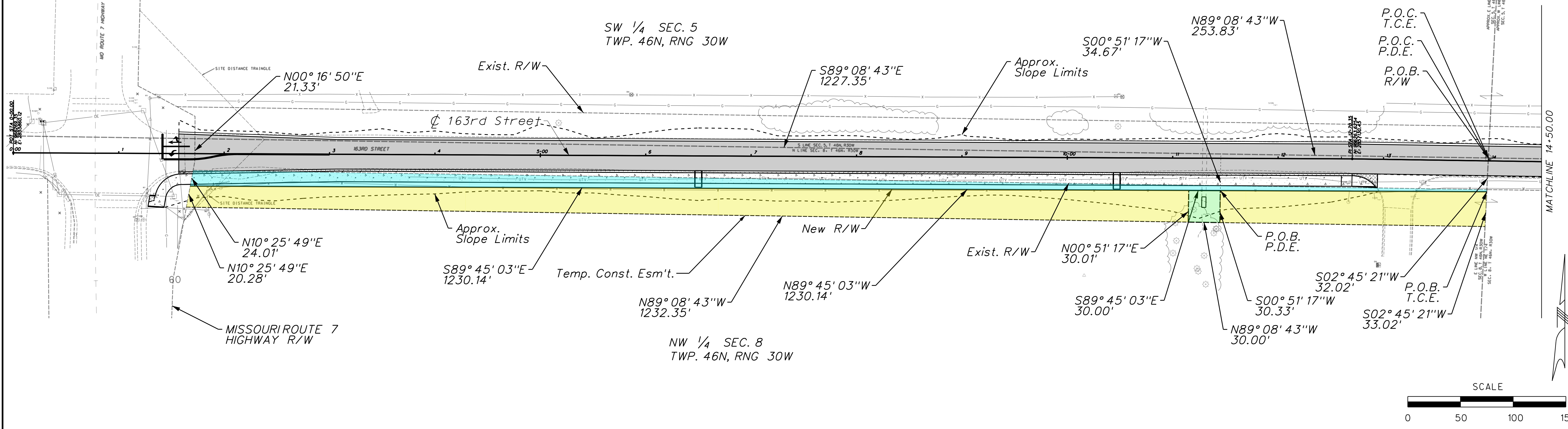


This description was prepared by:

Jonathan A. Meyer, MO PLS-2007017966
Affinis Corp
8900 Indian Creek Parkway, Ste 450
Overland Park, Kansas 66210

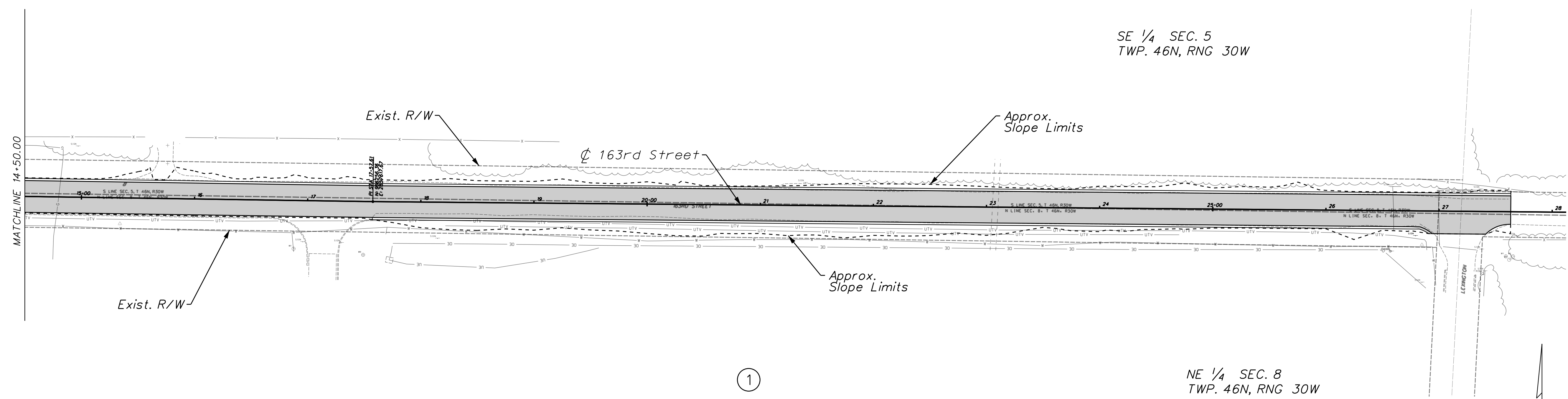
TRACT 1 UNPLATTED 1204 E 163RD STREET

SW 1/4 SEC. 5
TWP. 46N, RNG 30W



NW 1/4 SEC. 8
TWP. 46N, RNG 30W

SE 1/4 SEC. 5
TWP. 46N, RNG 30W

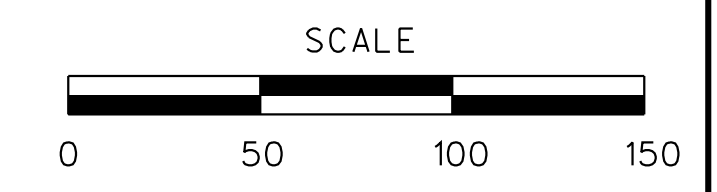


REORGANIZED SCHOOL DISTRICT NO. R-III

1204 E 163RD ST
BK: 001711 PG:000028
905 SF Perm. Drainage Esm't.
32,612 SF Temp. Construction Esm't.
10,437 SF New Right-of-Way
72.26 AC Remaining

NE 1/4 SEC. 8
TWP. 46N, RNG 30W

- NEW RIGHT-OF-WAY
- TEMPORARY CONSTRUCTION EASEMENT
- PERMANENT DRAINAGE EASEMENT



Drawn: _____ Checked: _____ Approved: _____	Notes: _____ Issues: _____
---	-------------------------------

Toll Free: 877-527-5468
Fax: 913-239-1111
www.affinis.us

8900 Indian Creek Parkway, Suite 450
Overland Park, Kansas 66210
Phone: 913-239-1100



163RD STREET IMPROVEMENTS
(7 HWY TO LEXINGTON ROAD)
PLEASANT HILL, CASS COUNTY, MISSOURI
FEDERAL PROJ. NO. STP-3301(505)
TRACTMAP

1
1 OF 1

PERMANENT DRAINAGE EASEMENT

In consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledge, the undersigned **Grantor(s)** hereby grant and convey unto the City of Pleasant Hill, Missouri (“City”), its successors, assigns, lessees, licensees, agents contractors, subcontractors and tenants, collectively **Grantee**, the perpetual right, easement and right-of-way on, over under, across, through and along certain portions of the land owned in fee by **Grantor(s)** as legally described on the attached and incorporated **Exhibit A** for the purpose of and upon the terms and conditions hereinafter set forth.

The permanent easement herein granted includes the following rights and privileges:

1. The permanent and perpetual easement, right, privilege and authority to, including without limitation, install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of storm water, including but not limited to underground and exposed piping and appurtenant facilities to the flow and regulation of storm water (collectively, the “Utility Facilities”), as **Grantee** may now and from time-to-time deem necessary.
2. The further perpetual right and easement from time to time to pass and repass over, across and upon said land of the **Grantor(s)** as is reasonable and necessary for the use and enjoyment of the easement and right-of-way herein granted.
3. **Grantor(s)** agrees not to erect or maintain within the Easement Area any building, permanent structure or physical obstruction of any kind or nature whatsoever, including trees and shrubbery or permit the same to be so erected or maintained, except such as **Grantee** may specifically consent to in writing, which consent shall not be unreasonably withheld or delayed.
4. The Utility Facilities and other appurtenances which are installed, constructed and maintained by **Grantee** in the Easement Area shall at all times be and remain the property of **Grantee**, and shall be maintained and serviced exclusively by **Grantee**.
5. **Grantor(s)** covenants that it is seized of the Property and, for itself, its successors and assigns, forever warrants its title thereto and will forever defend the easement and right-of-way herein granted against all lawful claims and demands.
6. **Grantee** covenants that, in the event the surface of the Easement Area is disturbed at any time and from time-to-time by **Grantee** or any party acting on behalf of **Grantee**, then **Grantee**, at

its sole cost and expense, within reasonable time thereafter, shall repair and restore the surface of the Easement Area to the condition which existed prior to any such disturbance.

7. As to their respective obligations hereunder, the Parties agree to comply with all applicable codes, rules, regulations and laws.

The easement and right-of-way herein granted is non-exclusive and shall be binding upon and inure to the benefit of the successors and assigns of the respective Parties hereto.

IN WITNESS WHEREOF, **Grantor(s)** has caused this Easement Agreement to be duly executed the day and year first above written.

Reorganized School District No. R-III (Grantor)

By: John Edenburn
President, Board of Education

_____ (Date)

Exhibit "A"

Tract 1- Permanent Drainage Easement

All that part of the Northwest Quarter of Section 8, Township 46 North, Range 30 West, in the City of Pleasant Hill, Cass County, Missouri, being described as follows:

Commencing at the Northeast corner of said Northwest Quarter; thence North 89°08'43" West, along the North line of said Northwest Quarter, a distance of 253.83 feet; thence South 00°51'17" West a distance of 34.67 feet to the Point of Beginning; thence South 00°51'17" West a distance of 30.33 feet to a point on the South line of the North 65.00 feet of said Northwest Quarter; thence North 89°08'43" West, along said South line, a distance of 30.00 feet; thence North 00°51'17" East a distance of 30.01 feet; thence South 89°45'03" East a distance of 30.00 feet to the Point of Beginning. Containing 905 square feet, more or less.

The bearings used in this description are Grid North and based on the Missouri Coordinate System, 1983, West Zone, NAD83(2011).

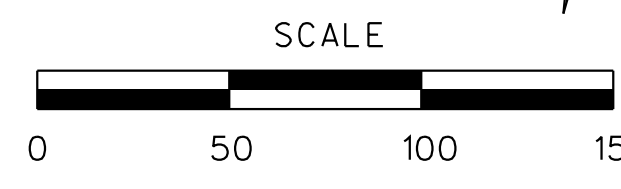
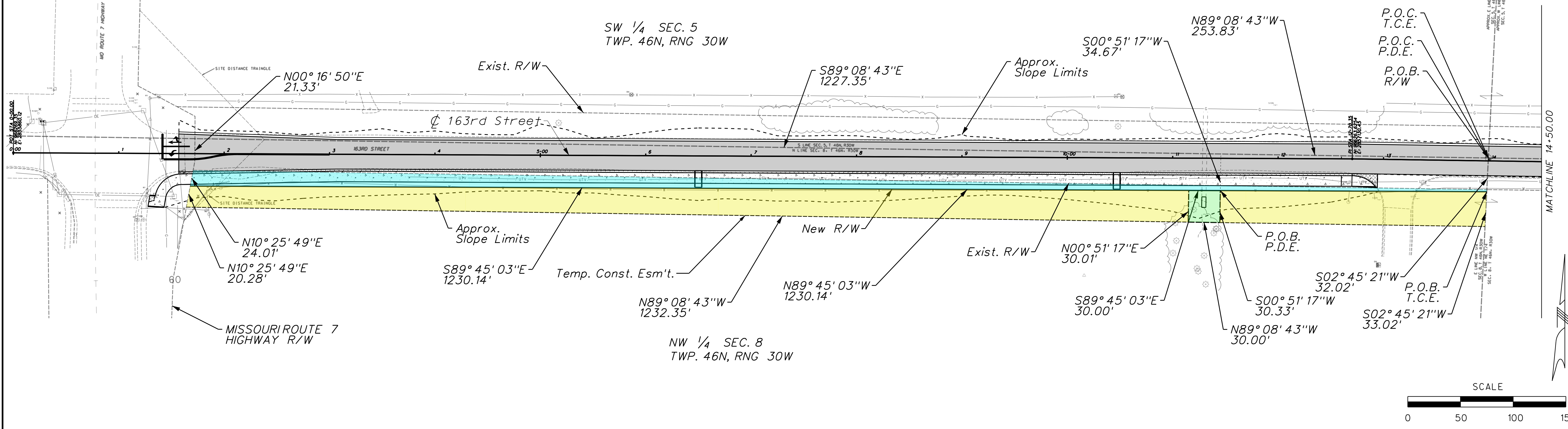


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8900 Indian Creek Parkway, Ste 450
Overland Park, Kansas 66210

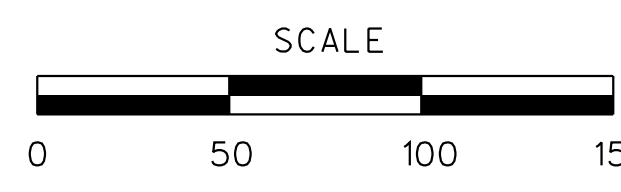
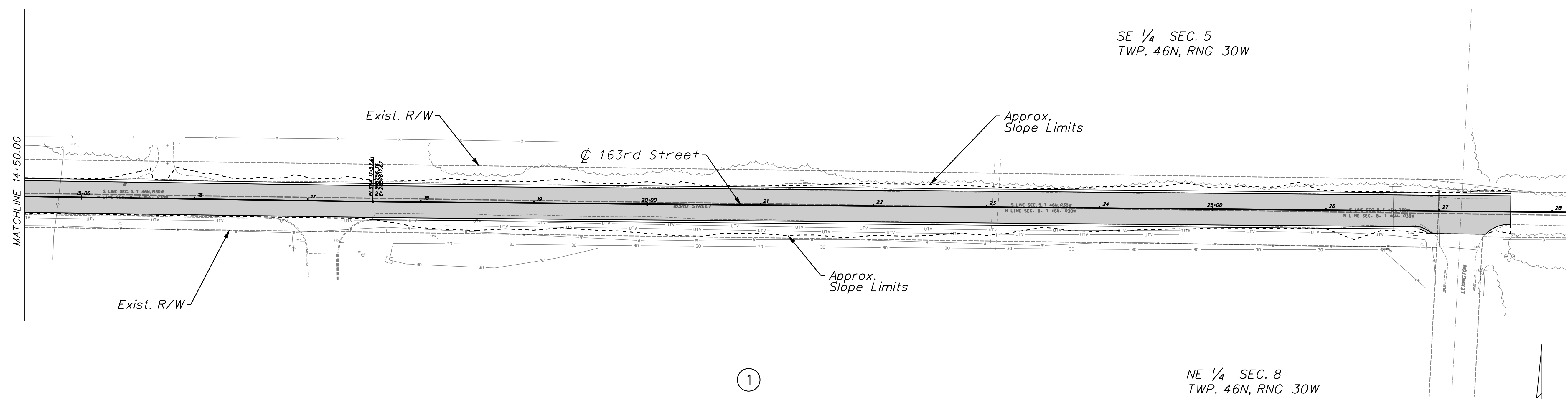
TRACT 1 UNPLATTED 1204 E 163RD STREET

SW 1/4 SEC. 5
TWP. 46N, RNG 30W



NW 1/4 SEC. 8
TWP. 46N, RNG 30W

SE 1/4 SEC. 5
TWP. 46N, RNG 30W



- NEW RIGHT-OF-WAY
- TEMPORARY CONSTRUCTION EASEMENT
- PERMANENT DRAINAGE EASEMENT

REORGANIZED SCHOOL DISTRICT NO. R-III

1204 E 163RD ST
BK: 001711 PG:000028
905 SF Perm. Drainage Esm't.
32,612 SF Temp. Construction Esm't.
10,437 SF New Right-of-Way
72.26 AC Remaining

NE 1/4 SEC. 8
TWP. 46N, RNG 30W

<p>Drawn: Checked: Approved:</p> <p>Notes:</p> <p>Issue:</p>	<p>Item 7</p> <p>Filename: tracmap Job # 20-074.01</p> <p>Drawn:</p>
<p>8900 Indian Creek Parkway, Suite 450 Overland Park, Kansas 66210 Phone: 913-239-1100 Toll Free: 877-527-5468 Fax: 913-239-1111 www.affinis.us</p>	
<p>Affinis corp</p> <p>ENGINEERS • SURVEYORS AFFINIS CORP MISSOURI STATE CERTIFICATES OF AUTHORITY - ENGINEERING #200073558 & LAND SURVEYING #200073558</p>	
<p>163RD STREET IMPROVEMENTS (7 HWY TO LEXINGTON ROAD) PLEASANT HILL, CASS COUNTY, MISSOURI FEDERAL PROJ. NO. STP-3301(505) TRACTMAP</p>	
<p>1 1 OF 1</p>	

GRANTOR:

Reorganized School District No. R-III

GRANTEE:

City of Pleasant Hill, Missouri

TEMPORARY ACCESS AND CONSTRUCTION EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

That in consideration of Ten Dollars (\$10.00) and other good and valuable consideration paid to the Reorganized School District No. R-III , (the “Grantor”), with an address of 318 Cedar Street, Pleasant Hill, Missouri 64080, by the City of Pleasant Hill, Missouri, a Missouri municipal corporation, (the “Grantee”), with an address of 203 Paul Street, Pleasant Hill, Missouri 64080, the receipt of which is hereby acknowledged, the Grantor does hereby grant unto the Grantee, its contractors, subcontractors, agents and assigns, an exclusive Temporary Access and Construction Easement (the “Easement”) in, over, under, along, across and upon the property legally described on the attached and incorporated **Exhibit A** for the purpose of and upon the terms and conditions hereinafter set forth.

Purpose. The Easement is granted to the Grantee for access to and for use by the Grantee in its construction and installation of transportation and pedestrian amenities and improvements and other related construction activity on adjoining property (the “Project”).

Term of Easement. The Easement shall commence on the date hereof and shall terminate and expire on either (a) the date construction of the Project and related facilities are completed as determined solely by the Grantee, or (b) one (1) year from the date hereof, whichever is first to occur. Upon termination of the Easement, all of the rights

and benefits of the Grantee hereunder with respect to the Easement shall automatically terminate and be of no further force and effect.

Compliance with Laws. The Grantee shall during its use and occupancy of the Easement comply with all applicable statutes, ordinances, rules and regulations of all governing authorities. This Easement shall be construed under the laws of the State of Missouri.

Restoration. In the event that any area of the Easement is disturbed by the Grantee's exercise of any of its easement rights hereunder, such area shall be reasonably restored to the condition in which it existed at the commencement of the Grantee's use of the Easement.

Indemnification. To the extent allowed by law and without any waiver of sovereign immunity, the Grantee hereby agrees to and does indemnify and shall defend and hold harmless the Grantor from and against any and all losses, damages, claims, costs, expenses, including, without limitation, attorney fees and costs, demands, liabilities, suits and judgments for any and all bodily injury or death of persons and damage to tangible property, whether of the parties hereto or otherwise, arising out of, resulting from, or occurring in connection with the Grantee's maintenance, use or occupancy of the property covered by the Easement. The provisions of the foregoing indemnity shall survive termination of the Easement.

Warranty. The Grantor hereby covenants and warrants that it is the owner of the property covered by the Easement and has the right to grant this Easement.

Notices. Any notice permitted or required hereunder shall be deemed received, if delivered, when actually received, or, if mailed, on the third day after mailing by registered or certified mail, postage prepaid, return receipt requested, to the party's address as set forth below, or such other address as designated in writing to the other party.

If GRANTOR: Reorganized School District No. R-III
Attn: Superintendent
318 Cedar Street
Pleasant Hill, MO 64080

If GRANTEE: City of Pleasant Hill, Missouri
Attn: City Administrator
203 Paul Street
Pleasant Hill, MO 64080

Further Cooperation. Each party agrees to execute such further documents and to perform such other acts as may be reasonably necessary or desirable to further carry out the purpose and intent of the grant of the Easement.

IN WITNESS WHEREOF, the parties have executed this Easement effective this _____ day of February, 2021.

GRANTOR:

GRANTEE:

Reorganized School District No. R-III
John Edenburn, School Board President

City of Pleasant Hill, Missouri
Mark Guffey, Mayor

ACKNOWLEDGMENT

STATE OF MISSOURI)
)
COUNTY OF CASS) SS.

On this _____ day of February, 2021, before me, a Notary Public, personally appeared John Edenburn, to me personally known, who, being by me duly sworn, did execute the foregoing instrument in his official capacity as the President of the Board of Education for Reorganized School District No. R-III , and acknowledged that he executed the same for the uses and purposes herein described.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed by official seal in the County and State aforesaid, the day and year first above written.

Notary Public

Print Name: _____

(Notary Seal)

ACKNOWLEDGMENT

STATE OF MISSOURI)
)
COUNTY OF CASS) SS.

I, the undersigned, a Notary Public, in and for the County, in the State aforesaid, do hereby certify that Mark Guffey, personally known to me to be the Mayor of Pleasant Hill, Missouri, whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that as such Mayor he signed and delivered the said instrument as his free and voluntary act and deed, and as the free and voluntary act and deed of said City for the uses and purposes therein set forth.

Given under my hand and official seal, this _____ day of February, 2021.

Notary Public

Print Name: _____

(Notary Seal)

Exhibit "A"

Tract 1- Temporary Construction and Grading Easement

All that part of the Northwest Quarter of Section 8, Township 46 North, Range 30 West, in the City of Pleasant Hill, Cass County, Missouri, lying East of the East right-of-way line of Missouri Route 7 Highway as now established, being described as follows:

Commencing at the Northeast corner of said Northwest Quarter; thence South 02°45'21" West, along the East line of said Northwest Quarter, a distance of 32.02 feet to the Point of Beginning; thence South 02°45'21" West, continuing along said East, a distance of 33.02 feet; thence North 89°08'43" West a distance of 1232.35 feet to a point on the East right-of-way line of said Missouri 7 Highway; thence North 10°25'49" East, along said East line, a distance of 20.28 feet; thence South 89°45'03" East a distance of 1230.14 feet to the Point of Beginning.

Containing 32,612 square feet, more or less.

The bearings used in this description are Grid North and based on the Missouri Coordinate System, 1983, West Zone, NAD83(2011).

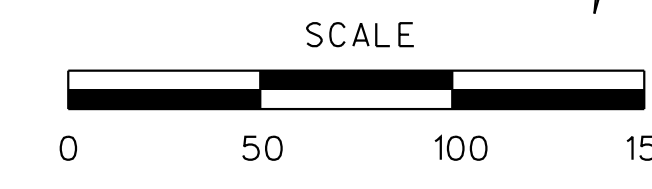
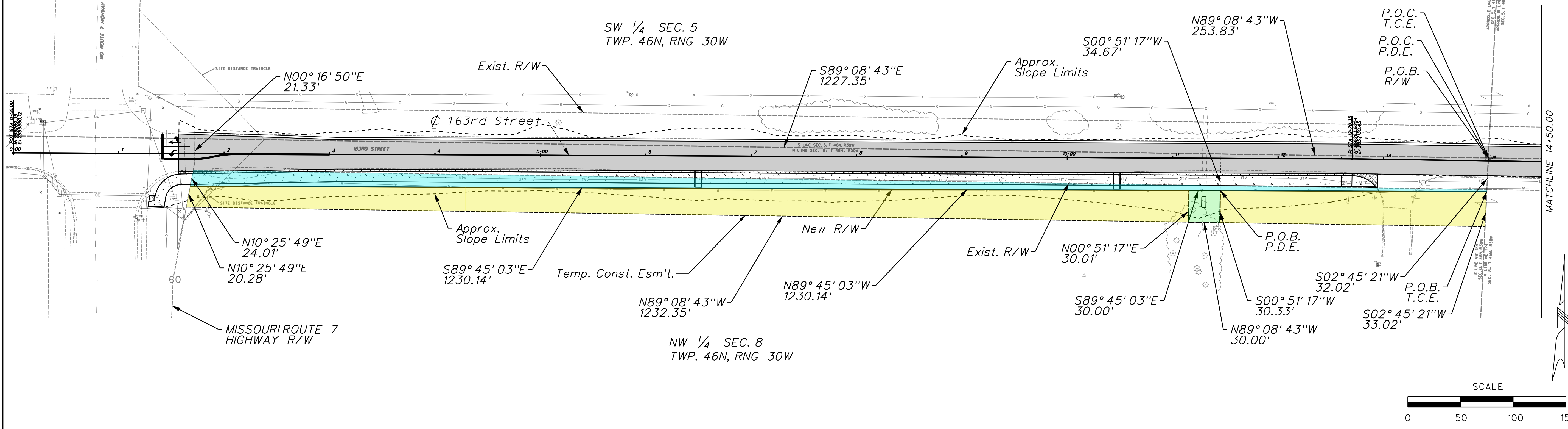
This description was prepared by:

Jonathan A. Meyer, MO PLS-2007017966
Affinis Corp
8900 Indian Creek Parkway, Ste 450
Overland Park, Kansas 66210



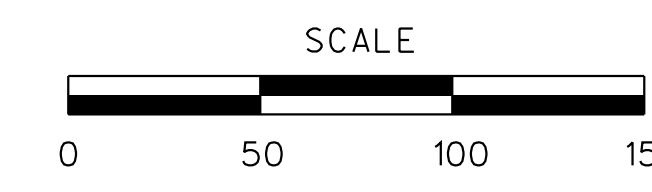
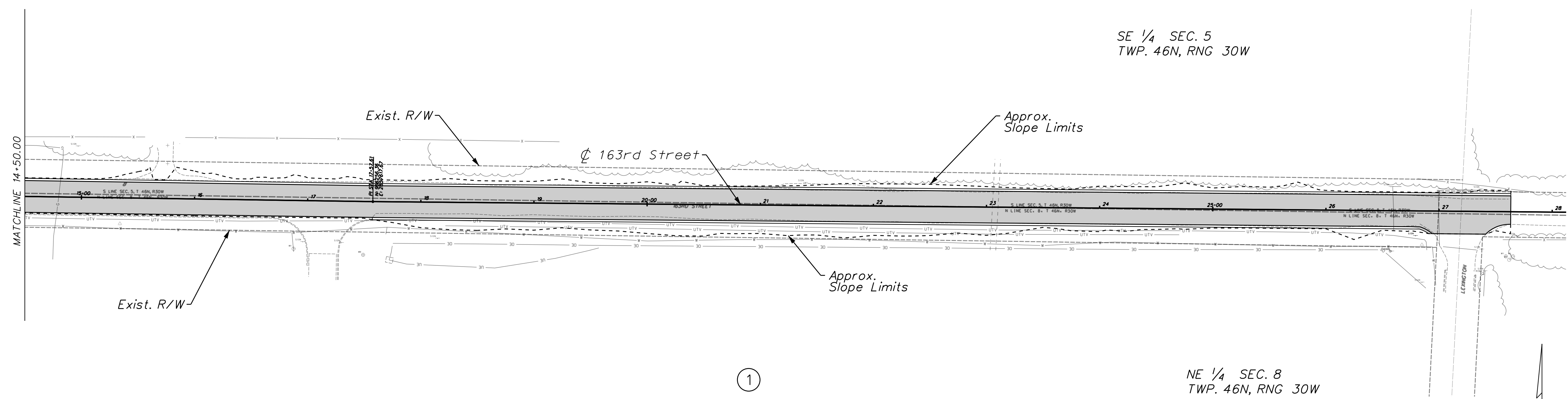
TRACT 1 UNPLATTED 1204 E 163RD STREET

SW 1/4 SEC. 5
TWP. 46N, RNG 30W



NW 1/4 SEC. 8
TWP. 46N, RNG 30W

SE 1/4 SEC. 5
TWP. 46N, RNG 30W



REORGANIZED SCHOOL DISTRICT NO. R-III

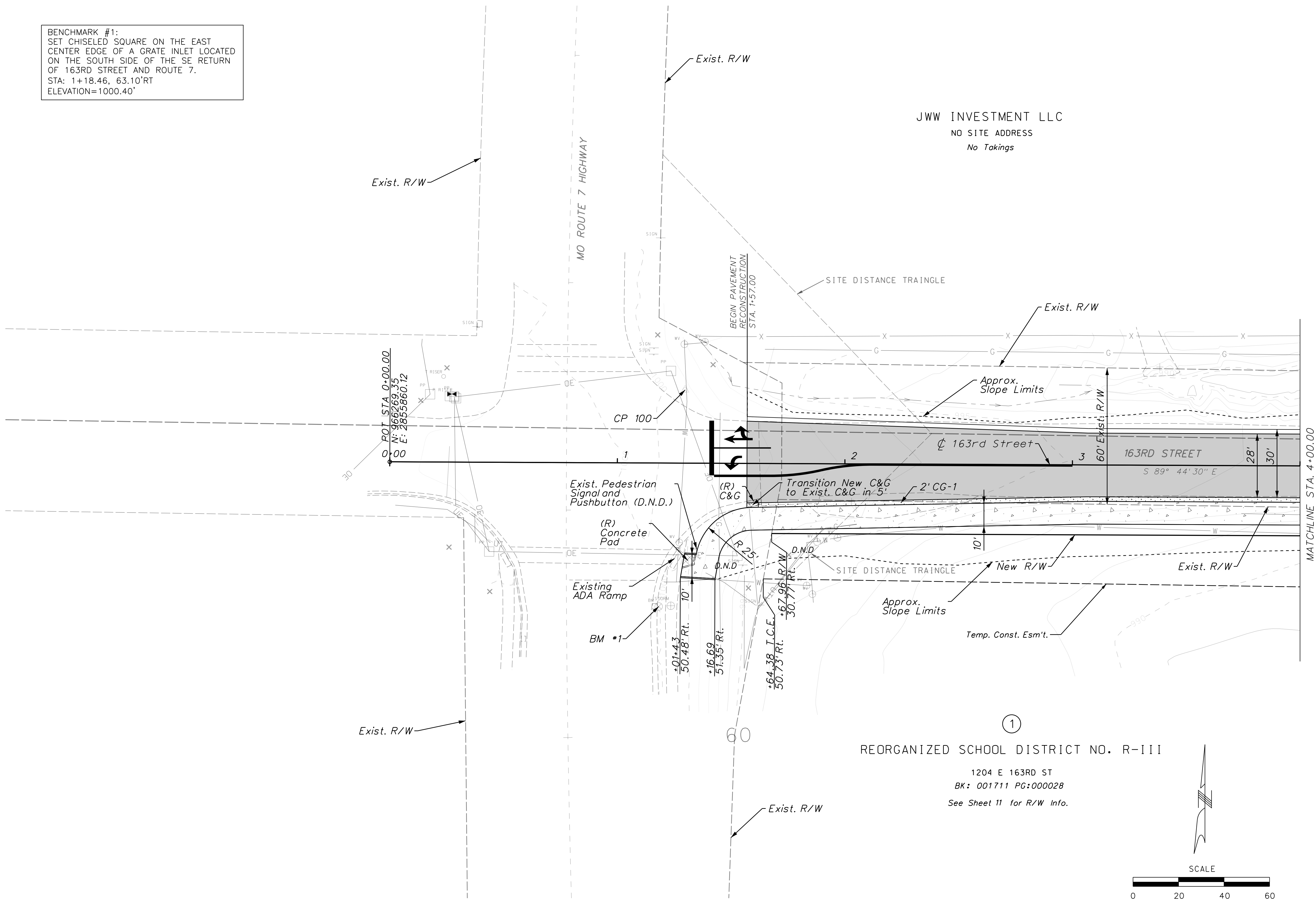
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10,437 SF New Right-of-Way
72.26 AC Remaining

- NEW RIGHT-OF-WAY
- TEMPORARY CONSTRUCTION EASEMENT
- PERMANENT DRAINAGE EASEMENT

<p>Drawn: Checked: Approved:</p> <p>Notes:</p> <p>Issue:</p>	<p>Item 7</p> <p>Filename: tracmap Job # 20-074.01</p> <p>Drawn:</p>
<p>8900 Indian Creek Parkway, Suite 450 Overland Park, Kansas 66210 Phone: 913-239-1100 Toll Free: 877-527-5468 Fax: 913-239-1111 www.affinis.us</p>	
<p>Affinis corp</p> <p>ENGINEERS • SURVEYORS AFFINIS CORP MISSOURI STATE CERTIFICATES OF AUTHORITY - ENGINEERING #200073558 & LAND SURVEYING #200073558</p>	
<p>163RD STREET IMPROVEMENTS (7 HWY TO LEXINGTON ROAD) PLEASANT HILL, CASS COUNTY, MISSOURI FEDERAL PROJ. NO. STP-3301(505) TRACTMAP</p>	
<p style="font-size: 2em; font-weight: bold;">1</p> <p>1 OF 1</p>	

Right-of-Way Plan Sheets

BENCHMARK #1:
 SET CHISELED SQUARE ON THE EAST
 CENTER EDGE OF A GRATE INLET LOCATED
 ON THE SOUTH SIDE OF THE SE RETURN
 OF 163RD STREET AND ROUTE 7.
 STA: 1+18.46, 63.10'RT
 ELEVATION=1000.40'



JWW INVESTMENT LLC
 NO SITE ADDRESS
 No Takings

Issue:	Notes:	Drawn:	Checked:	Approved:
4/3/2020	PREL/RIGHT-OF-WAY PLANS	VRM	MLB	LCR
7/6/2020	REVISED PREL/RW PLANS	VRM	MLB	LCR

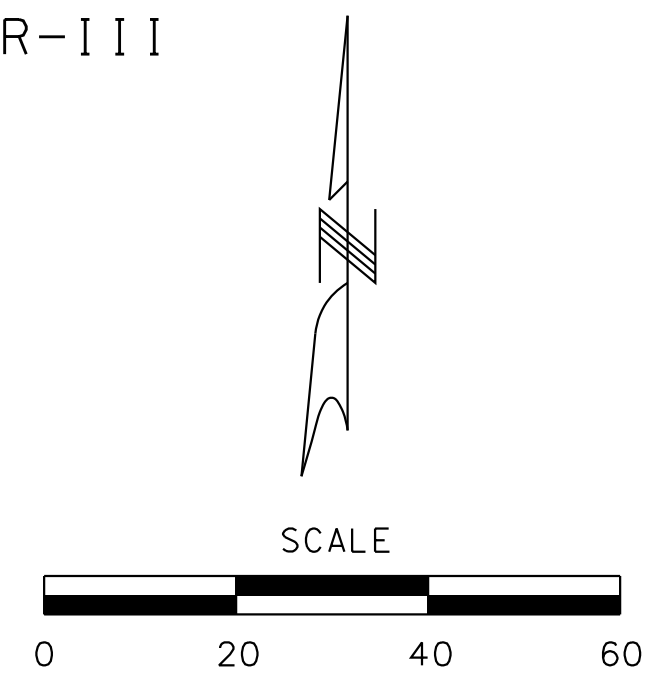
Toll Free: 877-527-5468
 Fax: 913-239-1111
 www.affinis.us

8900 Indian Creek Parkway, Suite 450
 Overland Park, Kansas 66210
 Phone: 913-239-1100



163RD STREET IMPROVEMENTS
 (7 HWY TO LEXINGTON ROAD)
 PLEASANT HILL, CASS COUNTY, MISSOURI
 FEDERAL PROJ. NO. STP-3301(505)
 PLAN SHEET

REORGANIZED SCHOOL DISTRICT NO. R-III
 1204 E 163RD ST
 BK: 001711 PG:000028
 See Sheet 11 for R/W Info.

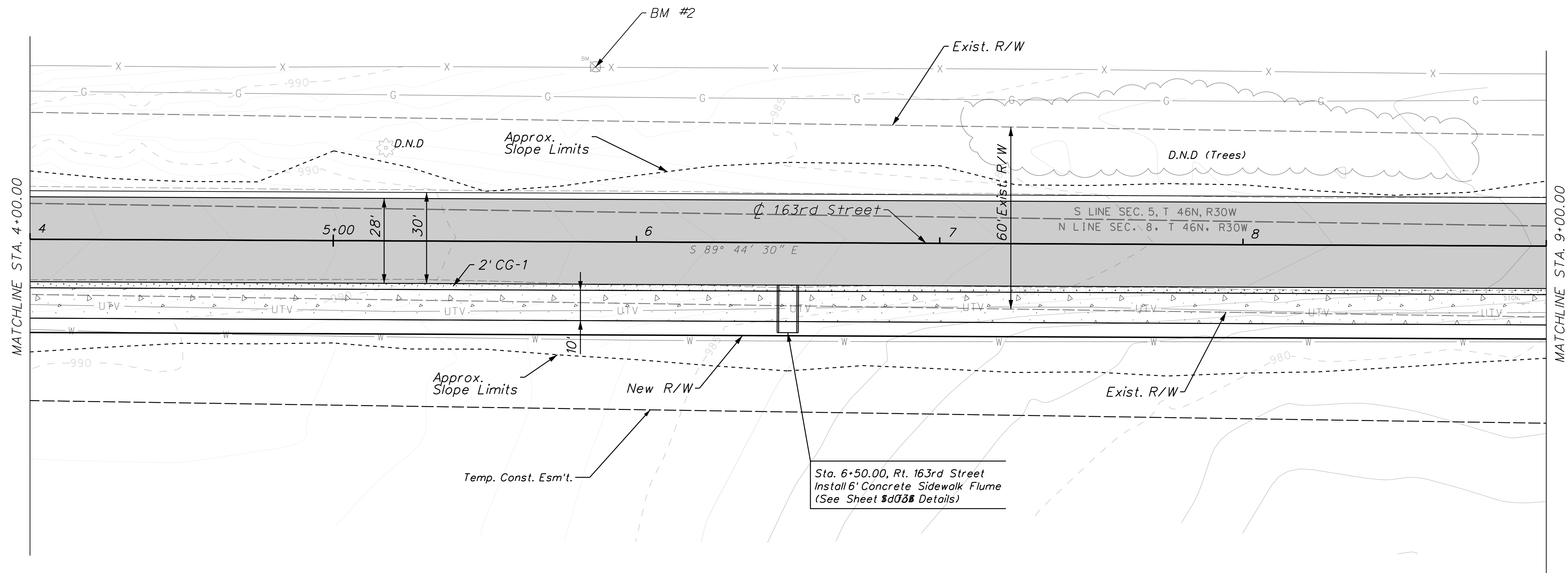


BENCHMARK #2:
 SET BENCH TIE IN THE SOUTH FACE OF A
 WOOD FENCE POST ALONG THE NORTH SIDE
 OF 163RD STREET, 510'+/- EAST OF THE
 CENTERLINE OF ROUTE 7.
 STA: 5+86.27, 57.63'LT
 ELEVATION=989.34'

JWW INVESTMENR LLC

NO SITE ADDRESS
 BK: 02973 PG:0724

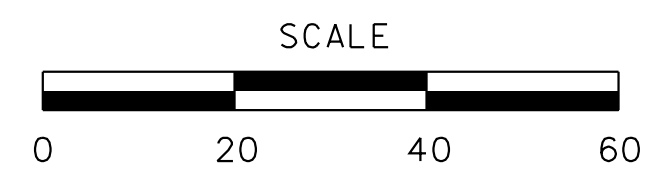
No Takings



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REORGANIZED SCHOOL DISTRICT NO. R-III

1204 E 163RD ST
 BK: 001711 PG:000028
 See Sheet 11 for R/W Info.



Issue:	Notes:	Drawn:	Checked:	Approved:
4/27/2020	PREL/RIGHT-OF-WAY PLANS	VRM	MLB	LCR
7/6/2020	REVISED PREL/RW PLANS	VRM	MLB	LCR

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 www.affinis.us

Affinis
 corp

ENGINEERS • SURVEYORS
 AFFINIS CORP MISSOURI STATE CERTIFICATES OF AUTHORITY - ENGINEERING #200725358 & LAND SURVEYING #200725358

163RD STREET IMPROVEMENTS
 (7 HWY TO LEXINGTON ROAD)
 PLEASANT HILL, CASS COUNTY, MISSOURI
 FEDERAL PROJ. NO. STP-3301(505)
 PLAN SHEET

9
 OF 45

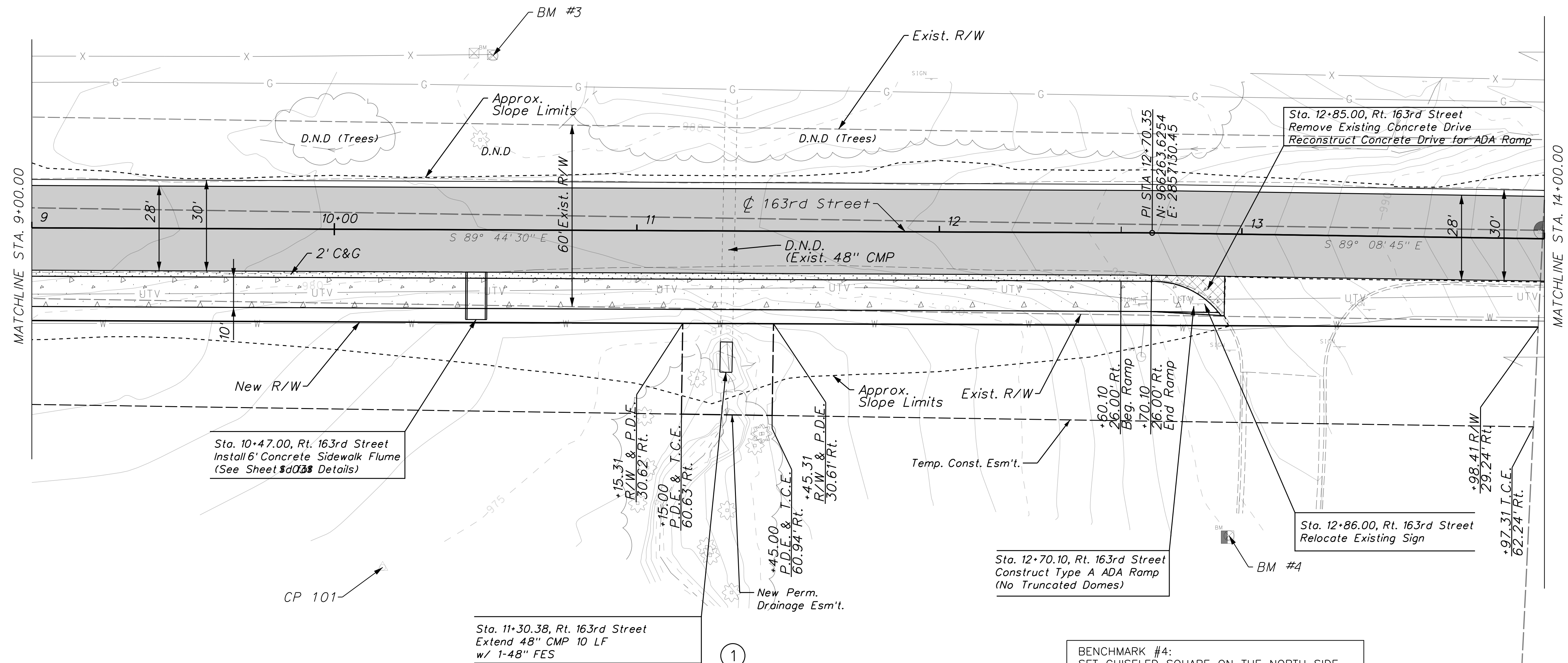
2/9/2021

BENCHMARK #3:
 SET BENCH TIE IN THE SOUTH FACE OF A
 WOOD FENCE POST ALONG THE NORTH SIDE
 OF 163RD STREET, 975'+/- EAST OF THE
 CENTERLINE OF ROUTE 7.
 STA: 10+52.23, 57.60'LT
 ELEVATION=981.30'

JWW INVESTMENT LLC

NO SITE ADDRESS
 BK: 02973 PG:0724

No Takings



REORGANIZED SCHOOL DISTRICT NO. R-III

1204 E 163RD ST
 BK: 001711 PG:000028
 905 SF Perm. Drainage Esm't.
 32,612 SF Temp. Construction Esm't.
 10,437 SF New Right-of-Way
 72.26 AC Remaining

BENCHMARK #4:
 SET CHISELED SQUARE ON THE NORTH SIDE
 OF A CONCRETE LIGHT POLE BASE LOCATED
 ALONG THE WEST SIDE OF THE WESTERLY
 ENTRANCE TO THE SCHOOL, 100'+/- SOUTH
 OF THE CENTERLINE OF 163RD STREET.
 STA: 12+97.25, 99.76'RT
 ELEVATION=985.45'

Drawn: Checked: Approved:	VRM	MLB	LCR
Issue:	4/27/2020	PREL/RIGHT-OF-WAY PLANS	VRM
	7/6/2020	REVISED PREL/RW PLANS	VRM
			MLB
			LCR

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ENGINEERS • SURVEYORS
 AFFINIS CORP MISSOURI STATE CERTIFICATES OF AUTHORITY - ENGINEERING #2000725358 & LAND SURVEYING #2000725358

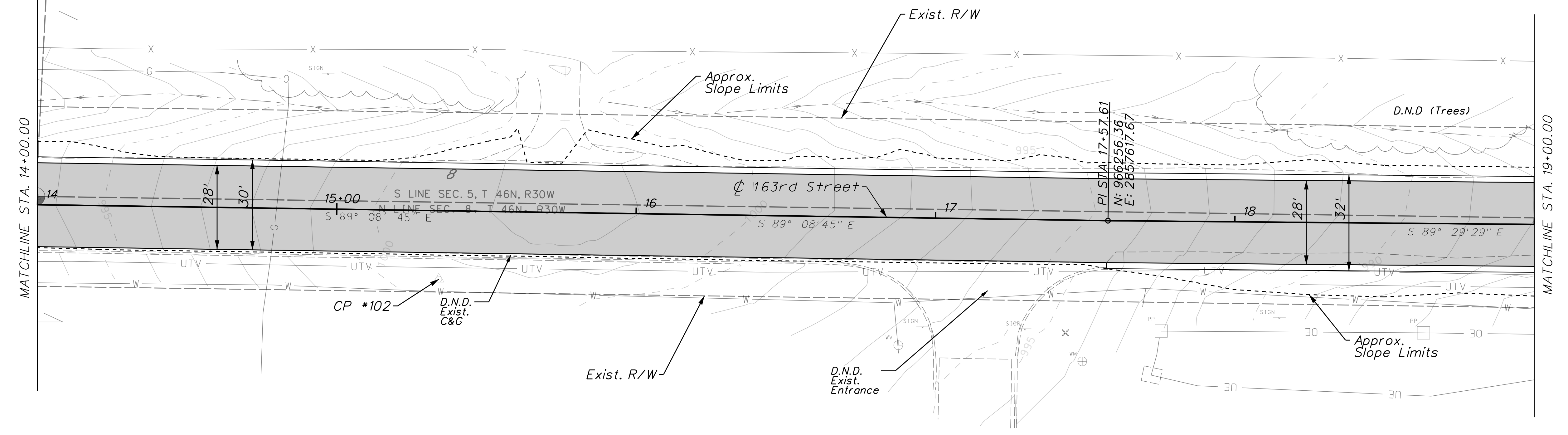
163RD STREET IMPROVEMENTS
 (7 HWY TO LEXINGTON ROAD)
 PLEASANT HILL, CASS COUNTY, MISSOURI
 FEDERAL PROJ. NO. STP-3301(505)
 PLAN SHEET

APPROX. E. LINE OF SW1/4
SEC. 5, T. 46N, R30W
APPROX. W. LINE OF SE1/4
SEC. 5, T. 46N, R30W

JWW INVESTMENR LLC

NO SITE ADDRESS
BK: 02973 PG:0724

No Takings



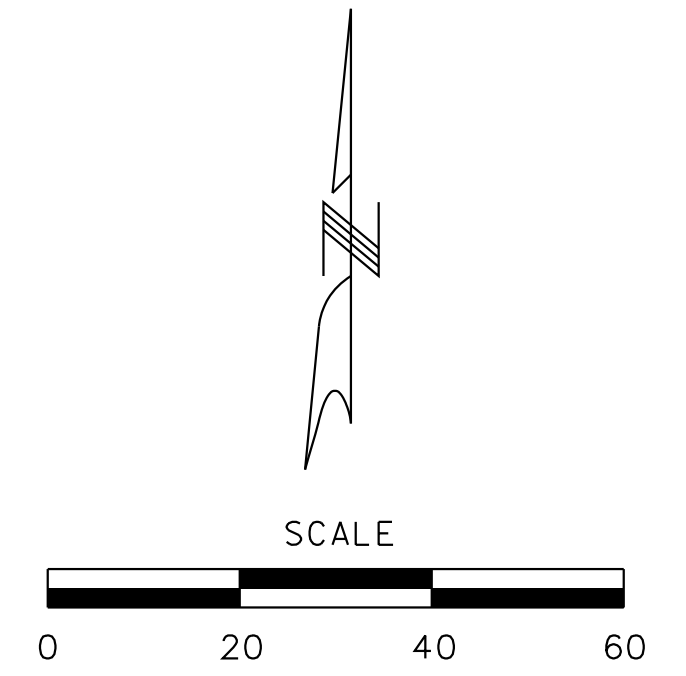
MATCHLINE STA. 14+00.00

MATCHLINE STA. 19+00.00

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REORGANIZED SCHOOL DISTRICT NO. R-III

1204 E 163RD ST
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See Sheet 11 for R/W Info.



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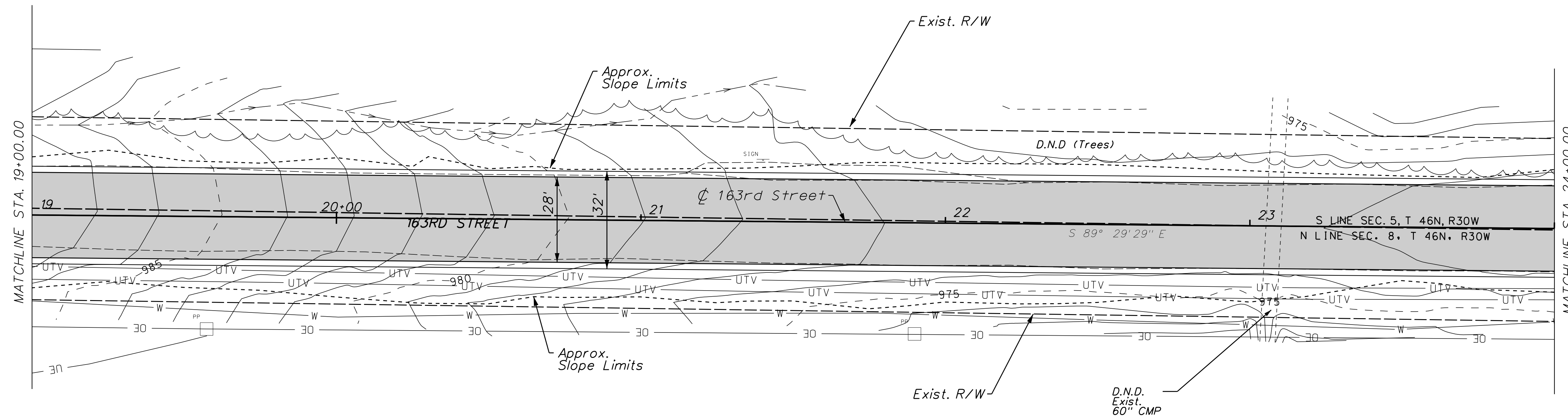
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 FEDERAL PROJ. NO. STP-3301(505)
 PLAN SHEET

13
 13 OF 45

JWW INVESTMENT LLC

NO SITE ADDRESS
BK: 02973 PG:0724

No Takings



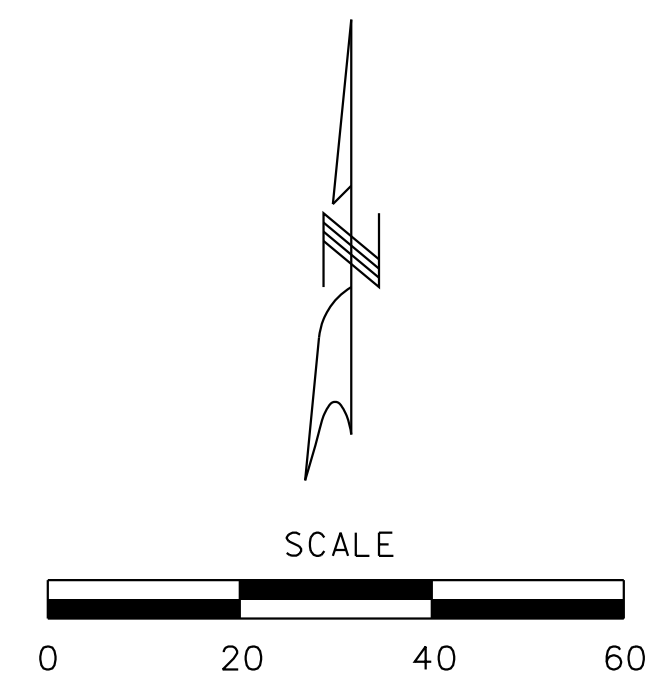
MATCHLINE STA. 19+00.00

MATCHLINE STA. 24+00.00

①

REORGANIZED SCHOOL DISTRICT NO. R-III

1204 E 163RD ST
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See Sheet 11 for R/W Info.



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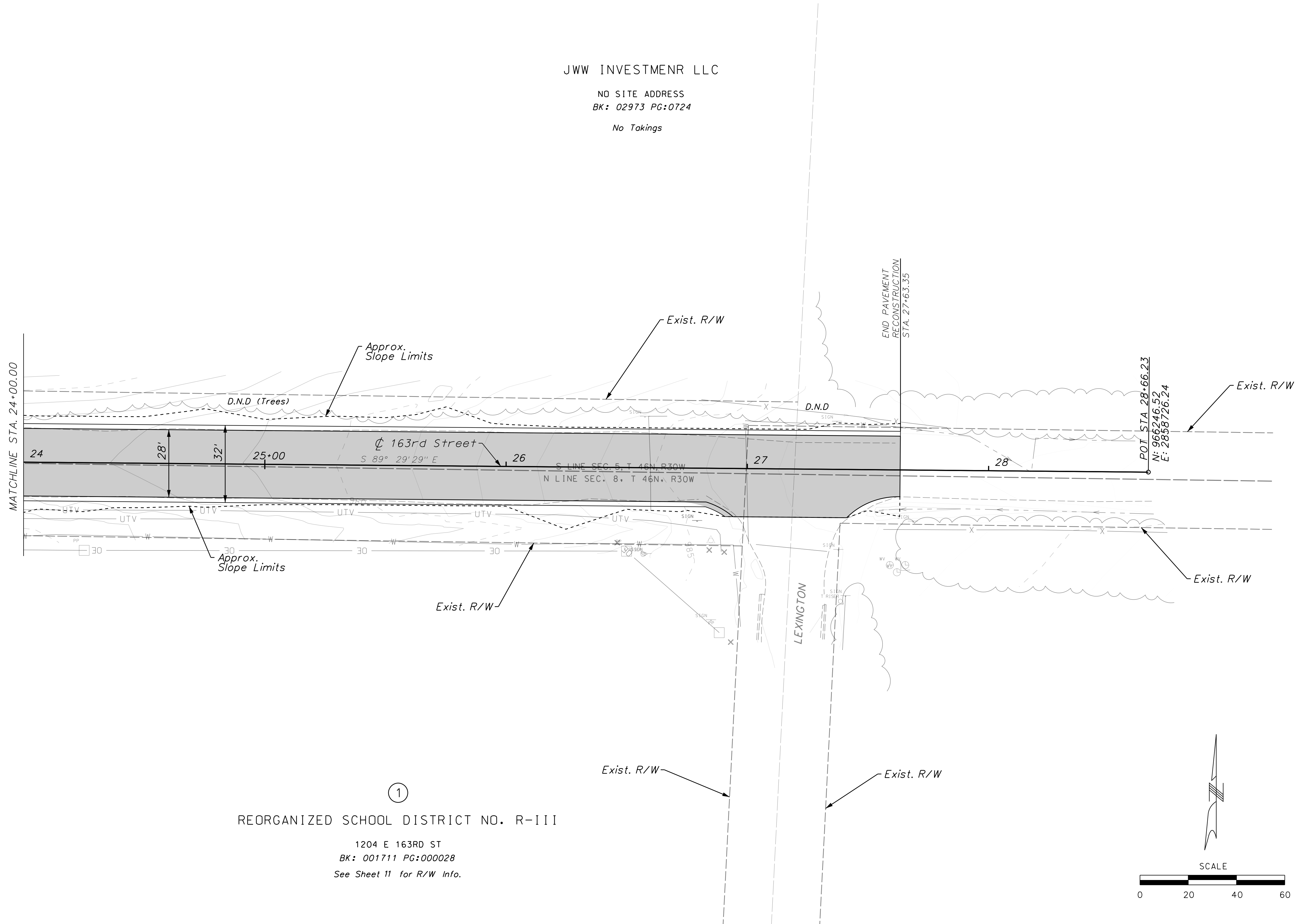
ENGINEERS • SURVEYORS
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 FEDERAL PROJ. NO. STP-3301(505)
 PLAN SHEET

JWW INVESTMENT LLC

NO SITE ADDRESS
BK: 02973 PG:0724

No Takings



MATCHLINE STA. 24+00.00

24

28'

32'

25+00

163rd Street

S 89° 29' 29" E

26

S LINE SEC. 5, T 46N, R30W
N LINE SEC. 8, T 46N, R30W

27

28

POT STA. 28+66.23
N: 966246.52
E: 2858726.24

END PAVEMENT
RECONSTRUCTION
STA. 27+63.35

LEXINGTON

Approx. Slope Limits

Approx. Slope Limits

D.N.D. (Trees)

D.N.D.

Exist. R/W

Exist. R/W

Exist. R/W

Exist. R/W

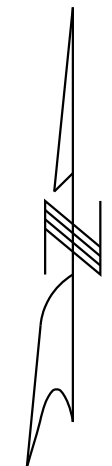
Exist. R/W

Exist. R/W

1

REORGANIZED SCHOOL DISTRICT NO. R-III

1204 E 163RD ST
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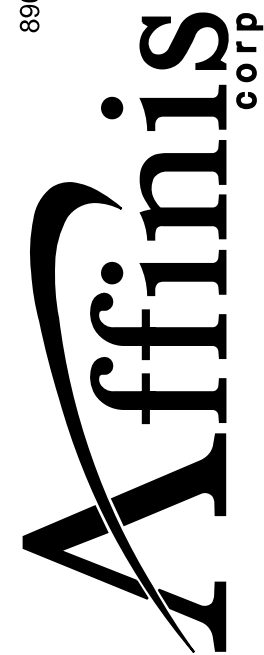
SCALE



Issue:	Notes:	Drawn:	Checked:	Approved:
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7/6/2020	REVISED PREL/RW PLANS	VRM	MLB	LCR

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ENGINEERS • SURVEYORS
 AFFINIS CORP MISSOURI STATE CERTIFICATES OF AUTHORITY - ENGINEERING #200073558 & LAND SURVEYING #200073558

163RD STREET IMPROVEMENTS
 (7 HWY TO LEXINGTON ROAD)
 PLEASANT HILL, CASS COUNTY, MISSOURI
 FEDERAL PROJ. NO. STP-3301(505)
 PLAN SHEET



Agenda Item Cover Sheet

Agenda Title:

- Bill No. 21-06 - A Resolution Authorizing the City Administrator to Execute a Contract with SAM, LLC for Utility GIS Mapping

Department/Contact Person:

- Tony Bakken, Public Works Director

Background Information:

- The City of Pleasant Hill contracts annually with SAM, LLC for GIS services and has previously utilized SAM, LLC for mapping of the water utility network. At the time that contract was executed, the City knew future budgets would need to include funding to map the sewer infrastructure.
- This will be an addition to the existing relationship and a continuation of an existing contract for GIS service. However, it should be noted that multiple staff members met multiple other vendors to ensure this was the best system to meet the City's needs.
- The proposal includes GPS Data Collection and GIS Development for the sanitary sewer utility network, updates to the water network for new development, and training costs.

Financial Information:

- \$75,896 - Already budgeted in the Water/Sewer Fund
- No additional annual fees

Staff Recommendation:

- Approval of Bill No. 21-06

Attachments:

- Bill No. 21-06
- SAM, LLC Proposal

Bill No. 21-06

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH SAM, LLC FOR UTILITY GIS MAPPING

WHEREAS, the Council has allocated budget funds for sewer infrastructure improvements including an inventory of the existing sewer system; and

WHEREAS, the City has an agreement with Midland GIS (now SAM, LLC) for GIS mapping services and this proposal is a continuation of the existing relationship and contract for service but purchases exceeding \$25,000 require City Council approval.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PLEASANT HILL, MISSOURI, AS FOLLOWS:

1. That the attached proposal is hereby approved for purposes described within the proposal, as long as the final price does not exceed \$80,000.
2. The City Administrator is authorized and directed to execute the purchase on behalf of the City.
3. This resolution shall be in full force and effect from and after the date of its passage.

Read and approved this ____ day of _____, 2021.

Mark Guffey, Mayor

ATTEST:

Jessica Elliott, City Clerk



501 North Market
Maryville, MO 64468
660.562.0050

SAM, LLC Proposal

February 4, 2021

SUBMITTED TO:
Pleasant Hill, Missouri

PROPOSAL FOR:
Utility GIS Mapping

Proposal Contact:

Erin Allen
Office: 660.562.0050
Direct: 660.215.7091
erin.allen@sam.biz



Missy Gentry
Collections Clerk
City of Pleasant Hill
203 Paul St.
Pleasant Hill, MO 64080

Dear Missy,

Surveying And Mapping, LLC (SAM), formerly Midland GIS Solutions, respectfully submits this proposal to the City of Pleasant Hill, Missouri to provide professional GPS and GIS mapping services. SAM is ready to assist in your efforts to develop an accurate GIS program for the City's sanitary sewer network.

SAM proposes developing a comprehensive GIS program for Pleasant Hill for use in maintaining and managing the City's utility infrastructure assets. The following characteristics make SAM uniquely capable of overseeing this project for Pleasant Hill:

- SAM offers complete utility asset management solutions, from accurate GPS data collection and GIS mapping, to web-based GIS solutions with editing capabilities for easy and efficient system maintenance.
- SAM has provided GPS and GIS services to over 250 cities and utilities in the Midwest. Our dedicated field staff has GPS located over one million utility assets for seamless GIS integration for use in utility maintenance, daily workflow management and engineering models.
- SAM will dedicate an experienced project team of GPS Field Staff, GIS Technicians, GIS Specialists and Analysts, Programmers, Professional Land Surveyors and ArcGIS Server developers to ensure project efficiency and overall product quality.
- Kirk Larson, Director of GIS Operations, will personally manage and oversee your GIS project, which ensures open and complete communication throughout project development and implementation.

Thank you for the opportunity to present our company for this very important project. Our team of professionals has the experience and capabilities to make your GIS program successful and stands ready to form a partnership with the City of Pleasant Hill in that success.

Sincerely,

A handwritten signature in black ink that reads 'Erin Allen'.

Erin Allen
Business Development Manager
SAM, LLC

SAM COMPANIES

501 North Market / Maryville, MO 64468
660-562-0050 Office

Surveying And Mapping, LLC

Founded in Austin, Texas in 1994 and celebrating 26 years of providing quality services and deliverables, **Surveying And Mapping, LLC (SAM)** has expanded from its initial offering of professional land surveying services, to providing a complete suite of geospatial solutions and specialized construction phase services. With a guiding principle of providing only the highest quality services to our clients, SAM continually looks for opportunities to expand our geographic reach, introduce additional services and broaden the markets we serve.

To achieve this goal, SAM has acquired some of the most experienced and professional consulting firms across the United States, including our most recent addition to the SAM family of companies **Midland GIS Solutions**, a full service GIS development firm. Over the last 20 years, Midland GIS has grown through a vision that long-term GIS success is dependent on the highest level of accuracy, proper database design and the ability to ensure each and every department within an organization can benefit from their GIS.

Today, delivering GIS services as a single company, SAM has established a technical infrastructure to support and host web-based and mobile asset management programs, along with custom GIS applications. With these tools, SAM ensures that every client, regardless of size and resources, can implement an enterprise GIS program to manage everything from land parcels, transportation infrastructure, and utility assets to workorders in a secure, user-friendly website built on the latest Esri® technology.

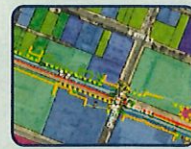
SAM's complete geospatial approach gives us the tools and skills to develop efficient and customized solutions for projects of any scale. This gives our clients the benefit of a single point of contact for a comprehensive set of GIS, surveying and mapping products. The size of our available workforce means we are able to use these tools effectively to accomplish even large-scale projects on accelerated schedules. With our focus on quality and timely delivery, we are proud to have a high rate of repeat business and positive client referrals.

GIS Services

SAM specializes in geospatial services for water & sewer, electric utilities and transportation infrastructure. With specialized teams of full-time, trained GPS field technicians, utilizing precision-accurate GPS equipment and cutting-edge Esri software, our staff is dedicated to accurately locating assets and completing inspections and condition assessments for the sole purpose of GIS data integration.

- GPS Field Mapping
- Utility/Infrastructure Data Collection
- Asset Management Programs
- Utility Inspections
- GIS Data Development
- Data Conversion
- Consulting
- SL-RAT Sewer Acoustic Inspection
- GIS Mapping
- Custom Programming
- Web-Based, Mobile GIS Programs
- Maintenance & Support
- Parcel Mapping
- Specialized Training
- 911 (NG911) GIS Services
- Vegetation Management

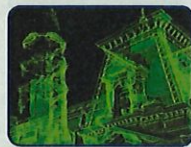
Professional Services



Geographic Information System (GIS) Services



Professional Land Surveying



Building Information Modeling (BIM)



Aerial Mapping & Photogrammetry



Subsurface Utility Engineering & Utility Coordination

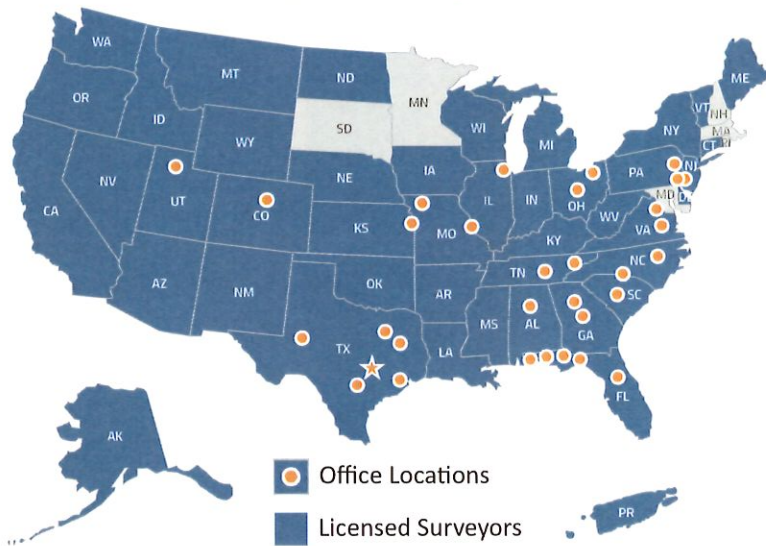


Airborne, Mobile & Terrestrial LiDAR



Construction Phase Services

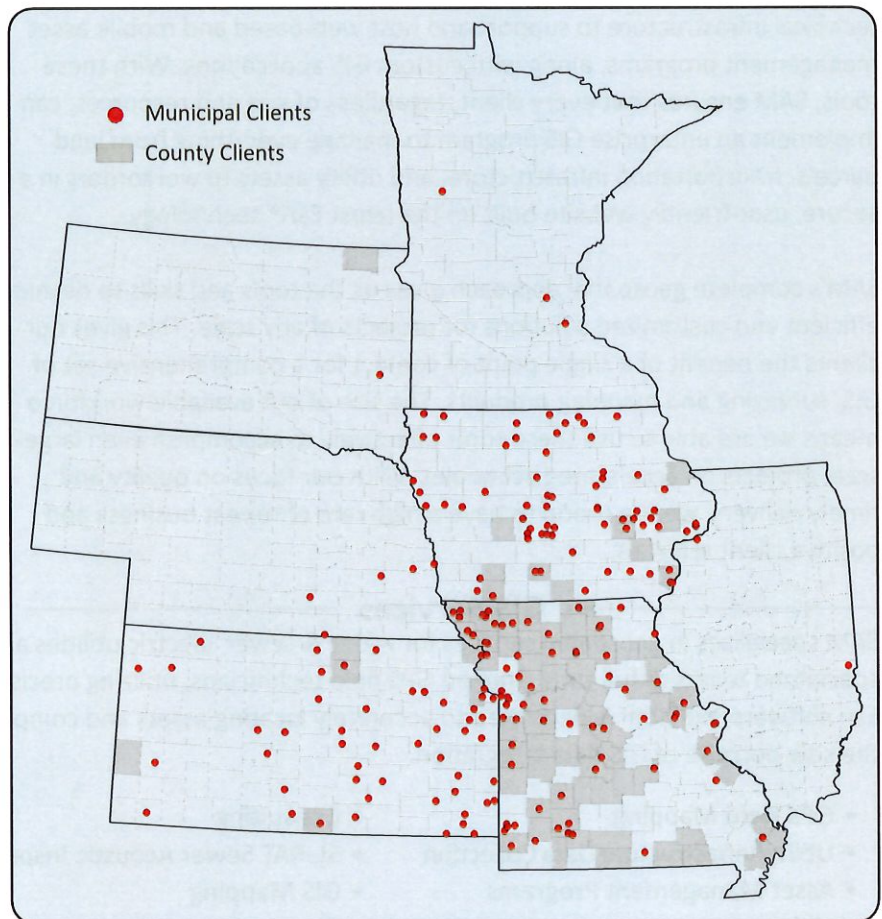
Geographic Range of SAM



Office Locations

- Austin, TX (Headquarters)
- Atlanta, GA (2)
- Birmingham, AL
- Brodheadsville, PA
- Charlotte, NC
- Chicago, IL
- Chipley, FL
- Columbia, SC
- Columbus, OH (2)
- Dallas, TX
- Denver, CO
- Gainesville, VA (NoVA)
- Houston, TX
- Kansas City, KS
- Knoxville, TN
- Macon, GA
- Maryville, MO
- Midland, TX
- Moorestown, NJ
- Nashville, TN
- Niceville, FL
- Orlando, FL
- Pensacola, FL
- Philadelphia, PA
- Raleigh, NC
- Richmond, VA
- St. Louis, MO
- Salt Lake City, UT
- San Antonio, TX
- Tallahassee, FL
- Tyler, TX
- Youngstown, OH

The inset map shows the 7-state region SAM regularly serves and is a testament to our experience in GIS and GPS mapping, data development and utility asset management solutions throughout the Midwest. Whether a community of 500, or a metropolitan city of 150,000+, SAM has the experience, equipment and manpower to serve you. SAM has designed and implemented over 225 successful utility GIS projects in this area, many of which are hosted on the Integrity GIS platform.



SAM is pleased to be a part of the Esri Partner Network and although we focus most of our GIS development, customization, and implementation efforts on Esri-based applications, we can easily handle data from, interface with, and deliver data to other GIS and CAD systems.

For over 20 years, SAM has designed reliable GIS programs on a foundation of the highest accuracy possible and our philosophy of **"Everything GIS. Done Right."** This ensures every project is uniquely designed to accommodate individual client needs and future plans. SAM is consistently hired by clients based on qualifications, as demonstrated by our long-standing experience.

CAPACITY TO ACCOMPLISH WORK

SAM has teams of full-time, trained GPS field technicians, each led by a GPS field crew chief, dedicated to accurately locating utilities and completing inspections for the sole purpose of GIS data integration. GPS field crews at SAM travel throughout the Midwest providing GPS utility collection services on a daily basis. Our service area extends more than 500 miles from our GIS office in Maryville, Missouri and typically includes all of Missouri, Iowa, Kansas, Nebraska, Minnesota and Illinois.

All GPS field and technical staff at SAM are highly trained in all areas of GPS field collection and utility inspections and utilize precision-accurate GPS equipment and cutting-edge Esri software. Additionally, field staff have completed OSHA and Federal Traffic Safety training.

In addition to our knowledgeable field staff, SAM also maintains the professional staff and capacity to provide technical support to more than 100 clients on an annual basis. We provide service and support to our clients long after the implementation of their GIS data and software solutions. Municipal and utility clients also rely on SAM to periodically maintain their utility GIS program with GPS field updates. We are confident in our ability to provide exceptional GIS data collection services on projects of all sizes and complexities, while providing timely and outstanding technical support to each and every client.



TECHNOLOGY

Since 2005, SAM has been an Esri Silver Business Partner and licensed reseller. This partnership ensures that our staff is trained and experienced in the latest GIS software available. Esri is the worldwide leader in GIS software platforms and we are proud to employ these technologies to develop every GIS program with the SAM name on it. Our professional staff specializes in a wide-range of GIS technologies and performs GIS development with Esri software and integration with third-party software platforms on a daily basis.

GPS field crews at SAM are experts in data collectors and Global Positioning Systems (GPS), both Real-Time Kinematic (RTK) survey-grade and mapping-grade technologies. Our GPS data collection division boasts a fleet of state-of-the-art, reliable technologies to support the efforts of our crews.

Our programmers and technicians are skilled in numerous programming languages specific to spatial data and asset management functionality. SAM personnel routinely take advantage of the latest training opportunities for GIS software and GPS technology, all significant steps toward efficiency in GIS data collection and development. This commitment to providing the very best in GIS has earned SAM the trust of countless organizations, and an extensive list of references and supporters around the region. This diverse technology expertise additionally ensures our team can consult on compatibility and integration issues with third-party software platforms and external data sources.



WEB SERVICE INFRASTRUCTURE

Above and beyond the in-house technology for GIS development and GPS data collection, SAM has a significant back-end server infrastructure at our GIS office in Maryville, Missouri. This system is designed to host and support hundreds of web-based and mobile GIS mapping programs. The web service team at SAM supports and securely maintains hundreds of independent web-based GIS and asset management programs for clients across the Midwest.

SAM maintains a secured, climate-controlled server room with a dedicated 50 MB upload and 50 MB download speed fiber connection. Websites and data are hosted in a virtual VMware ESXi environment run on a cluster of Dell PowerEdge R640 web servers and a Dell SAN SC4020 storage array. The server room is connected to a gas-powered generator to keep web servers up and running in case of a power outage. In addition, SAM provides an off-site backup service for all hosted data, which could be accessed if a catastrophic event affected our web servers. Our top priority is to ensure 24/7/365 access to your GIS data.

Programming Expertise

- SQL
- Visual Basic
- .NET
- HTML
- Java
- JavaScript
- C#
- Python
- Geocortex®

GPS Technology

- Sokkia
- Topcon
- Trimble
- Leica
- Carlson
- Juniper
- Allegro
- Collector for ArcGIS

Esri Technology

- ArcGIS 10.x
- ArcGIS Pro
- ArcGIS Enterprise
- ArcGIS Extensions
- ArcGIS Online

CONTROL & TIME MANAGEMENT

With over 250 successful data collection projects, the management team at SAM takes pride in our ability to consistently set costs and project schedules for our clients. **Throughout the history of the company, there has not been a single change order to our pricing.** Additionally, every project has been delivered to our clients by the negotiated deadlines. This is only possible with leadership that has several years of combined experience and a strong team of professionals who routinely develop and deploy state-of-the-art GIS programs.



With the extensive capacity of data our team consistently processes, efficiency is paramount. Our professionals constantly weigh the benefits of building automated programs to improve and streamline GIS development tasks, while avoiding those automated pitfalls that reduce or hinder our staff's ability to effectively recognize issues in the construction of good, clean spatial data.

Cost control issues are very important to our clients and SAM has a unique understanding of the skill set, technology and level of effort necessary to provide our clients with successful solutions. The use of the latest in GPS technology and software programs, research, development efforts, field standards and protocols enables SAM to deliver **everything GIS, done right** the first time.



QUALITY ASSURANCE / QUALITY CONTROL

Effective Quality Assurance and Quality Control (QA/QC) procedures are crucial to the success and overall integrity of every project. Through the combined efforts of our project team, an emphasis on QA/QC is always a priority and each task executed has a system of checks and balances established for all personnel to follow. Elements of QA/QC can range from data collection checklists and GPS tolerance controls to analyzing network connectivity within the software environment.

As part of the QA/QC process, SAM will conduct a redundancy check on five (5) percent of the features previously shot during the project. After GPS locating the features a second time, SAM will compile and process the results against all data sets and verify that the required accuracy tolerance is being met.

Check plots are a crucial and unique step required in all SAM projects.

Although every effort is made to investigate, locate and properly map each asset, the input and feedback of the utility personnel is imperative to the approval of final data. Our project management team works with client staff to ensure we handle each piece of data properly and clients have the final say in how data is represented. Our efforts to ensure the highest quality products and services include:



- Custom QA/QC ArcGIS tools
- “Heads-up” QA/QC against base data or aerial photography
- Digital and hard-copy checks against field notes and as-built drawings
- Five (5)% redundancy check of all GPS collected data
- Printed check plots for review by the city
- Assurance that end product shows complete connectivity

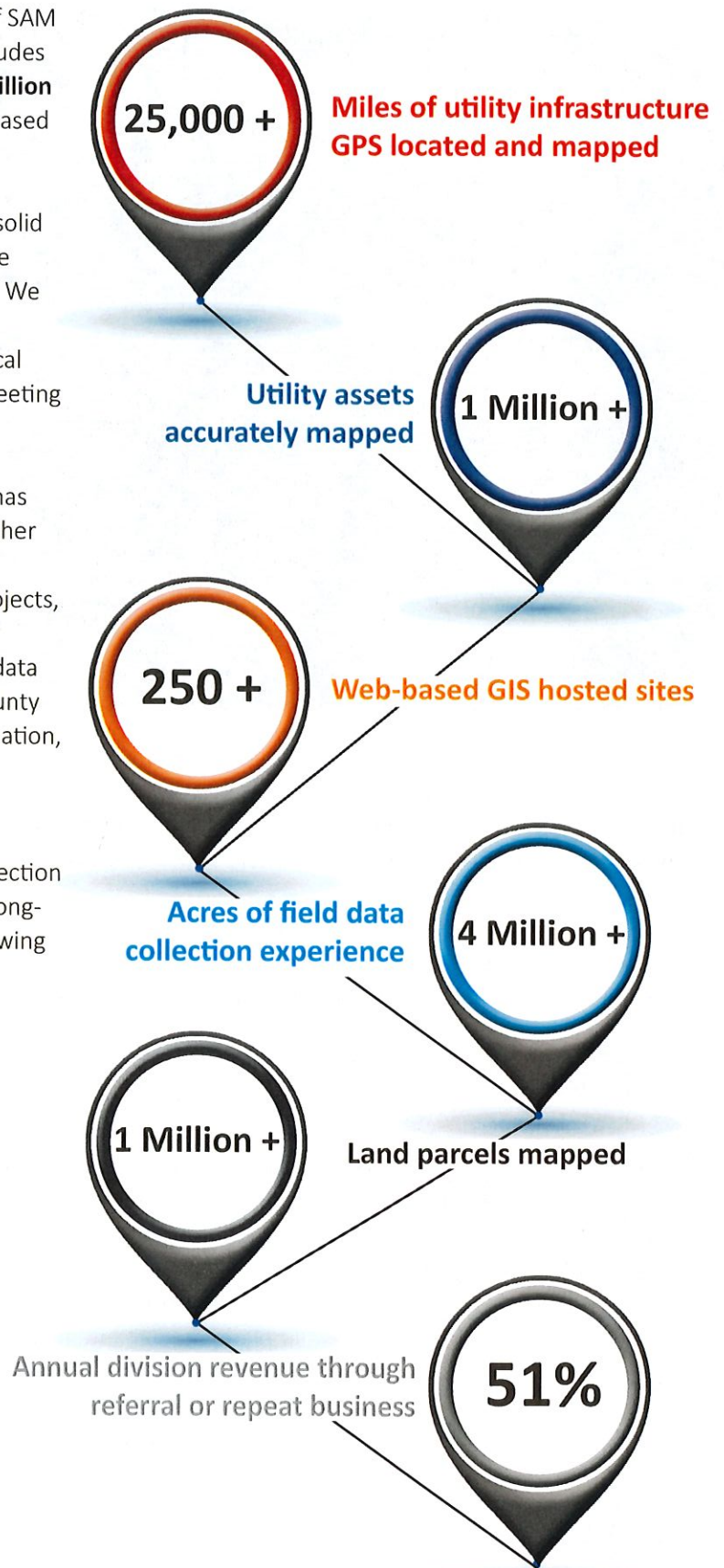
In the last five (5) years alone, the expert field crews of SAM have GPS mapped more than **822,000 assets**. This includes over **11,000 miles** of utility infrastructure across **2.4 million acres** of land. We have also built more than 200 web-based asset management and GIS programs.

As a full-service professional GIS firm, SAM provides a solid geospatial foundation for all of our clients to ensure the accuracy, integrity and longevity of their GIS programs. We provide exceptional GPS data collection on all projects, completing them on schedule with outstanding technical support. SAM is unsurpassed for project quality and meeting aggressive deadlines.

In addition to specializing in GPS data collection, SAM has worked with more counties in the Midwest than any other firm to accurately map over **one (1) million parcels** for countywide GIS development. On GIS development projects, our trained staff integrates the best aerial photography available into the digital mapping program. For utility data collection projects, our skilled technicians integrate county parcel and ownership data, planning and zoning information, state layers and much more.

The successful outcome of any GIS project requires a **“field to finish”** approach that starts with accurate collection of field data and leads to a GIS program that provides long-term solutions. SAM has set best practices for the following project-related activities in which we specialize:

- GPS data collection
- GIS mapping
- Parcel development
- Aerial photography integration
- Safety and procedures
- Establishing work sectors and timelines
- Public notification
- Geodatabase design
- Website maintenance
- Quality assurance and quality control
- Project status reports
- Inspections and condition assessment



SIKESTON BOARD OF MUNICIPAL UTILITIES

2016-PRESENT



UTILITY & INFRASTRUCTURE DATA COLLECTION



GIS DATA DEVELOPMENT & MAPPING



WEB-BASED, MOBILE GIS & ASSET MANAGEMENT



PROJECT CONTACT

Jeff Winders
Operations Manager
jwinders@sbmu.net
573.475.3234

Sikeston Board of Municipal Utilities (BMU) is a city-owned utility, operating the electric, water and sanitary sewer systems within the City of Sikeston, MO. In 2016, the Utility was seeking an experienced and professional GIS firm to accurately locate their sanitary sewer system, which serves approximately 7,500 customers. They selected SAM to GPS locate and complete detailed inspections of their sanitary sewer infrastructure.

Prior to commencing field work, SAM conducted a kick-off meeting with Sikeston BMU to obtain available aerial photography and existing GIS data for integration into the project geodatabase. Hard copy maps, utility as-builts and other existing data were obtained to use as reference material throughout the project.

- RTK Survey-grade GPS Data Collection
- Utility GPS Mapping
- Inventory & Inspection of all Utility Features
- Web-based Integrity™ GIS Implementation
- Web-based Asset Management

SAM utilized RTK survey-grade GPS technology to field locate manholes, force main lines, lift stations, ARVs and lamp holes. This technology resulted in centimeter-level accuracy (+/- 2 cm) of GPS positions on utility features. Manholes were opened and inspected. Some of the attribute data collected included rim elevation, manhole depth, invert elevation, manhole type and material, pipe type and size, and condition rating.

When data collection and mapping was complete, SAM developed and implemented an Integrity GIS website with mobile capabilities for Sikeston BMU. With Integrity, the utility has the ability to efficiently manage, maintain, analyze, edit and view their sanitary sewer utility system. In 2017, SAM was selected to GPS locate and map the waterline and electric utility networks managed by Sikeston BMU. The utility now has a comprehensive utility GIS program and is able to manage and maintain their utility infrastructure well into the future.

FARMINGTON, MO
 POPULATION 18,425
 2012-2018



UTILITY &
 INFRASTRUCTURE
 DATA COLLECTION



GIS DATA
 DEVELOPMENT &
 MAPPING



WEB-BASED,
 MOBILE GIS & ASSET
 MANAGEMENT



MAINTENANCE
 & SUPPORT



Located just 70 miles southwest of St. Louis, MO, the City of Farmington, MO had maintained their utility data in CAD for years and decided to implement a more accurate utility mapping program, as well as a centralized web-based system to keep track of maintenance and operational activities. In 2012, Farmington selected SAM based on qualifications to GPS locate and map their primary electric utility network. SAM provided Farmington a complete and accurate GIS program of their electric utility network and integrated this data and aerial photography into a user-friendly, web-based GIS program for the city to efficiently manage and maintain their GIS data.

Additionally, Farmington contracted with SAM to GPS locate, inspect and map their sanitary sewer, water and storm water network. A thorough investigation of all infrastructure and connecting points was performed in the field in order to develop an accurate network of each utility. In conjunction with this project, LiDar was integrated into the GIS program to utilized by the client to identify drainage patterns where storm infrastructure was not present.

SAM utilized decimeter level accuracy (+/- 4 in) to field locate all features associated with the electric distribution network for the city. Real-Time Kinematic (RTK) survey-grade GPS methods were utilized to locate the sanitary sewer, storm water and water utility networks. This technology resulted in sub-centimeter accuracy of GPS positions on utility features.

Today, the city has an accurately mapped system of their entire utility infrastructure, complete with attribute and inspection data that can be utilized in engineering modeling projects and asset management tracking.

PROJECT CONTACT

Larry Lacy
 Public Works Director
 llacy@farmington-mo.gov
 573-756-0608

- Utility GPS Mapping
- Inventory & Inspection of all Utility Features
- RTK Survey-grade & Mapping-grade Methods
- Web-based Integrity™ GIS Implementation
- Web-based Asset Management

RICHMOND, MO

POPULATION 5,655

2012-2015



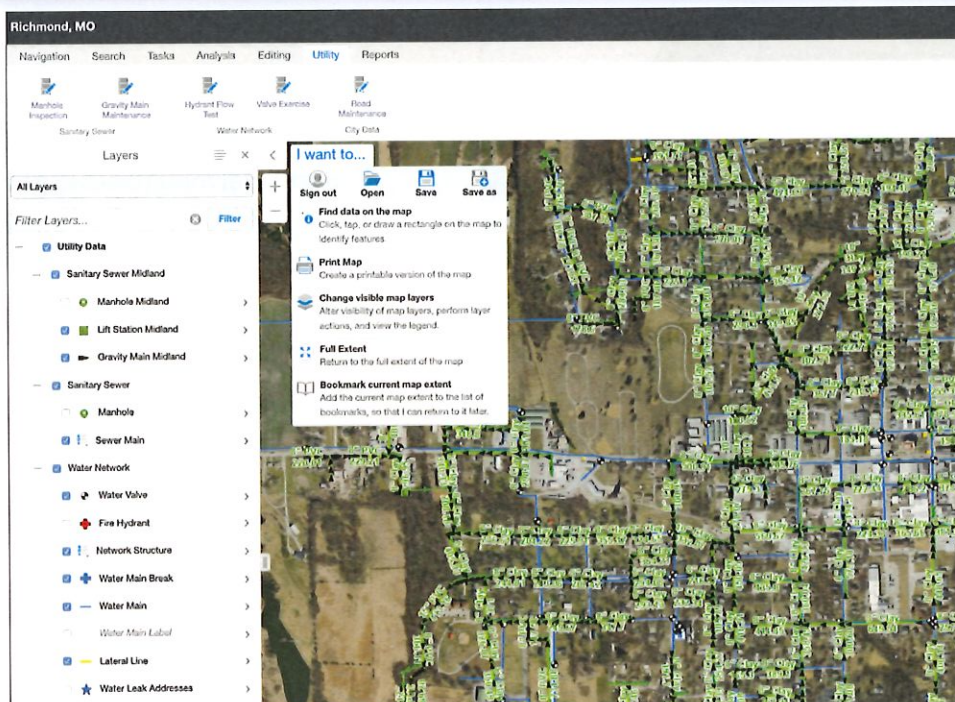
UTILITY &
INFRASTRUCTURE
DATA COLLECTION



GIS DATA
DEVELOPMENT &
MAPPING



WEB-BASED,
MOBILE GIS & ASSET
MANAGEMENT



PROJECT CONTACT

Lisa Hastings
Community Development
lhastings@cityofrichmondmo.org
816.776.5304



- Utility GPS Mapping
- RTK Survey-grade GPS Data Collection
- Cemetery GIS Development
- Web-based Integrity™ GIS Implementation
- Signs and Streets GIS Development

In 2012 the City of Richmond was faced with inaccurate utility maps combined of outdated built-ins, utility drawings and paper maps. The city had no way to accurately track or manage aging utility infrastructure and system maintenance. After seeking out a qualified GIS firm, SAM was selected to work on establishing zoning layers and implement a web-based GIS database for the city to have up-to-date and accurate information on their utility networks. In the years to come SAM provided further data collection on both water and sanitary sewer networks that was put into the Integrity™ program which SAM continues to host for the city.

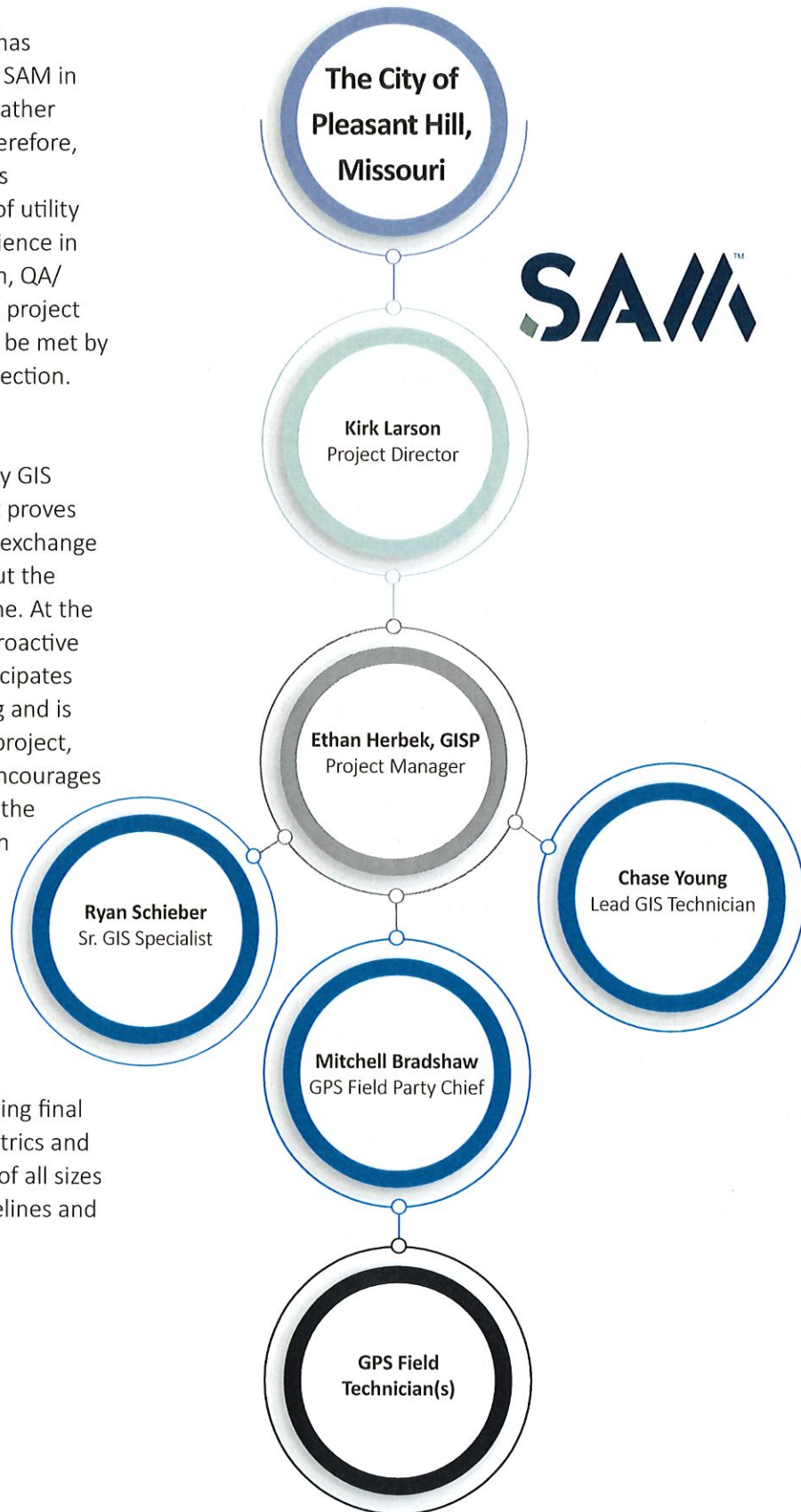
Richmond approached SAM once more in 2015 with a request to GPS map a major cemetery along with every sign and street that included asset management and condition rating. SAM gathered sign and street features including sign MUTCD code, sign size, sign visibility grade, post material, post size, direction facing and a condition rating. Street data included the material, drainage type, intersection type along with an evaluation of the sidewalk system along the streets. Data collection of the cemetery allowed Richmond the ability to maintain and manage cemetery assets and features from anywhere with Integrity™ for web and mobile.

The “client-focused” approach and experience in project management has been the cornerstone of success for SAM in a market that does not expect, but rather demands, a high level of service. Therefore, the proposed team members for this project have a unique combination of utility infrastructure knowledge and experience in project management, data collection, QA/ QC procedures and GIS mapping. All project requirements and specifications will be met by the key personnel identified in this section.

PROJECT MANAGEMENT

The completion of hundreds of utility GIS projects by SAM across the Midwest proves the firm’s dedication to information exchange and open communication throughout the project to reach a successful outcome. At the foundation of this approach is our proactive management philosophy, which anticipates challenges, revolves around listening and is committed to partnering. On every project, SAM utilizes a team approach and encourages open communication channels with the client and their stakeholders to reach a successful outcome.

Project Manager, Ethan Herbek, will oversee all aspects of this data collection and GIS mapping project. This includes the kick-off meeting and geodatabase design, establishing cost controls and providing final deliverable and training. Internal metrics and procedures are in place for projects of all sizes and complexities to ensure that timelines and budgets are met.



Kirk Larson • Project Director • KIRK.LARSON@SAM.BIZ

EXPERIENCE

- SAM: 15 years
- Professional: 27 years

EDUCATION

B.S. Geography, NWMSU -
Maryville, MO

PROJECT MANAGEMENT

- 200+ municipal & utility GPS projects
- Coordinates resources & project schedules
- Administers cost controls
- Serves as contract administrator

Kirk Larson is a Director of GIS Operations at SAM. Since 2005, Kirk has overseen the development and implementation of more than 200 municipal and utility GPS projects. His experience includes working in local government as a GIS Coordinator and in the private sector in various project management roles.

As Project Director, Kirk is responsible for working closely with various levels of client personnel and stakeholders to solidify the scope of work and contractual obligations. On a daily basis, Kirk assists with project management tasks and ensures that project staff, technical planning, project schedules, budgeting, client communication and quality control expectations are being met and/or exceeded.

Kirk's unique understanding and knowledge of utility asset management and GPS field collection positions him as an expert in those fields. To share this expertise and successful approach to similar projects, Kirk attends and presents at numerous industry events on an annual basis that focus on sustaining and growing municipalities and utility companies throughout the Midwest.

Ethan Herbek, GISP • Project Manager • ETHAN.HERBEK@SAM.BIZ

EXPERIENCE

- SAM: 16 years
- Professional: 16 years

EDUCATION

B.S. Geography/GIS Minor,
NWMSU- Maryville, MO

CERTIFICATIONS

- GIS Professional (GISP) #71950
- National Association of Sewer Service Companies (NASSCO) – Completed Pipeline, Lateral and Manhole Assessment Certification Programs
- OSHA Certified in Occupational Safety and Health Training & Confined Spaces and Traffic Control for Field Engineering & Surveying

Ethan Herbek is experienced in GIS data development and GPS field data collection, serving in multiple management roles that include Municipal Project Supervisor, Field Supervisor, Utility GIS Specialist and Quality Control Manager. Ethan is capable of supervising and conducting all aspects of municipal GIS projects, from geodatabase design and GPS field data collection to GIS data integration and training.

On a daily basis, Ethan coordinates and manages GPS field personnel and GIS technicians. Ethan is also responsible for final geodatabase design to ensure that all aspects of GPS data and attribute collection are synchronized with the overall project plan. Ethan oversees and monitors all safety procedures and supervises day-to-day quality control during the GIS data creation portion of each data collection and asset inventory project.

As Project Manager, Ethan will be responsible for the overall daily management of field data collection and GPS field personnel. Ethan will ensure that all aspects of GPS data and attribute collection are synchronized with the overall project plan for the city. He will lead/attend on-site project meetings, integrate new data within the existing geodatabase and ensure that any web services are updated as well.

Ryan Schieber • Sr. GIS Specialist • RYAN.SCHIEBER@SAM.BIZ

EXPERIENCE

- SAM: 18 years
- Professional: 18 years

EDUCATION

B.S. Geography & GIS, NWMSU-
Maryville, MO

TECHNICAL EXPERTISE

- Esri ArcGIS Desktop, Pro, Enterprise
- Parcel fabric
- Geocortex®
- E911 addressing
- Geodatabase design
- Software installation and training
- Manages on-site & off-site backups

Ryan Schieber has more than 18 years of experience at SAM and provides a wide range of GIS development and conversion services. As Sr. GIS Specialist, Ryan manages the geodatabase design and coordinates the data development of all projects, oversees and assists with quality control procedures and provides technical support to clients on a daily basis. He is trained in the latest ArcGIS software and applications.

Ryan will use his vast experience in GIS data integration and development in overseeing the GIS program development portion of the project while providing any technical support issues. He will assist in quality control to ensure the final project deliverables exceed project requirements.

Chase Young • Lead GIS Technician • CHASE.YOUNG@SAM.BIZ

EXPERIENCE

- SAM: 6 years
- Professional: 6 years

EDUCATION

B.S. GIS, NWMSU - Maryville, MO

TECHNICAL EXPERTISE

- GPS hardware and software knowledge and support
- Quality control / technical support protocols
- Geodatabase design / maintenance
- Esri ArcGIS Desktop and Pro

As a Lead GIS Technician, Chase Young will serve as the lead GIS technician on data development of secondary municipal layers and utility data, Chase has served in multiple capacities since joining SAM including GPS field technician, crew chief as well as Phase Manager. Chase is responsible for GIS mapping assets and utilities, data conversion and integration, quality control and quality assurance and provides technical support to clients on a daily basis.

Throughout the project Chase will work with the GIS Project Manager and GPS field staff to accurately map field collected data and attribute information into the city's GIS mapping program.

Mitchell Bradshaw • GPS Field Crew Chief

EXPERIENCE

- SAM: 6 years
- Professional: 6 years

TECHNICAL EXPERTISE

- RTK survey-grade GPS- Sokkia GRX1 and GRX 2, Topcon HiPer SR
- Mapping-grade GPS – Trimble Geo7X and R2
- Carlson SurvCE & PC, Collector, ArcPAD

Mitchell Bradshaw has more than six (6) years of GPS field data collection and utility inspection experience with SAM. His knowledge in GPS data collection procedures and quality control measures ensures accuracy and efficiency on every project. As GPS Field Crew Chief, Mitchell trains all GPS Field Technicians in utilizing RTK survey-grade and mapping-grade GPS equipment. He is knowledgeable at identifying key components of all utility networks. Knowing critical asset types is essential in developing a clean and accurate geodatabase.

Mitchell will lead a GPS field crew to collect utility infrastructure data for the project. He will oversee data collection and inspections and field check all collected data prior to processing that information in the office. Mitchell will maintain communication with city staff when providing on-site GPS and GIS services.

PROJECT KICK-OFF

SAM will provide an on-site kick-off meeting and geodatabase design workshop with the City of Pleasant Hill to start the project. The kick-off meeting is essential to developing open communication with the client and will help establish the guidelines and procedures of SAM for coordinating the project. The following important topics will be discussed and determined at the kick-off meeting:

COLLECT EXISTING DATA

SAM will acquire copies of existing and available mapping records, such as relevant GIS data, AutoCAD drawings, hard-copy utility maps, as-built information and historical utility drawings for use as reference during the project. All hard-copy maps will be scanned and returned to the city in a timely manner.

SAFETY AND PROCEDURES

SAM will review safety and field procedures during the kick-off meeting to ensure the safety of field staff, city staff and the citizens of Pleasant Hill throughout the data collection phase of the project. SAM follows a strict safety and procedures manual and requires all SAM employees to attend internal quarterly safety meetings to review procedures and concerns.

At all times, field staff will be wearing the required Class II traffic safety vests and all field vehicles will be clearly marked with company information and have the required safety lights for operation while in public right-of-way. GPS field personnel have acquired OSHA training and certification for "Traffic Control for Field Engineering & Surveyors" and "Confined Spaces". Proper traffic control signage will be utilized when necessary while operating in public right-of-way. If required, due to traffic concerns, SAM will operate during non-peak hours to obtain field locates and inspections. If SAM staff has concerns about their safety, the appropriate city staff or local law enforcement will be contacted.



PROJECT TIMELINE AND MILESTONES

SAM will review and discuss the anticipated project timeline and milestones with the City of Pleasant Hill during the kick-off meeting. Any level of responsibility required of the city (i.e. providing existing data, pre-locating utilities, etc.) will be discussed and taken into consideration when finalizing the overall project timeline. Internal and external cost controls, along with any modifications to the proposed project schedule at the request of the city will be discussed during the kick-off meeting.

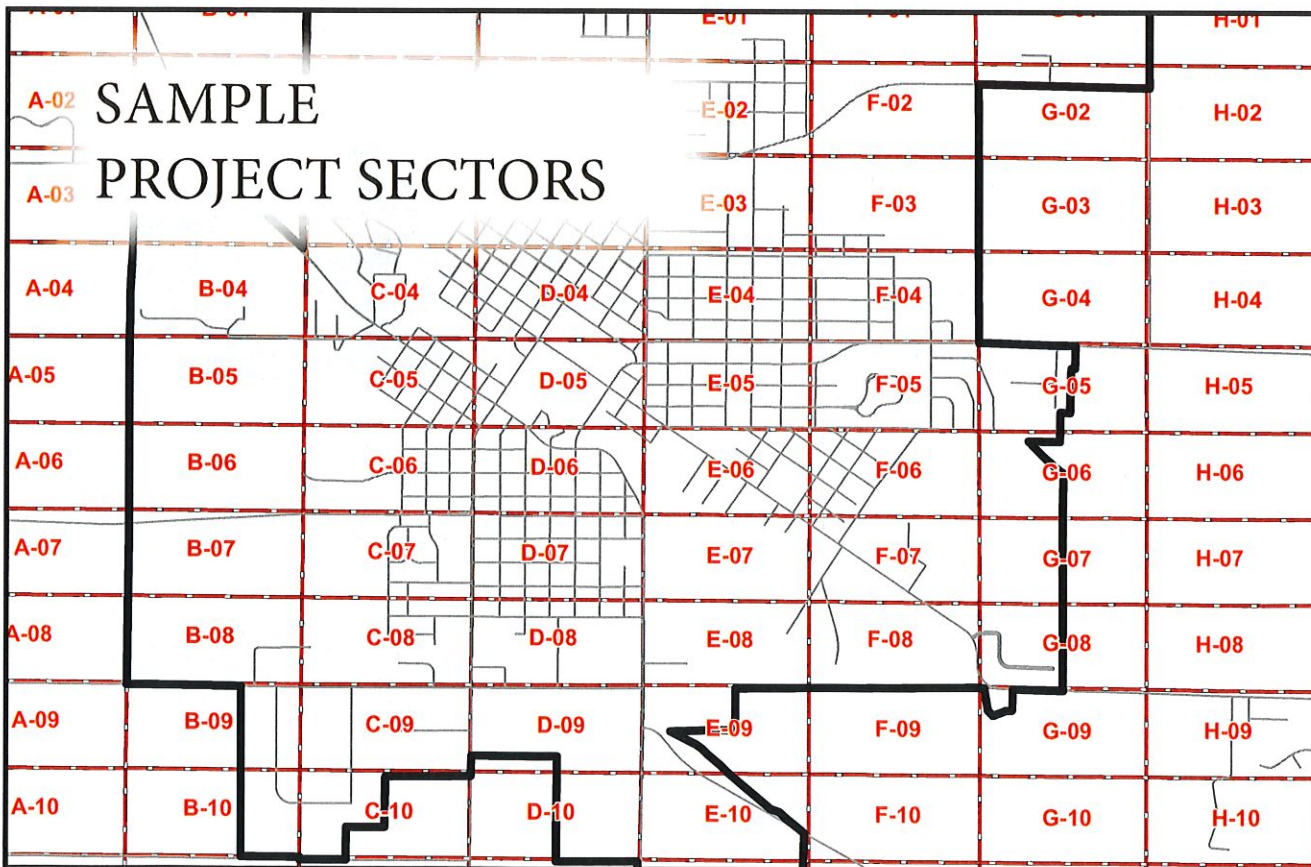
WORK SECTOR DEFINITION

SAM will work with city staff to define a grid and identify work sectors for the entire project area. The creation of these work sectors serves two very distinct and important roles during the project. First, the project sectors will be utilized by SAM field staff as a quality control measure. Field staff will work within each sector and complete all locates and inspections required prior to moving on the next sector. This allows for an efficient method of data collection and translates into cost savings and overall project quality.

Another benefit of working within project sectors is to provide city staff with an effective method to track progress and know exactly what part of the city SAM field staff is working in. The work sectors also facilitate preplanning during morning meetings for traffic control, city staff assistance and project reports to Pleasant Hill.

PUBLIC NOTIFICATION

SAM will work with city staff to ensure proper citizen notification. It has been our experience on similar projects that informing citizens about the field work will help to alleviate any concerns local residents may have. Notifications at City Hall, utility billing offices and the local newspaper or public access channel (if available) is highly recommended. SAM field staff will carry an informational letter on letterhead from the City of Pleasant Hill describing the project and the proper contact information in the event there are concerns from the public. It is also recommended that local law enforcement be notified about the project and that SAM field staff will be working in the area.



GEODATABASE DESIGN WORKSHOP

The most critical aspect of developing a functional GIS program is the development of the geodatabase. A geodatabase is a logical single-file format for organizing spatial data and corresponding datasets.

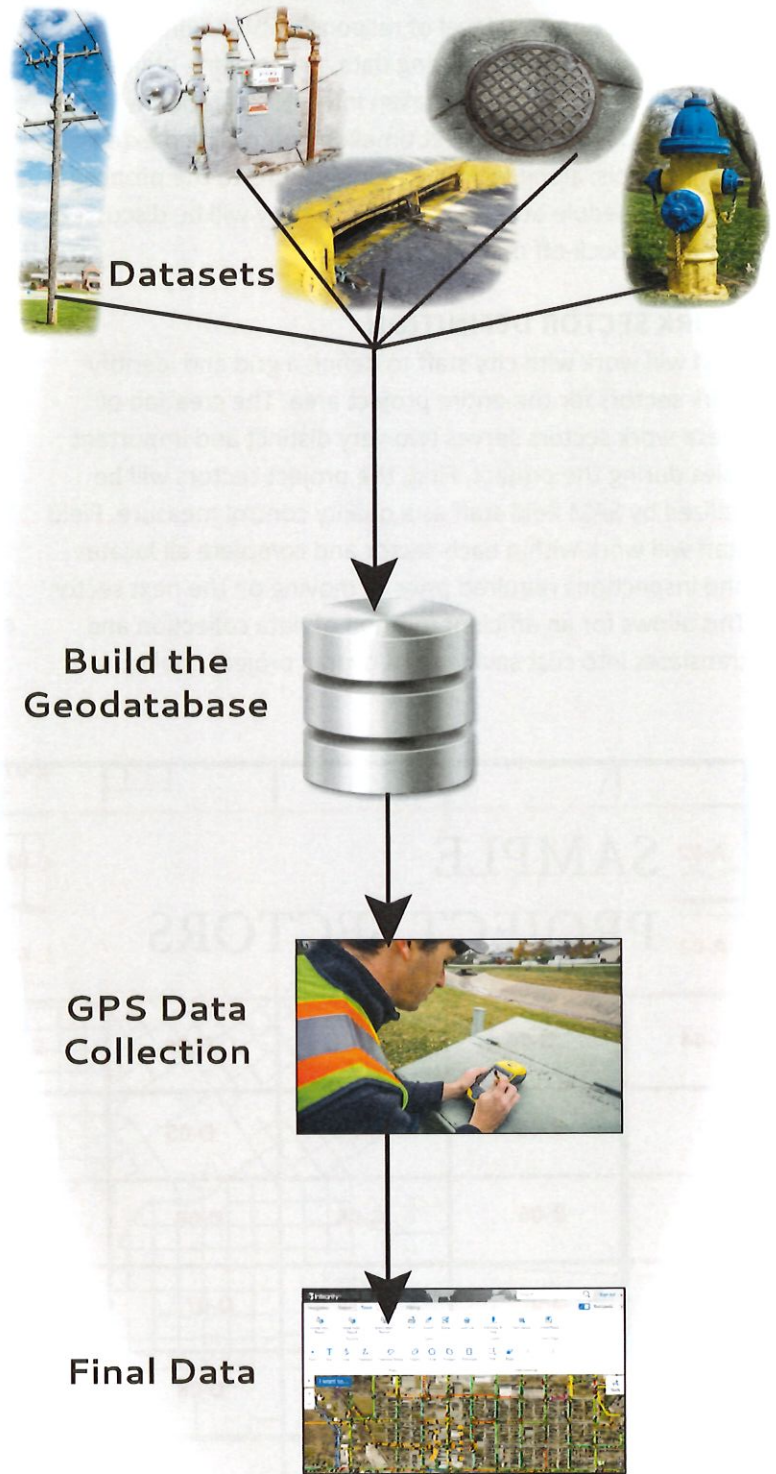
When creating the overall design of the geodatabase for Pleasant Hill, SAM will take into consideration the best model and structure to meet the needs of the city. The geodatabase will also be based on previous models from SAM, the published Esri utility model and future GIS needs, as identified by Pleasant Hill. Developing an accurate and functional geodatabase will enable users to:

- Store all GIS-related data in a centralized location
- Apply rules and relationships to the data
- Create a consistent and accurate database of spatial data
- Define relationship classes and topological enforcement rules
- Work in an environment that supports multi-user access and editing

Custom domains (pre-defined menus) will be built for each layer during the geodatabase design. These domains will be added to the custom field inspection application from SAM to ensure that field staff will collect clean and consistent data throughout the utility project. These domains will also be utilized by city staff for future management of the geodatabase to help simplify the editing and data management processes.

The upfront design process by SAM enables field personnel to collect data in a rule-based environment. This minimizes field coding errors by predefining attribute tables used in the field and maintains consistency in the data collection process.

Geodatabase Design



GPS Data Collection

SAM routinely utilizes Real-Time Kinematic (RTK) survey-grade and mapping-grade GPS technologies to locate utility infrastructure. RTK survey-grade technology is utilized for locating utility assets associated with sanitary sewer, storm water, gas and water features, resulting in centimeter-level accuracy (± 2 centimeters) and accurate elevations for sanitary sewer and storm water. Mapping-grade GPS equipment is utilized for locating electric and fiber utility infrastructure and provides decimeter-level accuracy (± 4 inches).



For this project, SAM will utilize RTK survey-grade GPS methods to locate the city's sanitary sewer utility network contained in the defined project limits. GPS surveys will be referenced to the Missouri State Plane Coordinate System to allow for direct insertion into the GIS program developed for Pleasant Hill. Horizontal (x,y) and vertical (z) coordinates will be obtained in the field for all utility features. Captured features through GPS surveys will include all features designated by Pleasant Hill during the planning phase of the project.

After thorough investigation by SAM field staff, a report containing all utility features to be located that were not found, or determined to be inaccessible, will be submitted to the City of Pleasant Hill. SAM will work with city staff to locate utility features during the clean-up phase of the project. This will allow SAM to collect features in a quicker and more efficient manner, translating into cost savings for Pleasant Hill and minimizing the impact on city staff.

DATA CONSISTENCY

SAM will employ our customized data collection field application that has been successfully used on other similar projects. All field data will be predefined for field staff to ensure accurate and consistent attribute collection. Field staff will run the custom application on the GPS controller unit to allow for quick and easy identification and navigation of the utility features.

DATA SECURITY & BACK UP

SAM will download and process the GPS field data for insertion into the project geodatabase. All data will be downloaded, transferred and backed up nightly via the internet to the SAM GIS office in Maryville, MO.

Every safeguard has been implemented to ensure that hardware or software failure does not interfere or risk our accurate data collection efforts in the field.

GPS REDUNDANCY CHECK

SAM will GPS locate five (5) percent of the features previously shot during the project. This process is part of the SAM standard field protocol and will be employed during the Pleasant Hill project. SAM will compile and process the results against the original dataset and verify the required accuracy tolerance is being met.





Sanitary Sewer Network GPS Field Data Collection

SAM will GPS locate the features associated with the city’s sanitary sewer system. Typical features that are collected during this phase of the project include:

- Manholes
- Lift stations
- Force main valves
- Lamp holes (if present)
- Pre-located force main locations



In the event that Pleasant Hill is unable to identify the approximate location of the force main, as-built drawings will be utilized to retrace the location of the force main line. If the city's staff is unable to locate portions of the gravity main system during the cleanup phase, SAM will COGO as-built drawings into the GIS. This data will be loaded into the GPS controller and will be used to navigate to the approximate locations of the lost or buried manholes.

DATA COLLECTION SPECIFICATIONS:

- For consistency purposes, the north rim of the manhole will be located during the project.
- SAM will mark each manhole with survey marking paint after each manhole has been identified.
- Manholes that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods (total station or level rod). All data will be coded as to the method of collection utilized.



How important is accurate GIS data for sanitary sewer?

The US received a **D+** overall for Sanitary Sewer Infrastructure according to the **American Society of Civil Engineers (ASCE)** Report Card for US in 2017.

56 million more people are expected to be added to a public sanitary sewer system by 2032 in the US – an increase of 23%.

There are over **800,000 miles** of public sewer lines in the US whose aging makes them more susceptible to structural failure, blockages and overflows.

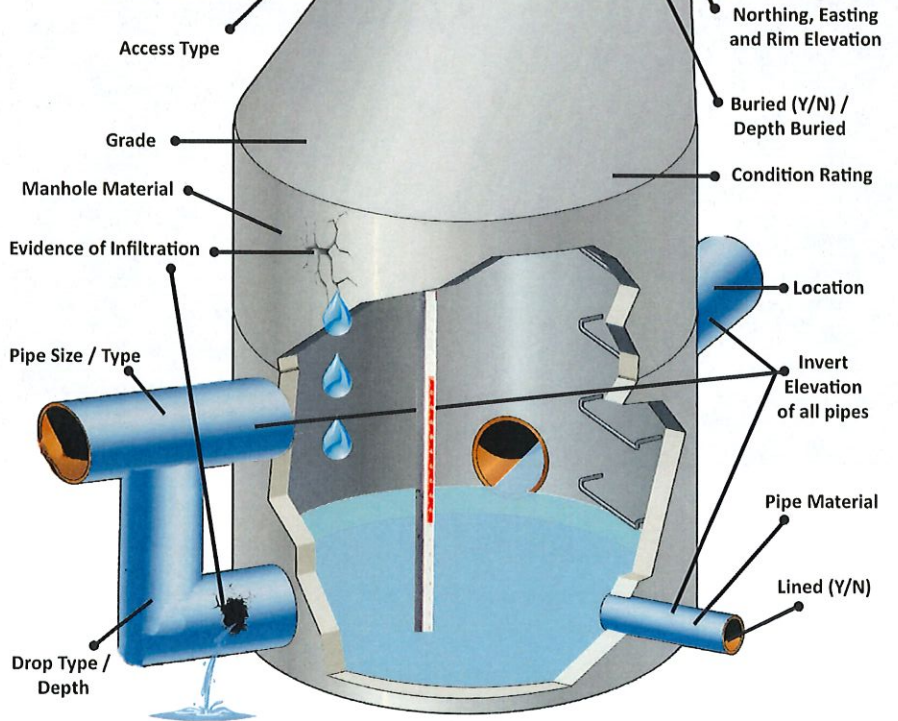
The ASCE recommends an asset management system for all utility networks.

SANITARY SEWER FIELD ATTRIBUTE COLLECTION

SAM will perform top-side manhole field inspections to collect manhole attribute data during this phase of the project. Manholes will be opened, inspected and attribute data collected. Any manholes that require further assistance in opening or gathering attribute data will be noted and SAM will work with city staff to gain access to the identified manholes.

Utilizing traditional survey measurement methods, SAM will obtain invert elevations for all incoming and outgoing mainlines, manhole depth and pipe size. This information will be collected by measuring down from the north rim location where the GPS elevation was acquired. Flow direction will be noted during the field inspection process. If during the inspection process SAM discovers any manholes that need immediate attention (back-ups, cave-ins, major obstructions or overflows), the appropriate staff will be immediately contacted.

All field data will be predefined during the kick-off meeting to ensure accurate and consistent attribute collection. Field staff will run the custom application on the GPS data collector to allow for quick and easy identification and navigation of the manholes.



The Environmental Protection Agency estimates that up to **75,000 sanitary sewer overflow** events occur in the US each year.

An essential step in the process of implementing a utility GIS program is integrating field data into a GIS mapping program and properly drawing the utility system to show network connectivity and a high-level overview of the city's infrastructure. SAM specializes in this "field to finish" approach for utility network development.

MAP AND DATA DEVELOPMENT

Sanitary sewer line segments will be created utilizing custom, in-house editing tools developed by the SAM development team. These tools will incorporate inspection data collected by field staff and will auto-generate sanitary sewer line segments illustrating flow direction, slope and exact length measurements. Quality assurance warnings have been built into these tools to verify positive slopes and to check for inconsistencies with pipe material and diameter.

The completion of all data collected and mapped by SAM personnel will not be final until approved by the City of Pleasant Hill. The QA/QC process listed in the Statement of Qualifications will provide appropriate communication and collaboration between the city and SAM to achieve accurate finalized data that the city can rely on.



After the staff at the City of Pleasant Hill has reviewed and approved all GPS located and attributed data, SAM will present a full set of deliverables to the city. All collected and mapped sanitary sewer data will be uploaded into the city's geodatabase and also integrated into the city's Integrity GIS website. The following deliverables will be provided:

- Esri ArcGIS Geodatabase containing datasets for sanitary sewer utility features.
- Esri map documents (.mxd)
 - 11x17 truck book map documents
 - 36x36 100-scale map documents
- Two (2) sets of bound 11x17 truck books
- One (1) full system wall map
- Three (3) Hours of remote Integrity training
- GPS Collection of new water infrastructure and GIS integration

GPS DATA COLLECTION & GIS DEVELOPMENT

Sanitary Sewer Utility Network	\$74,896.00
Water GPS Updates	\$500.00
Integrity Remote Training	\$500.00

**Fees are based on the number of estimated utility features as provided to SAM by the City of Pleasant Hill.*



Agenda Item Cover Sheet

Agenda Title:

- Budget 101 presentation

Department/Contact Person:

- Amy Johnson, Finance Manager

Background Information:

- Brief overview of the budget and funds
- Description of the budget process

Financial Information:

- No budget impact - information only

Staff Recommendation:

- No recommendation needed at this time

Attachments:

- Budget 101 presentation

Budgeting 101



What is Budget?

- Policy Document - City Council framework
- Financial Plan - Internally for the staff
- Communication Tool - Public

Things to Know

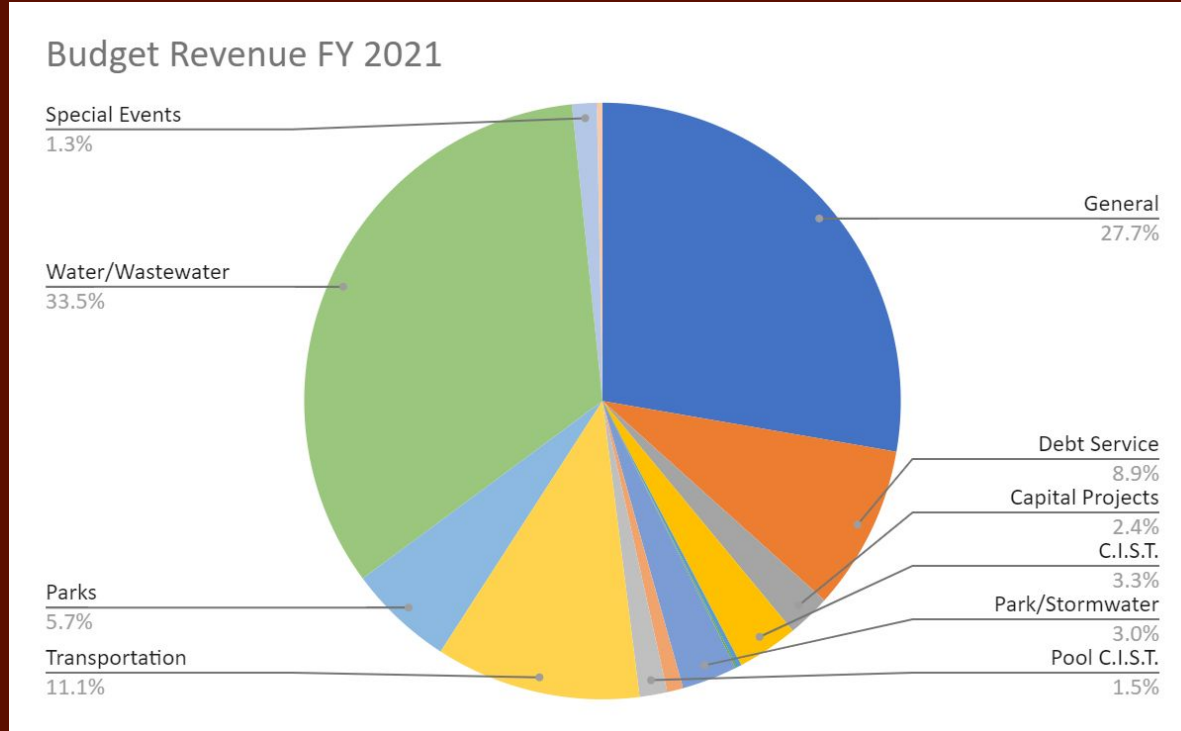
- We budget on a fiscal year (April 1 - March 31)
- Our budget must balance - fund balance can be used if over our 8% minimum threshold
- We store money in fund balance for emergencies - 8% minimum fund balance

How do we Budget?

- Fund
 - General Fund
 - Special Revenue Funds
 - Internal Service Funds
 - Capital Funds
 - Debt Service Fund
 - Enterprise Fund

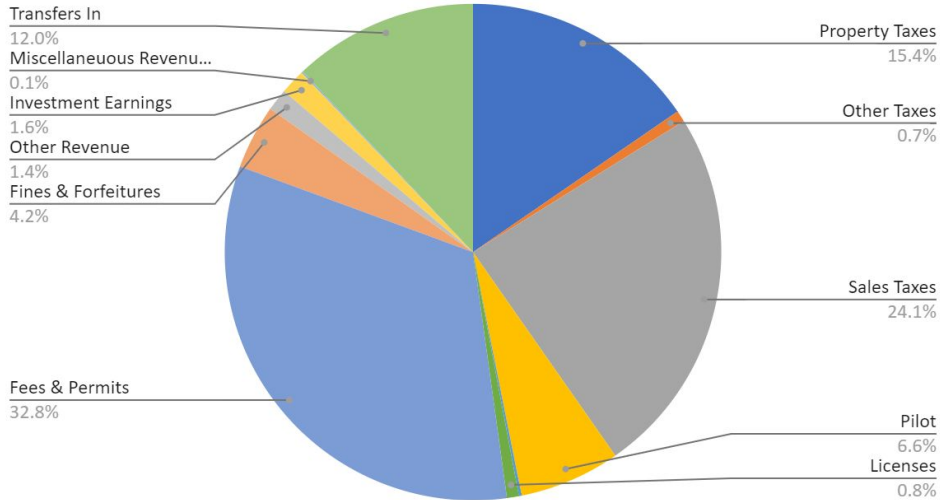
Revenues = Expenses

Summary of funds



General Fund

General Fund Budget Revenue FY 2021



- Expenses
 - Finance & Administration
 - Police
 - Buildings & Grounds
 - Community Development
 - Municipal Court

Special Revenue Funds

- **Park/Stormwater Sales Tax**
 - 0.5% sales tax
 - Dedicated to stormwater projects and parks
- **Park**
 - Property tax, charges for services, transfers in
 - Personnel, operations, recreation programs, swimming pool, City Lake, and capital improvements
- **Transportation**
 - Combination of revenue sources - property tax, sales tax, intergovernmental revenues, transfers in
 - Personnel, operations, and capital projects
 - Roadway maintenance, stormwater projects and system maintenance, and snow operations
- **Public Health**
 - Property tax
 - Animal Control and Property Nuisance
- **Special Events**
 - Fee and sponsorship based
 - Community events such as Cass County Fair, 4th of July Fireworks, Tailgate at the Lake

Special Revenue Funds

- **Excise Tax**
 - Assessed on new development
 - Dedicated to transportation improvements
- **Capital Improvement Sales Tax and Pool Capital Improvement Sales Tax**
 - Sales Tax
 - Covers debt payment for the construction of the pool
 - Capital purchases and improvements to benefit all City Departments (except Water Sewer)
- **Enterprise Funds**
 - Water/Sewer
 - Derives its revenues from fees for services rather than taxes
 - This also includes payments and expenses for trash and recycling service

Debt Service & Capital Funds

- Debt Service Fund
 - Debt levy used to record the annual payment for outstanding debt - non water/sewer debt

Capital Fund

- Capital Projects
 - Established to record expenditures for capital items and capital projects
 - Capital Projects - details grant funding bond proceeds with expenditures

Budget Process

1. Budget Development Framework (September 1-30)
2. Departments prepare budget requests (October-November)
3. Budget Team prepares projected revenue and builds proposed budget
4. Departments presents thru Shark Tank capital requests
5. Present budget to City Council for review and adoption
 - a. Adopt budget by March 31st