

1. CALL TO ORDER

Mayor Jim Brooks called the work session to order at 5:30 p.m. on Tuesday, November 19, 2013.
City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Kari Lamer - present
Ward 1 Alderman Diane Driver - present
Ward 2 Alderman Jim Werner - present
Ward 2 Alderman Jackie Snyder - present
Ward 3 Alderman Kendall Welch - present
Ward 3 Alderman Chris Fisher - arrived after roll call
Ward 4 Alderman Marc Sportsman - present
Ward 4 Alderman Nan McManus - present

A quorum of the Board of Aldermen was present.

The following persons were also present:

Lauren Palmer, City Administrator
Sean Ackerson, Assistant City Administrator/Comm. Dvlpt. Director
Kevin Chrisman, Police Chief
Kirk Rome, Public Works Director
Steve Berg, Treasurer

2. GENERAL AGENDA

A. Proposed FY 2014 City of Parkville Budget and 2014-2019 Capital Improvements Program

City Administrator Lauren Palmer said the final budget would be presented to the Board on December 3 for final approval. She provided overviews of the Sewer Fund, financial and personnel policies, and a recap of the General Fund. In regards to the sewer fund she noted major operating improvements included pump station equipment, SRF Project equipment replacement, CCTV cleaning and root removal, Bluffs exposed line repair, Eastside Pump Station redirection, and the Nature Sanctuary Low Water Crossing repair. Future years included line maintenance beginning in 2015 to ensure all sewer lines were operational and maintained which was the driving factor in a sewer rate increase.

Further discussion focused on working capital and fund balances. Palmer noted that prior budget documents indicated a fund balance of \$200,000 and the financial advisor recommended starting with a 90 day reserve as the baseline and an annual debt service payment. Since the CCTV cleaning was not previously done there were questions about the current system and where issues may be. Palmer presented different scenarios for rate increases to maintain a structure to balance revenues with expenses and recommended a 3.5 percent increase in 2014, which would impact rate payers by \$1.22 per month, followed by various increases in future years to preserve an adequate level for reserves and maintenance.

Palmer provided a recap of the revised Capital Improvement Program for the General Fund, noting the only change was related to the flex-wing mower attachment scheduled for Finance Committee approval on November 25. She projected a four percent increase in revenues in the General Fund and highlighted an increase in the Sewer Enterprise Fund. Palmer noted that in 2014 the Emergency Reserve Fund is projected to exceed the 25 percent target set by the Board.

Further discussion focused on the revised financial policies for fund reserves and the Fewson Fund, and revised personnel policies for the merit increase and longevity pay. In regards to the reserve policy, the Board discussed the distinction between the General Fund operating and the

Emergency Reserve and each target, the percentage of reserves and the supermajority language, the sources of the information for the recommended reserve target, and the Fewson Fund. They also discussed the employee recognition program and the merit review process and timing of the increases.

3. ADJOURN

The work session ended at 6:57 p.m.

The work session minutes for Tuesday, November 19, 2013, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the third day of December, 2013.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney - 11/21/2013

