

Mayor Nanette K. Johnston opened the work session at 5:30 p.m. on October 25, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Dave Rittman, Robert Lock and Marc Sportsman.

The following staff was also present:

Lauren Palmer, City Administrator

Kirk Davis, Interim City Administrator

Kevin Chrisman, Police Chief

Alysen Abel, Public Works Director

Stephen Lachky, Community Development Director

Matthew Chapman, Finance/Human Resources Director

Tim Blakeslee, Assistant to the City Administrator

Melissa McChesney, City Clerk

1. GENERAL AGENDA

A. 2017 City of Parkville Operating and Capital Budget

City Administrator Lauren Palmer said that the items to be discussed included the debt service funds and an introduction of the Capital Improvement Program (CIP) for the General Fund; presentation appended hereto as Exhibit A.

Palmer stated there were five active debt service funds which had been unchanged since 2015. The certificates of participation that were refunded in 2015 for the new city hall and other projects from a 2004 vote were set to retire in 2027 and the Sewer Revolving Fund would retire in 2025. The other three debt service funds were related to neighborhood improvement districts (NID) – the River Park NID would retire in 2020 and the Brush Creek and Brink Meyer NIDs would retire in 2034. Palmer noted that in 2015 the City paid off a sewer debt instrument that reduced the total debt in 2016, but an increase was planned in 2017 due to the first principal payments being due for the Brush Creek and Brink Meyer NIDs. She added that the debt would remain higher until 2020 when the River Park NID debt retired. In 2027 staff targeted the renewal of the temporary operating levy that would help make future NID payments.

Palmer stated that the Finance Committee discussed the option of issuing debt for transportation projects including the Route 9 project and street maintenance at its October 24 meeting. She added that more discussion would be held at the third work session on November 8.

In regards to the CIP, Palmer provided an overview of projects recommended for 2017. A member of the Board asked about body cameras for the Police Department and Chief Kevin Chrisman said the idea was still in its infancy and Kansas City, Missouri had ordered several as a pilot project that he hoped to piggyback on. From the recommended projects list, the Board also discussed using other avenues to receive donations for special projects in the park.

Palmer provided an overview of updated General Fund expenses, noting that they included the two percent reduction in health insurance that was discussed by the Finance Committee on October 24. Staff was seeking direction on what to do with the savings, including increasing the merit raise, increasing to the next tier for Missouri Local Government Employees Retirement System (LAGERS), reducing the employee's share of health insurance premiums, hiring bonuses and changing some part-time employees to full-time. Palmer said that staff would research peer communities plan to do regarding merit raises in 2017 and look at what the City had done in the past regarding merit raises. The Board directed staff to take a comprehensive look at the various personnel options discussed and determine how they would affect the budget, to look at internal advancement opportunities to help retain employees longer, and to look at putting the extra funds in other areas instead of personnel.

The Board discussed development of the Brush Creek and Brink Meyer NIDs and options for doing something different to make progress. Palmer said that options could include looking outside the Kansas City metropolitan area to garner interest from a broader market. Palmer stated that developers have shared their concerns about the high development costs and terrain issues on the land. The Board requested a future work session to receive an update on progress and to determine other options for the Board to help make decisions. Palmer noted that the Board approved a grant application on October 18 to request help for ideas to develop the areas.

The Board discussed using the additional funds for the English Landing Park low water crossing project and the park restroom rehabilitation project. The consensus was for staff to look at starting the design process for the low water crossing to determine the actual costs so when the timing was right the project could get started.

The work session ended at 6:52 p.m.

The work session minutes for October 25, 2016, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the first day of November 2016.

Submitted by:


City Clerk Melissa McChesney



City of Parkville 2017 Budget

Second Budget Work Session

October 25, 2016

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Second Budget Work Session Topics

- Debt Service Funds
- Capital Improvement Program – Part 1
- General Fund Follow-Up
- Review of Future Work Session Topics

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Budgeted Funds

- **General Fund**
- **Emergency Reserve Fund**
- Sewer Fund
- Transportation Fund
- **Other Special Revenue Funds**
 - Economic Development Fund
 - **Equipment Reserve Fund**
 - Fewson Project Fund
 - Nature Sanctuary Fund
 - **Park Donations**
 - **Capital Projects Fund**
- **Debt Service**
 - **Brink Meyer NID**
 - **Brush Creek NID**
 - **River Park NID**
 - **Sewer Service**
 - **COPs**

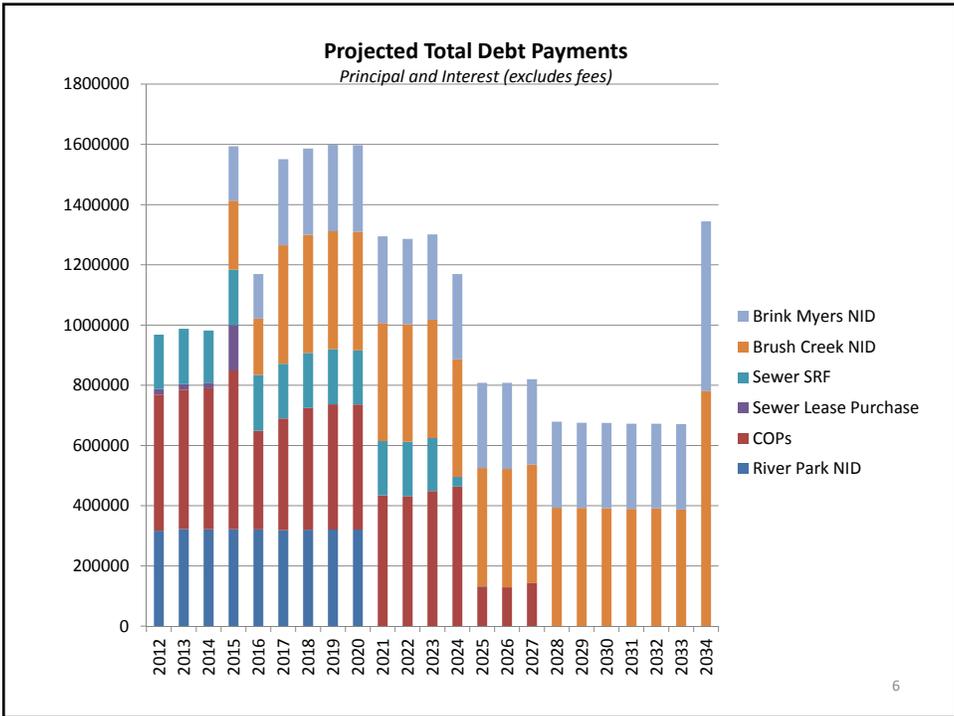
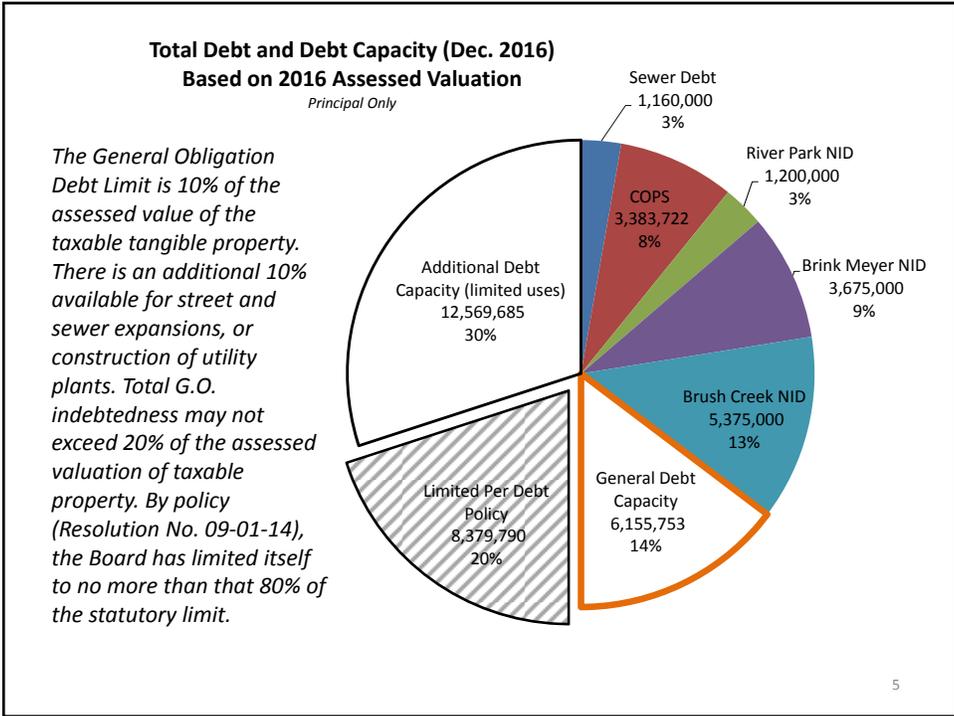
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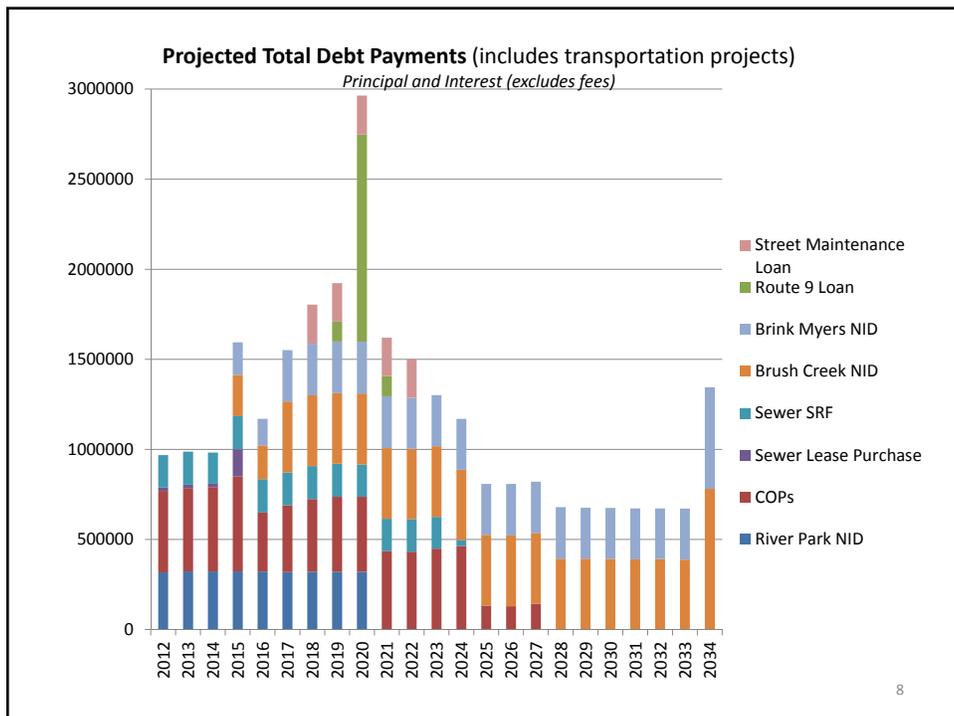
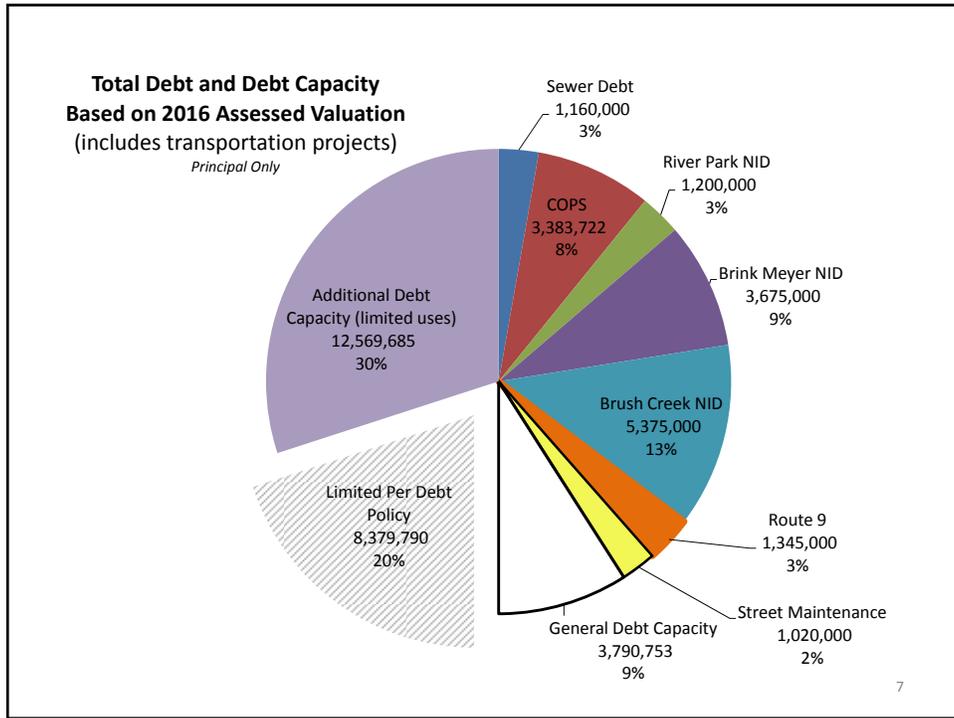
Debt Service Funds

Five Active Debt Funds:

1. **COPs Fund (22)** - 2015 Lease-Purchase refunded the 2006 Certificate of Participation (COPS), which includes the new City Hall and voter-approved projects from the 2004 ballot measure. Retires in 2027.
2. **Sewer Debt Service Fund (30)** - State Revolving Loan (SRF) projects that are supported by sewer fees. Retires in 2025.
3. **Neighborhood Improvement Districts (21, 23, 24)** – supported by assessments on benefitting properties
 - a. River Park NID financed infrastructure in The National. Retires in 2020.
 - b. Brush Creek NID financed sewer expansion. Retires in 2034.
 - c. Brink Meyer NID financed road improvements. Retires in 2034.

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2016 CIP Review

Division	# of Projects	# Started	# Complete (year-end)	% Started	% Complete	Carryover to 2017
Admin	1	1	1	100%	100%	0
CD	3	3	3	100%	100%	0
Parks	6	5	4	83%	67%	2
Police	2	2	2	100%	100%	0
Sewer	14	12	10	86%	71%	4
Streets	7	7	7	100%	100%	0
2016 TOTAL	33	30	27	91%	82%	6
2015 TOTAL (for comparison)	24	22	15	92%	63%	8

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Six-Year CIP by Year

budget impact only

	2017	2018	2019	2020	2021	2022
Admin/IT	\$89,745	\$56,738	\$148,301	\$78,939	\$21,457	\$46,523
Com Dev	\$9,000	\$15,000		\$175,000		
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Parks	\$193,000	\$538,000	\$55,612	\$70,000	\$50,000	\$50,000
Police	\$41,150	\$36,534	\$37,264	\$38,010	\$38,770	\$39,000
PW	\$94,000		\$5,750			
Sewer	\$381,000	\$272,600	\$383,500	\$348,500	\$209,000	\$178,900
Streets	\$2,536,112	\$289,000	\$296,500	\$303,000	\$315,000	\$322,000
TOTAL	\$3,344,007	\$1,207,872	\$926,927	\$1,013,449	\$634,227	\$636,423

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2017 General Fund CIP

Department	Project	GF Impact
Administration	Phone system replacement	\$30,000
IT	Computer Equipment Replacement Cycle (25%)	\$6,000
Administration	Routine building maintenance for City Hall per reserve study (carpet, concrete, wallpaper)	\$35,895
Administration	Building safety upgrades	\$17,850
Police	Replace police patrol vehicle and equipment	\$37,075
Police	Year 2 of in-car video system upgrades	\$4,075
Public Works	PAC Detention Pond improvements	\$58,000
Public Works	Storm sewer evaluation	\$36,000
Com Dev	Plotter replacement	\$9,000
Parks	Commercial soil/drill seeder	\$8,000
Parks	Maintenance and equipment storage facility	\$120,000
Parks	Zero turn mower	\$18,000
Parks	Spirit Fountain LED Lighting	\$5,000

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Other Funds CIP

- Friends Field Project in PLP – costs shared between FOPP grant, Parks Donations Fund, and Platte County Outreach grant or other sources.
- English Landing Park Low Water Crossing – design in 2017, construct in 2018
- Small Dog Park Trail – Platte County Outreach Grant
- PLP Park Shelter – FOPP Donation and Platte County Outreach grant

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General Fund Expenses

	2016 Budget	2016 Projected	2017 Budget 1 st work session	2017 Budget revised
Administration	1,011,983	980,489	1,062,881	1,053,364
Police	1,223,870	1,055,193	1,255,456	1,219,511
Municipal Court	153,471	145,719	157,239	155,284
Public Works	215,770	175,292	215,970	212,611
Community Development	316,393	266,456	296,641	290,626
Streets	399,656	371,805	430,342	417,869
Parks	356,007	314,792	375,968	370,215
Nature Sanctuary	39,681	30,033	40,201	40,201
Information Technology	43,974	40,646	49,907	49,907
Public Information	13,810	13,325	13,260	13,260
Capital Outlay (CIP)	351,035	306,164	384,895	384,895
Transfers	317,500	355,825	313,134	317,500
Total	\$ 4,443,150	\$ 4,055,738	\$ 4,595,894	\$ 4,525,243

Follow-Up from 1st Work Session

- LAGERS
- I-435/Route 45 costs
- Cell tower lease revenues
- Timing of personnel savings
- Revenue estimates
- FTO pay for police officers

Need Direction

- CIP
 - Is this the right mix of projects?
 - Are priorities missing?
 - Funding level?
- Additional information needed for 3rd work session.

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Next Steps

- ~~October 18 – revenue projections, General Fund~~
- ~~October 25 – CIP (Part 1), Debt Service, General Fund follow-up~~
- November 8 – CIP (Part 2), Transportation Fund, miscellaneous follow-up
- November 15 – Sewer Fund (operating and CIP), summary review
- December 6 – Adoption – 1st Reading
- December 20 – Adoption – 2nd Reading

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