

Alderman Greg Plumb opened the work session at 5:34 p.m. on October 28, 2019, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Douglas Wylie, Brian Whitley, Philip Wassmer, Tina Welch and Dave Rittman.

The following staff was also present:
Joe Parente, City Administrator
Kevin Chrisman, Police Chief
Matthew Chapman, Finance/Human Resources Director
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director
Anna Mitchell, Assistant to the City Administrator
Melissa McChesney, City Clerk

1. GENERAL AGENDA

A. 2020 City of Parkville Operating and Capital Budget

Assistant to the City Administrator Anna Mitchell provided an overview of the 2020-2026 Capital Improvement Program (CIP); presentation attached as Exhibit A. She said that in 2019, 61 percent of the CIP projects had been started and she expected 89 percent of them to be completed by the end of the year. Three carryover projects to 2020 included 50 percent of the Sanitary Sewer Phase 5 repairs, 50 percent of the RAS flowmeter project for the Wastewater Treatment Facility and the Route 9 improvements from Highway 45 to Lakeview Drive. In regards to the Route 9 Improvements Project, she noted that the funds were moved from the Transportation Fund to a projects fund. Without the Route 9 project in the Transportation Fund, a clearer picture of the Fund would be available and would help with future projections.

Mitchell discussed the General Fund CIP and provided an overview of projects planned in 2020. Discussion focused on the old water plant property. City Administrator Joe Parente said that the Southern Platte Fire Protection District purchased the property from Missouri American Water and were taking the approach that they would give the City the remainder of the property once their work was completed, which he noted was different from their original discussions with staff. He added that money was programmed in 2020 to budget for the cost for the remainder of the property and the funds would be recuperated when the property was sold.

Police Chief Kevin Chrisman provided information on two of the Police Department's CIP projects. The DVRS repeater would help fill dead spots in radio communications in western Parkville and the microphone extenders would be additional safety features to turn the police cars into their own repeaters which would also help improve radio communication.

Public Works Director Alysen Abel provided an overview of Public Works CIP projects. Discussion focused on the Hawver Gulch watershed project to upgrade several low water crossings and ditch improvements along River Road.

Mitchell provided an overview of the Parks Sales Tax Fund budget. She said that the Community Land and Recreation Board (CLARB) met twice to review the 2016 Parks Master Plan. Staff created a list of projects for 2020 based on their priorities and the list was reviewed, finalized and presented to CLARB for the final recommendation being presented. Discussion focused on the future ball fields and multipurpose fields and design for the park entry signs.

Parente provided an overview of the Route 9 projects, which included the portion from Highway 45 to Lakeview Drive and road improvements from 6th Street to 4th Street. Discussion focused on the timeline of the improvements from Highway 45 to Lakeview Drive. Abel said that the project was underway and she anticipated that construction would begin in spring 2020.

Alderman Rittman left meeting at 6:15 p.m.

Parente provided a brief overview of the Transportation Fund, noting that financing for more street maintenance was approved in 2017 and would be paid off in 2023. He said that because the Board of Aldermen did not want to scale back the subsequent street maintenance budgets during the financing repayment period, funding continued at the higher level. In 2018 and 2019, because the budgets relied on performance, the Fund came out ahead each year. He noted that if there was a deficit in the Transportation Fund, money could be transferred from the General Fund to cover the loss.

Abel provided an overview of street maintenance and other transportation projects, the City's street rating system and planning for future street maintenance.

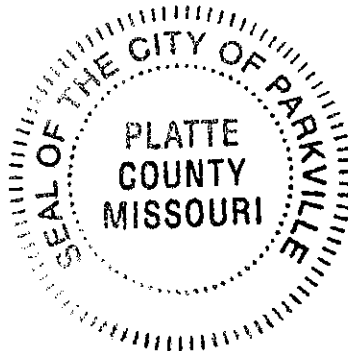
Parente said that the Finance Committee discussed the agreement with a communications consultant and noted that implementation of the full agreement, which required Board of Aldermen approval, would begin after the initial projects under his approval authority were completed.

The work session ended at 6:58 p.m.

The work session minutes for October 28, 2019, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the fifth day of November 2019.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney



City of Parkville 2020 Budget

Second Budget Work Session

October 28, 2019

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Second Budget Work Session Topics

- General Fund Capital Improvement Program
- Parks Sales Tax Fund
- Transportation Fund
- General Fund Follow-Up
- Review of Future Work Session Topics

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2019 CIP Review

Division	# of Projects	# Started	# Complete (year-end)	% Started	% Complete (year-end)	Carryover to 2020
Admin	5	4	5	80%	100%	0
Parks	4	3	4	75%	100%	0
Police	2	2	2	100%	100%	0
Public Works	1	1	1	100%	100%	0
Sewer	8	3	6	38%	75%	2
Transportation	8	4	7	50%	88%	1
2019 TOTAL	28	17	25	61%	89%	3
2018 TOTAL	32	23	26	72%	81%	6

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Six-Year Overall CIP

	2020	2021	2022	2023	2024	2025
Admin/IT	155,900	83,059	57,564	39,782	6,000	6,000
Com Dev	160,000	30,000				
Police	93,010	65,440	66,349	67,276	48,221	49,186
PW	102,041	22,041	48,041	22,041	22,041	22,041
Streets	85,000					
Sewer	535,000	593,800	363,300	1,625,700	264,000	265,300
Transportation	403,000	428,064	587,193	443,390	603,657	449,995
Parks Sales Tax	434,000	420,000	300,000	300,000	300,000	300,000
Projects Fund	3,164,500	196,000	90,000			330,000
TOTAL	5,132,451	1,838,404	1,486,447	2,498,189	1,243,919	1,422,522

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General Fund CIP

Dept.	2017 Actual	2018 Actual	2019 Budgeted	2019 Projected	2020 Budget
Admin	45,526	26,504	95,835	92,084	117,900
Police	46,912	50,040	41,226	54,189	93,010
PW	69,275	44,091	22,041	22,041	102,041
Comm. Dev.	14,838	10,850	-	-	160,000
Parks	43,025	210,691	162,000	518,895	-
PIO	-	-	-	-	25,500
IT	6,333	6,068	6,000	6,000	12,500
Streets	-	-	-	-	85,000
Total	\$ 225,908	\$ 348,244	\$ 327,102	\$ 693,209	\$ 595,951

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2020 General Fund CIP

Department	Project	GF Impact
Administration	2 nd Floor Safety Upgrade	7,000
Administration	Property Acquisition – Old Water Plant	65,000
Administration	Internal painting of City Hall, Phase 1	25,000
Administration	Train Depot Updates	9,500
Administration	Building Safety Upgrades Phase 4	11,400
IT	Computer Equipment Replacement Cycle (25%)	6,000
IT	Meeting and Agenda Management Software	6,500
IT	Court Room Broadcasting Equipment	25,500
Police	Replace police patrol vehicle and equipment	40,494
Police	Replacement Batteries/Radio	14,284
Police	In-Car Video System	4,055

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2020 General Fund CIP

Department	Project	GF Impact
Police	Police Radio DVRS Repeater	27,500
Police	Wireless Mobile Radio Mic Extenders	6,677
Public Works	6 th and Park Parking Lot Lease/Purchase	22,041
Public Works	Hawver Gulch Watershed Study	80,000
Streets	Storm Sewer Evaluation and Repair	35,000
Streets	River Road Ditch	30,000
Streets	76 th Street Bridge Engineering	20,000
	Total:	\$595,951

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2020 Parks Sales Tax Revenue and Budget

Account	Budget
Revenue	
½ Cent Sales Tax	\$587,108
Expenditures	
Engineering and Planning Fees	\$75,000
Capital Outlay (Projects)	\$450,000
Transfers (to GF for Project Management)	\$40,000
Total Parks Sales Tax Budget	\$565,000
Ending Fund Balance	\$69,108

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2020 Parks Sales Tax Projects

Project	Fund Impact
PLP Ballfields	200,000
Pickleball Courts	20,000
Dog Park Shade Structure	16,000
Adams Park Improvements	18,000
Watkins Park improvements	20,000
Waddell Bridge Improvements	50,000
Pocket Park Master Plan	25,000
Entry Signs for PLP/ELP	15,000
Lewis and Clark Monument Sign	10,000
Roundabout Makeover	60,000
Estimated Project Total	\$434,000

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2020-2025 Project Schedule: Highlights

2020	2021	2022	2023	2024	2025
Parks Projects	City Hall Security System Upgrades	City Hall Security System Upgrades	Facility Reservation Management Software	Continued Street Infrastructure Management	Route 9: 6 th Street Intersection
Master Plan Update	Municipal Court Software Update	Thousand Oaks Tornado Siren	WWTP Facility Upgrades	Continued Sewer Infrastructure Management	
Police Radio DVRS Repeater	Hwy 45 Corridor Plan Improvements				
Board Room Broadcasting Equipment	Parks Tractor				

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**Capital Project Fund
Highway 9 Corridor – Highway 45 to Lakeview**

Fund	Revenue	Amount
Capital Project Fund	Phase I Financing (Includes MARC Grant)	\$1,279,112
Capital Project Fund	MODOT Cost Share Funds	\$1,734,500
Capital Project Fund	Phase II Financing	\$1,383,283
	Total:	\$4,396,895
Fund	Expenditure	Amount
Capital Project Fund	Construction and Engineering (2020 Budget)	\$3,453,000
	Project Costs through 2019	\$943,895
	Total:	\$4,396,895

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**Estimate
Highway 9 Corridor – 6th Street Project**

Fund	Revenue	Amount
Capital Project Fund	Chapter 100 Proceeds from Six and Park Project	\$200,000
General Fund Transfer	City portion of Cost Share	\$200,000
Capital Project Fund	Six and Park portion of project	\$100,000
Capital Project Fund	State Cost Share Grant	\$400,000
	Total:	\$900,000
Fund	Expenditure	Amount
Capital Project Fund	Construction	\$800,000
Capital Project Fund	Engineering	\$100,000
	Total:	\$900,000

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2020 Transportation Fund

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Transportation Fund Revenues

	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Parkville Special Road District	141,814	145,674	156,994	160,134
City Transportation Sales Tax	479,240	490,135	501,567	488,824
Motor Fuel Tax	149,072	150,000	167,207	150,000
County Transportation Sales Tax	231,017	233,157	230,000	230,000
Project Cost Share	30,000	3,400	0	
Leased Properties	5,880			
Grants				13,000
Transfers	12,500			
Total	1,049,523	1,022,366	1,055,768	1,041,958

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Transportation Fund Expenses

	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Streets - Capital	742,396	1,335,858	1,312,973	390,000
Streets - Operating	393,890	402,000	439,543	444,500
Transfers (including debt service)	415,465	400,375	400,375	398,140
Total	1,551,751	2,138,233	2,152,890	1,232,640

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Transportation Fund Forecast

Transportation Fund (40)

Last Updated 10/28/2019

	2017	2018	2019	2019	2019	2020	2021	2022	2023	2024	2025
	Actual	Actual	Budget	YTD	Projected	Budget	Projected	Projected	Projected	Projected	Projected
<i>Beginning Fund Balance</i>	\$ 287,412	1,637,554	\$1,135,326	\$1,135,326	\$1,135,326	\$ 19,459	\$ (171,223)	\$ (360,524)	\$ (542,911)	\$ (500,952)	\$ (449,826)
Revenues											
Parkville Special Road District	140,072	141,814	\$ 145,674	\$ 156,994	\$ 156,994	160,134	162,536	164,974	167,448	\$ 169,960	\$ 172,509
City Transportation Sales Tax	467,233	479,240	\$ 490,135	\$ 436,085	\$ 501,567	488,824	496,157	503,599	511,153	\$ 518,820	\$ 526,603
Motor Fuel Tax	150,020	149,072	\$ 150,000	\$ 111,472	\$ 167,207	150,000	152,250	154,534	156,852	\$ 159,205	\$ 161,593
County Transportation Sales Tax	211,237	231,017	\$ 233,157	\$ 119,352	\$ 230,000	230,000	233,450	236,952	240,506	\$ 244,114	\$ 247,775
Project Cost Share	2,642	30,000	\$ 3,400	\$ -	\$ -	-	5,304	5,304	5,304	\$ 5,304	\$ 5,304
Sale of Equipment	-	-	\$ -	\$ -	\$ -	-	7,500	7,500	7,500	\$ 7,500	\$ 7,500
Transportation Grants	-	-	\$ -	\$ -	\$ -	-	-	-	-	\$ -	\$ -
Bond Proceeds	2,353,700	-	\$ -	\$ -	\$ -	-	-	-	-	\$ -	\$ -
MPR Safety Funds	-	-	\$ -	\$ -	\$ -	-	-	-	-	\$ -	\$ -
Leased Properties	-	5,880	\$ -	\$ -	\$ -	-	-	-	-	\$ -	\$ -
Grants	-	-	\$ -	\$ -	\$ -	13,000	-	-	-	\$ -	\$ -
Transfers from Other Funds	-	12,500	\$ -	\$ -	\$ -	-	-	-	-	\$ -	\$ -
Transportation Fund Revenues:	3,324,904	1,049,523	1,022,366	823,902	1,055,768	1,041,958	1,057,196	1,072,862	1,088,763	1,104,902	1,121,284
Total Sources:	3,612,316	2,687,077	2,157,692	1,959,229	2,191,095	1,061,417	885,973	712,338	545,852	603,950	671,458
Expenditures											
Streets - Capital	1,327,584	742,396	1,335,858	437,829	1,312,973	390,000	395,000	397,000	397,000	397,000	397,000
Streets - Operating	374,476	393,890	402,000	284,165	439,543	444,500	451,168	457,935	464,804	471,776	478,853
Transfers (including debt service)	272,701	415,465	400,375	300,281	400,375	398,140	400,330	400,314	185,000	185,000	185,000
Transportation Fund Expenditures:	1,974,762	1,551,751	2,138,233	1,022,276	2,152,890	1,232,640	1,246,498	1,255,249	1,046,804	1,053,776	1,060,853
Estimated Ending Balance (deficit):	1,637,554	1,135,326	19,459	936,953	38,204	(171,223)	(360,524)	(542,911)	(500,952)	(449,826)	(389,395)

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2020 Transportation Fund CIP

(Alternative – Increase Funding by allowing the Fund Balance to drop; find other ways to shore up future gap until debt is retired)

Fund	Project	GF Impact
Transportation	Crack Sealing	\$10,000
Transportation	Asphalt Mill & Overlay	\$250,000
Transportation	Street Striping	\$10,000
Transportation	Curb and Sidewalk Repair	\$50,000
Transportation	Truck/Snow plowing equipment	\$65,000
Transportation	Snow Box Attachment	\$5,000
Transportation	Wayfinding Signage	\$13,000

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Annual Street Maintenance Program

	Asphalt Overlay	Curbs and Sidewalk	Crack Seal	Pavement Marking	Total Street Maintenance
2017 Project	\$770,000	\$280,000	\$10,000	\$13,150	\$1,073,150
	5.6 Miles	9,450 LF	varies	varies	
2018 Project	\$250,000	\$50,000	\$15,000	\$15,000	\$330,000
	1.4 Miles	1,500 LF	varies	varies	
2019 to 2022	\$250,000	\$50,000	\$10,000	\$10,000	\$320,000
	1.4 Miles	1,500 LF	varies	varies	
2023 (debt paid off)	\$300,000	\$50,000	\$15,000	\$15,000	\$380,000
	1.4 Miles	3,200 LF	varies	varies	

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2019 Street Maintenance Program

- Asphalt Mill and Overlay
 - Riss Lake Streets (includes 4 cul-de-sacs)
 - 1st Street
 - Street Shop and Train Depot parking lots
 - McAfee and Busch (English Landing Park)
- Concrete Curb & Sidewalk
 - 1,650 feet of Concrete Curb Repair

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Parkville Street Ratings

- Parkville
 - The rating system ranges from 1 (newly constructed streets) to 10 (streets needing total repair).
 - Visual inspection of streets.
 - Performed by the Public Works Director and Director of Operations.
 - Review overall quality and cracking patterns
 - Past street maintenance and knowledge of the subgrade condition.
 - Rating discussed and mutually agreed upon.
 - Goal of 3.0 or better

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Street Ratings

Rating	Description
1	Newly constructed
2	Slight imperfections
3	Some deterioration; minor maintenance
4	Noticeable deterioration; mill and overlay needed
5	Considerable cracking, potholes, fatigue
6	Serious deficiency; edge milling and overlay needed
7	Severe deficiency; various repairs needed
8	Major failure; some good street is left within a total replacement street
9	Nearly total replacement required; limited salvage
10	Total replacement is required

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Street Maintenance Conditions

Rating	2014	2015	2016	2017	2018
	# of Streets	# of Streets	# of Streets	# of Streets	# of Streets
10	5	5	2	1	3
6	1	1	2	1	2
5	7	16	15	1	1
4.5	0	14	7	3	0
4	27	5	4	4	6
3.5	1	3	14	13	14
3	22	33	27	22	23
2.5	19	20	38	34	14
2	89	79	63	54	39
1.5	32	30	36	77	86
1	6	4	2	10	7

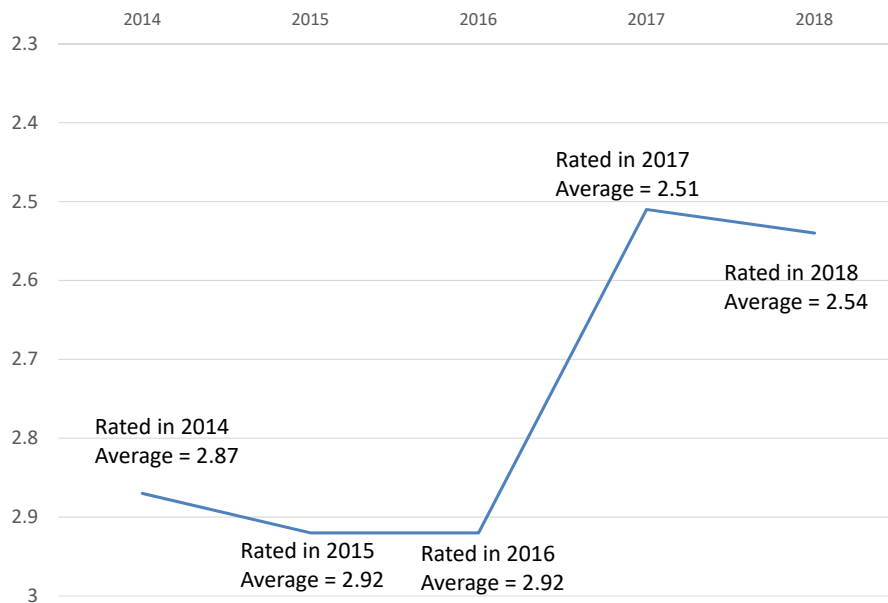
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Street Maintenance Conditions Streets Rated 3.5 and Worse

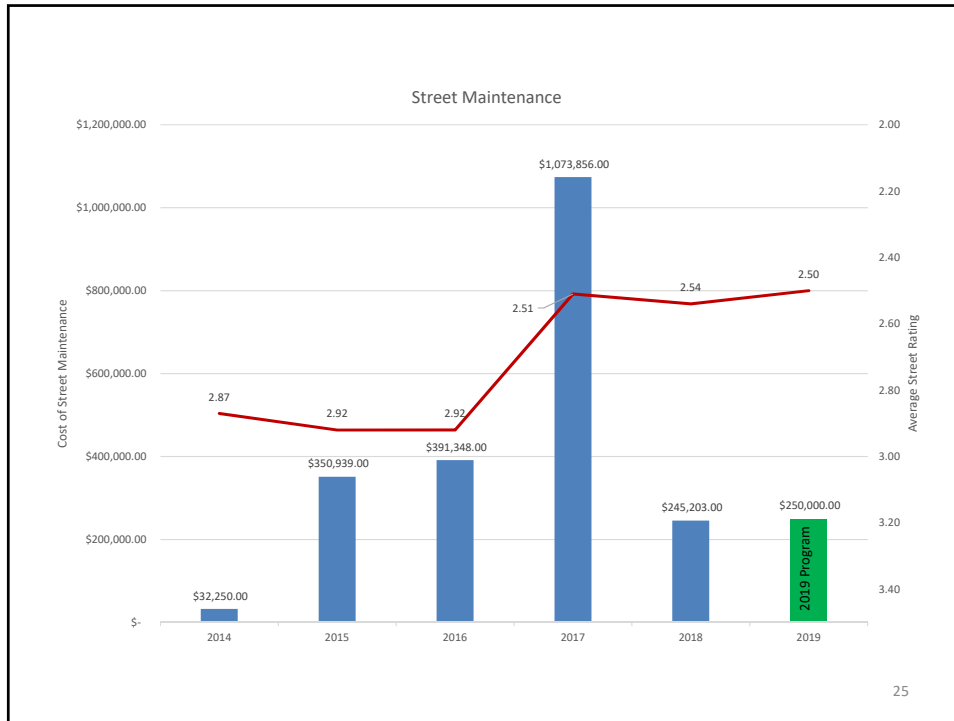
	Linear Feet	# of Streets	Percent above 3.5
2014	61,404	41	29.20%
2015	53,404	44	25.33%
2016	69,846	44	33.13%
2017	43,842	23	20.39%
2018	45,639	26	20.99%

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Overall Average Street Rating



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6-year Program

- 2020 Street Maintenance – \$250,000
 - Riss Lake Reserve
 - Shoreline Drive
 - Westlake Drive
 - Edgewater Drive
 - Riss Lake Drive (Spinnaker to Hwy 45)
 - Limestone Road

6-year Program

- 2021 Street Maintenance – \$250,000
 - 2nd Street, 4th Street & 8th Street (West of Main)
 - 3rd Street, 4th Street, 5th Street & 7th Street (East to Main)
 - Summer Street
 - 11th Street, 12th Street & 13th Street (Main to Walnut)
 - 13th Street (West of Walnut)
 - Walnut Street
 - Hamilton
 - Park Street
 - 5th Street & 7th Street (Main to Park)
 - A portion of Spinnaker

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6-year Program

- 2022 Street Maintenance – \$250,000
 - Rest of Spinnaker
 - Spinnaker
 - Hickory
 - Willow
 - Cedar
 - Walnut Way
 - Parkville Commons
 - Lewis Street (63rd to Clark)
 - Clark Avenue (Lewis to Hwy 9)
 - Community Center Drive
 - Lewis Street (Hwy 45 to 63rd Street)
 - 63rd Street (Hwy 9 to Bell Road)
 - Jefferson Avenue
 - White Aloe Way

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6-year Program

- 2023 Street Maintenance – \$300,000
 - South National Drive (Hwy 45 to Limestone)
 - National Subdivision
 - Mashie Court
 - Vardon
 - Brassie Lane
 - Magnolia

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6-year Program

- 2024 Street Maintenance – \$300,000
 - Microsurface Downtown Streets
 - Thousand Oaks Subdivision
 - Whitetail Way
 - 66th Street

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6-year Program

- 2025 Street Maintenance – \$250,000
 - River Hills Subdivision
 - River Hills Place
 - River Hills Circle
 - River Hills Court
 - Riverview Point
 - High Hill Road
 - River Hills Drive

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Route 9 Phase 3 to Lakeview Current Estimate

Current Construction Cost Estimate - (includes 10% contingency)	\$3,484,000
Estimated Design Costs	\$ 513,265
Total Estimated Project Cost:	\$3,996,365
State and Federal Grant Funds Available	\$2,699,500
Route 9 CID Funds (financed)	\$ 313,000
Route 9 CID Funds (to be financed)	\$ 983,865
Total Revenues:	\$3,996,365

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Follow-Up from 1st Work Session

- Employee Health Benefits – Lines adjusted to reflect a 9.9% increase
- CIP General Fund Projects – Storm Water moved to Transportation CIP. Master Plan update moved to 2020 CIP budget.

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Need Direction

- CIP
 - Is this the right mix of projects?
 - Are priorities missing?
 - Funding level? Relies on projected budget savings. Scale back?
- Additional information needed for 3rd work session.

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Next Steps

- ~~October 15~~ — Revenue Projections, General Fund, Debt Service
- ~~October 28~~ — CIP, Transportation Fund, miscellaneous follow-up
- November 5 – Sewer Fund, miscellaneous follow up
- November 19 – Summary review of final budget, follow-up from prior work sessions
- December 3 – Adoption – 1st Reading
- December 17 – Adoption – 2nd Reading

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