

Mayor Nanette K. Johnston opened the work session at 5:30 p.m. on October 30, 2017, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Brian Whitley, Kevin Heaton, Tina Welch, Dave Rittman and Robert Lock.

The following staff was also present:

Joe Parente, City Administrator

Kevin Chrisman, Police Chief

Alysen Abel, Public Works Director

Stephen Lachky, Community Development Director

Melissa McChesney, City Clerk

Matthew Chapman, Finance/Human Resources Director

Anna Mitchell, Assistant to the City Administrator

Chris Williams, City Attorney

1. GENERAL AGENDA

A. 2018 City of Parkville Operating and Capital Budget

City Administrator Joe Parente provided an overview of the topics to be discussed at the work session; presentation attached as Exhibit A. He stated that the City had six active debt service funds that included the Brush Creek Drainage and Brink Meyer Road neighborhood improvement districts that would expire in 2034, the River Park Neighborhood Improvement District that would expire in 2020, the sewer service for the wastewater treatment plant through the State Revolving Fund that would retire in 2025, and the Certificates of Participation that were voter-approved in 2006 to pay for the new city hall and other community projects that would be retired in 2017. He said that the newest debt service fund was set up in 2017 for improvements to Route 9 and enhanced street maintenance. Parente noted that state statute limited the City's debt not to exceed 20 percent of assessed valuation. The City was at 36 percent of the total limit and had plenty of capacity for future debt but revenue would be required to support the debt.

Parente provided an overview of the Capital Improvement Program (CIP), including a review of the 2017 projects that had been completed or were in process. He outlined projects from the General Fund that included improvements to city hall, safety improvements for the Police Department and court room, deferral of the Parkville Athletic Complex pond maintenance and two projects in English Landing Park that included the low water crossing and the park storage building, both of which were multi-year projects.

Discussion focused on the trail extension in English Landing Park to Riverside, the trail around the small dog park that was deferred and Friends Field.

Parente provided an overview of the 2018-2023 CIP. Discussion focused on leasing a copier compared to purchasing a new one, Friends Field bids that were over budget and the low water crossing multi-year budget issue.

As a follow-up from the first work session, Parente noted the 2018 budget was revised to include the recommendation to implement 50 percent of the compensation study recommendations. The compensation study recommended annual wage increases and adjustments to the classification ranges annually, but did not recommend how to index annual adjustments because it was at the discretion of staff. The budget was also amended to add court software costs.

He noted that the expenses would be updated and provided at the work session on November 7. In addition, staff was analyzing court revenue data which would be presented at a future budget work session.

Further discussion focused on revenue enhancements that included a use tax on internet sales and

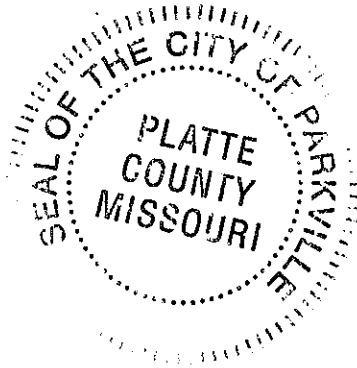
a parks sales tax; the CIP project included in 2018 for Friends Field in the amount of \$100,000 and the consensus was to use the funds for other projects and wait until the wetlands project was underway; the development at 6th Street and Route 9 including the Springsted study and the City's cost for the parking lot; development in the Brush Creek Drainage and Brink Meyer Road neighborhood improvement districts; and street maintenance ratings and the cost needed to improve the roads to an average rating.

The work session ended at 6:49 p.m.

The work session minutes for October 30, 2017, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the seventh day of November 2017.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney



City of Parkville 2018 Budget

Second Budget Work Session

October 30, 2017

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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
 - 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**

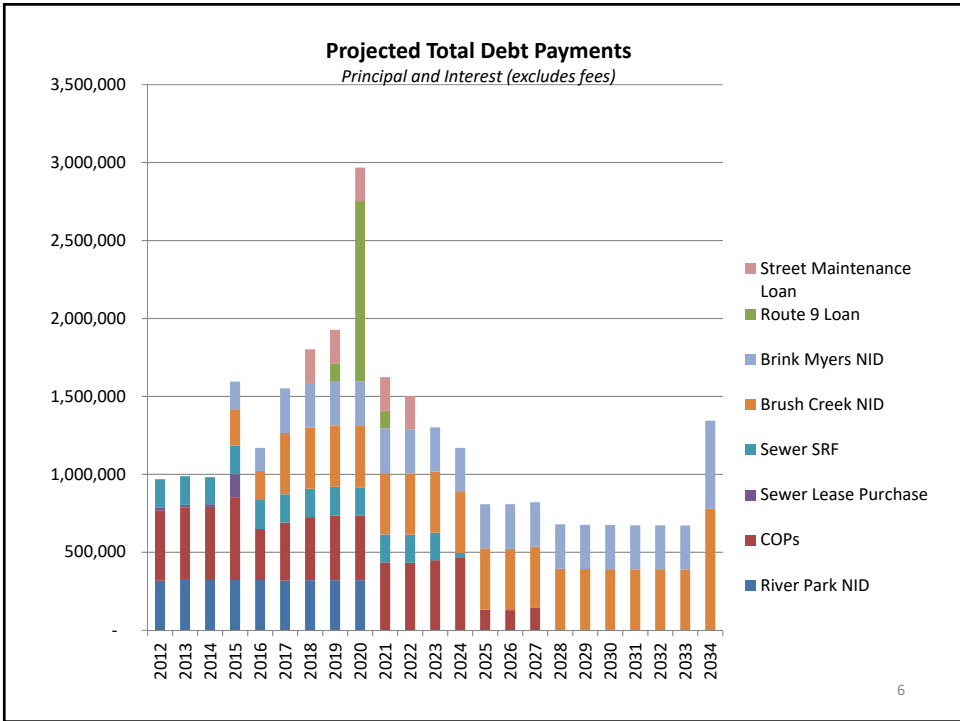
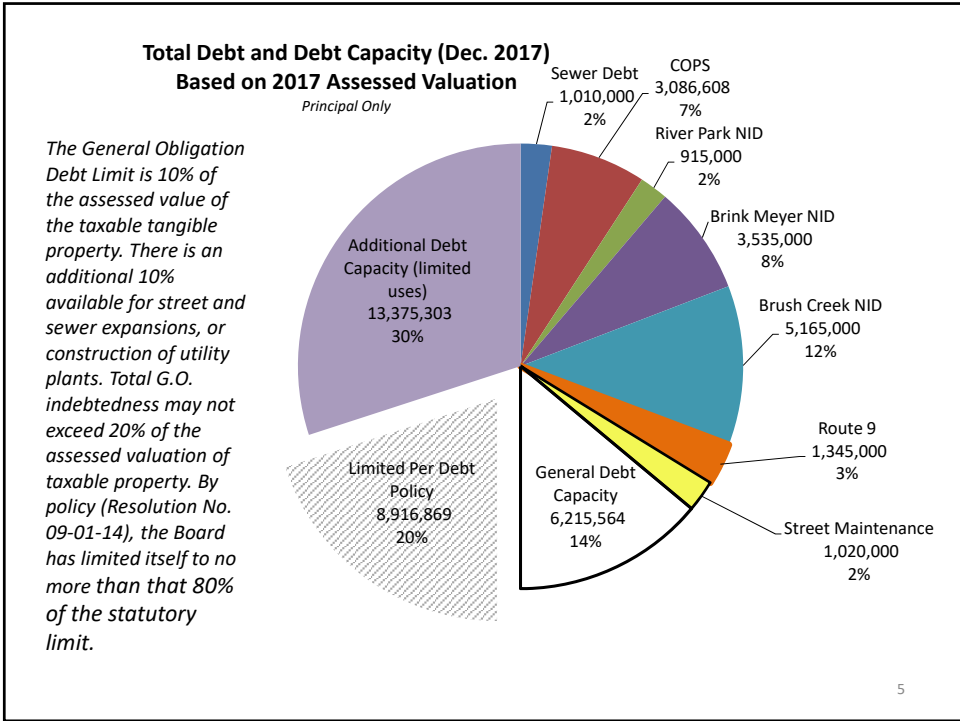
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Debt Service Funds

Six 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
 1. River Park NID financed infrastructure in The National. Retires in 2020.
 2. Brush Creek NID financed sewer expansion. Retires in 2034.
 3. Brink Meyer NID financed road improvements. Retires in 2034.
4. **2017 Lease Purchase Agreement** - Debt financing for 2017 Street Projects
 1. Route 9 Improvement – Grant Antic. Retires in 2020.
 2. Route 9 Improvement – City. Retires in 2021.
 3. Enhanced street maintenance program. Retires in 2022.

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2017 CIP Review

Division	# of Projects	# Started	# Complete (year-end)	% Started	% Complete	Carryover to 2018
Admin	4	3	2	75%	50%	1
CD	1	1	1	100%	100%	0
Parks	9	7	4	78%	44%	5
Police	2	2	2	100%	100%	0
Public Works	3	3	3	100%	100%	0
Sewer	13	12	11	92%	85%	1
Streets	8	8	7	88%	88%	1
2017 TOTAL	40	36	30	90%	75%	8
2016 TOTAL (for comparison)	33	30	27	91%	82%	6

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Six-Year CIP by Year

budget impact only

	2018	2019	2020	2021	2022	2023
Admin/IT	\$80,285	\$92,306	\$164,344	\$48,957	\$46,523	\$39,782
Com Dev	\$13,000	\$175,000				
Nat. Sanc.						
Parks	\$170,500	\$175,000	\$80,612	\$50,000	\$50,000	
Police	\$50,384	\$37,264	\$42,085	\$38,770	\$39,000	\$39,000
PW	\$170,500	\$274,000	\$309,000	\$298,000	\$42,000	
Sewer	\$532,200	\$311,900	\$429,500	\$314,000	\$293,800	\$1,375,000
Streets	\$290,000	\$292,000	\$294,000	\$296,000	\$298,000	\$298,000
TOTAL	\$1,340,369	\$1,357,470	\$1,319,451	\$1,045,727	\$769,323	\$1,751,782

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2018 General Fund CIP

Department	Project	GF Impact
Administration	Replacement Copy Machine	\$15,000
Administration	Routine building maintenance for City Hall per reserve study (carpet, concrete, landscaping)	\$40,365
Administration	Building safety upgrades phase two	\$8,920
IT	Computer Replacement Cycle (25%)	\$6,000
IT	Purchase of two replacement servers	\$10,000
Police	Replace police patrol vehicle and equipment	\$37,075
Police	Replacement of CrimeStar Records Management	\$13,850
Public Works	Relocate Siren #4	\$5,500
Community Dev	Integration of Development Code into eCode360	\$10,000
Parks	Friends Field	\$100,000
Parks	Year two funding Maintenance and equipment storage facility	\$70,000
Parks	ELP Low Water Crossing – Local Cost Share	\$24,000
Parks	Equipment trailer for mowing equipment	\$10,000

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General Fund Expenses

	2017 Budget	2017 Projected	2018 Budget 1 st work session	2018 Budget revised
Administration	1,098,192	1,031,076	1,137,258	1,148,786
Police	1,242,136	1,151,214	1,265,075	1,285,992
Municipal Court	155,900	137,050	143,685	152,594
Public Works	226,756	243,290	240,127	241,219
Community Development	293,038	286,106	303,400	306,861
Streets	422,576	408,690	423,089	427,946
Parks	373,479	335,230	373,185	377,184
Nature Sanctuary	40,201	38,643	43,730	44,138
Information Technology	49,907	52,348	48,611	49,551
Public Information	13,260	14,460	14,610	14,610
Capital Outlay (CIP)	384,895	330,577	356,669	356,669
Transfers	317,500	317,500	317,500	317,500
Total	\$ 4,617,840	\$ 4,346,184	\$ 4,666,939	\$ 4,723,050

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Follow-Up from 1st Work Session

- Classification Plan – 50% of Adjustments Added
- Classification Plan – Annual Adjustment Clarification
- Court Revenue Follow-up
- Revenue Enhancement Follow-up

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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?
 - General Fund Balance – Adjust CIP?
 - 6th and Park Parking Lot – add to budget?
 - PLP Road Maintenance Funds – Parks Capital?
- 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 7 – CIP (Part 2), Transportation Fund, miscellaneous follow-up
- November 14 – Sewer Fund (operating and CIP), summary review
- December 5 – Adoption – 1st Reading
- December 19 – Adoption – 2nd Reading

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