1. GENERAL AGENDA

Mayor Dean Katerndahl opened the work session at 5:32 p.m. on November 1, 2022, at City Hall, 8880 Clark Avenue, Parkville, Missouri. In attendance were aldermen Dean Katerndahl, Tina Welch, Philip Wassmer, Brian T. Whitley, Greg Plumb, Stephen Melton, Douglas Wylie, Bob Bennett, Michael Lee *(joined meeting at 5:59 p.m.)*

The following staff was also present:
Alexa Barton, City Administrator
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director (*via videoconference*)
Matthew Chapman, Human Resources Director
Brittanie Propes, Parks & Recreation Director
Chris Ashley, Public Works Project Manager
Jeffery Rhodes, Assistant to the City Administrator
Rich Wood, City Attorney

A. **2023 City of Parkville Operating and Capital Budget**

City Administrator Alexa Barton provided an overview of the proposed 2023 budget for parks and the nature sanctuary; presentation attached as Exhibit A. Discussion focused on the Parkville Nature Sanctuary in the Parks Department budget and the donation that was made to the sanctuary was to be used to support their goals.

Barton provided an update on the status of Capital Improvement Program projects for parks, noting that grant applications would be submitted for the farmers market, Gateway Park and the Platte Landing Park multipurpose fields.

Alderman Lee joined the meeting at 5:59 p.m.

Barton said that a statistically valid survey would be conducted to get feedback from residents about Platte Landing Park to assist with an update to the Park Master Plan. She noted that a Land and Water Conservation Fund grant was received for Ball Field No. 1, where the Veterans Memorial would be built, which required that the area maintain active recreation in perpetuity. Staff was looking at ways to keep the memorial in the same location and replace the land with another active recreation area, possibly at the multipurpose field near the entrance on the opposite side of Main Street in Platte Landing Park.

Barton provided an overview of the Transportation Fund budget that included a review of the Route 9 projects and grant funding.

2. ADJOURN

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

The work session minutes for November 1, 2022, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the fifteenth day of November 2022.

Submitted by:

Melissa McChesney

City Clerk Melissa McChesney

SEAL OF THE CITY OF PARKVILLE
PLATTE COUNTY MISSOURI

City of Parkville
2023 Budget Request
Second Budget Work Session

November 1, 2022

Second Budget Work Session Topics

- Updated General Fund Request
- 2023 General Capital Improvement Program
  - 5 Year CIP Plan
- Park Sales Tax Fund
- Projects Fund
- Transportation Fund
- ARPA Fund
- Outline of Key Decisions for 2nd Work Session
- Review of Future Work Session Topics

2023 Capital Outlay Projects
5 Year CIP

2022 CIP Progress Review

Division	# of Projects	# Started	# Complete (year-end)	% Started	% Complete (year-end)	Carryover to 2022
Admin/Court	5	4	4	80%	80%	1
CD	2	1	1	50%	50%	1
Parks	9	7	3	78%	33%	5
Police	4	3	3	75%	75%	1
Public Works	2	1	1	50%	50%	1
Streets	1	0	0	0%	0%	1
Sewer	9	7	7	78%	78%	2
Transportation	5	2	2	40%	40%	2
2021 TOTAL	**37**	**25**	**21**	**68%**	**57%**	**14**

Five-Year Overall CIP

	2023	2024	2025	2026	2027
Admin/IT			$7,000	$7,000	$7,000
Com Dev	40,000	-	-	-	-
Police	86,370	96,776	48,221	49,186	50,169
PW	58,041	602,041	22,041	22,041	22,041
Streets	-	238,000	150,000	150,000	-
Sewer	511,500	481,700	1,188,000	1,230,300	266,000
Transportation	390,000	600,000	446,000	606,000	452,000
Parks Sales Tax	2,869,500	407,000	182,000	132,000	7,000
Projects Fund	90,000	-	-	330,000	-
TOTAL	**$4,059,335**	**$2,542,441**	**$2,117,902**	**$2,526,527**	**$804,210**

General Fund CIP

Dept.	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budgeted
Admin	92,145	51,986	46,000	46,000	36,924
Police	68,487	49,066	115,934	105,934	86,370
Court	-	-	19,000	3,000	-
PW	22,041	22,041	32,041	22,041	58,041
Comm. Dev.	-	118,916	70,000	39,528	10,000
Parks	522,445	-	-	-	-
PIO	-	21,736	-	-	-
IT	5,182	5,948	6,000	6,146	7,000
Streets	-	96,857	35,000	-	-
Total	**$ 710,300**	**$ 366,550**	**$ 323,975**	**$ 222,650**	**$ 198,335**

2023 General Fund CIP

Department	Project	GF Impact
Admin/IT	Security System Upgrade	11,041
Admin/IT	City Hall Building Repairs	25,883
IT	Computer Equipment Replacement Cycle	7,000
Police	Patrol Vehicle	42,130
Police	Replacement Batteries/Radio	20,000
Police	In-Car Video System	4,240
Police	Holding Cell Plumbing	10,000
Police	Police Substation Concept Plan	10,000

2023 General Fund CIP (cont.)

Department	Project	GF Impact
CD	Bell Road PSP Plan	10,000
Public Works	6th and Park Parking Lot Lease/Purchase	22,041
Public Works	Entryway Monument Planning	10,000
Public Works	Thousand Oaks Tornado Siren	26,000
	Total:	**$198,335**

2023-2027 CIP Project Highlights:

2022	2023	2024	2025	2026
Entryway Monument Concept Plan	Noise Reduction Railroad Crossing Zones	WWTP Facility Upgrades	WWTP Facility Upgrades	Ongoing Street Infrastructure Management
City Hall Security System Upgrades	City Hall Security System Upgrades	Facility Reservation Management Software	Ongoing Street Infrastructure Management	Ongoing Sewer Infrastructure Management
Police Substation Design	Police Substation Design	Police Substation Construction	Ongoing Sewer Infrastructure Management	

Park & Recreation Department (41)
2023 Budget and Revenues

FY 23 Parks General Fund Budget

Account	Budget
Projected Beginning Fund Balance	**449,160**
½ Cent Sales Tax	624,778
Loan Proceeds – Fewson Fund and Bank Financing	1,900,000
Platte County Outreach Grant – PLP Youth Sports Multi-purpose Fields	1,000,000
Total Parks Sales Tax Revenue	**4,013,938**
Expenditures	
Engineering and Planning Fees	20,000
Capital Outlay (Projects)	3,884,500
Transfers (to GF for Project Management)	42,436
Total Parks Sales Tax Budget	**3,946,936**
Ending Fund Balance	**67,002**

FY 23 Parks Sales Tax Budget

Account	Budget
Projected Beginning Fund Balance	**449,160**
½ Cent Sales Tax	624,778
Loan Proceeds – Fewson Fund and Bank Financing	1,900,000
Platte County Outreach Grant – PLP Youth Sports Multi-purpose Fields	1,000,000
Total Parks Sales Tax Revenue	**4,013,938**
Expenditures	
Engineering and Planning Fees	20,000
Capital Outlay (Projects)	3,884,500
Transfers (to GF for Project Management)	42,436
Total Parks Sales Tax Budget	**3,946,936**
Ending Fund Balance	**67,002**

FY 23 Nature Sanctuary General Fund Budget

Account	Budget
Projected Beginning Fund Balance	**449,160**
½ Cent Sales Tax	624,778
Loan Proceeds – Fewson Fund and Bank Financing	1,900,000
Platte County Outreach Grant – PLP Youth Sports Multi-purpose Fields	1,000,000
Total Parks Sales Tax Revenue	**4,013,938**
Expenditures	
Engineering and Planning Fees	20,000
Capital Outlay (Projects)	3,884,500
Transfers (to GF for Project Management)	42,436
Total Parks Sales Tax Budget	**3,946,936**
Ending Fund Balance	**67,002**

FY 23 Nature Sanctuary Donation Budget

Account	Budget
Projected Beginning Fund Balance	**449,160**
½ Cent Sales Tax	624,778
Loan Proceeds – Fewson Fund and Bank Financing	1,900,000
Platte County Outreach Grant – PLP Youth Sports Multi-purpose Fields	1,000,000
Total Parks Sales Tax Revenue	**4,013,938**
Expenditures	
Engineering and Planning Fees	20,000
Capital Outlay (Projects)	3,884,500
Transfers (to GF for Project Management)	42,436
Total Parks Sales Tax Budget	**3,946,936**
Ending Fund Balance	**67,002**

2023 Parks Dept. Projects

Project	Fund Impact
PLP Youth Sports Multi-purpose Fields	3,500,000
Busch Drive Improvements	72,000
Watkins Park Phase II	20,000
Watkins Park Streambank Stabilization	42,000
Wetland Educational Area	15,000
JD 6-Series Tractor Lease	6,000
Zero Turn Mower	18,500
Entry Signs for PLP/ELP	100,000
Bike Equipment	5,000
ELP Brush Clearing along Route 9	15,000
Southern Platte Pass Trail Maintenance	70,000
Electrical Upgrades ELP	20,000
Estimated Project Total	**$3,884,500**

Capital Projects Fund (95? 96?)

Projects Fund

Fund	Revenue	Amount
Capital Project Fund	Carryover Funds from Financing and Grants for Route 9 (remaining Funds)	TBD
Capital Project Fund	Engineering – next phase (ARPA Budget)	100,000
	Total:	**TBD**
Fund	**Expenditure**	**Amount**
Capital Project Fund	Remaining Construction, Engineering and Inspection	TBD
Capital Project Fund	Engineering for next phase of Route 9	100,000
	Total:	**TBD**

Transportation Fund (40)

Transportation Fund Revenues

	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Parkville Special Road District	160,066	163,200	165,036	168,336
City Transportation Sales Tax	442,418	490,501	494,988	504,887
Motor Fuel Tax	139,486	150,365	147,129	174,189
County Transportation Sales Tax	193,260	225,000	223,255	228,375
Project Cost Share	7,550	5,225	16,425	-
Capital Contributions	11,970	26,914	12,487	32,586
Grants	7,881	13,000	1,292	-
Transfers	4,100	100,000	-	-
Total	**1,038,881**	**1,161,205**	**1,060,611**	**1,113,598**

Transportation Fund Forecast

Transportation Fund (40)

Last Updated 10/11/2021

	2019 Actual	2020 Actual	2021 Budget	2021 YTD	2021 Projected	2022 Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected
Beginning Fund Balance	**1,135,326**	**115,528**	**$ 96,882**	**$ 96,882**	**$ 96,882**	**$ 15,166**	**$ (147,498)**	**$ (62,848)**	**$ 53,830**	**$ 203,017**
Revenues										
Parkville Special Road District	159,097	160,066	$ 163,200	$ 165,036	$ 165,036	$ 168,336	$ 170,861	$ 173,424	$ 176,026	$ 178,666
Lease Proceeds	-	79,700	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
City Transportation Sales Tax	490,501	442,418	$ 490,501	$ 377,809	$ 494,988	$ 504,887	$ 512,461	$ 520,147	$ 527,950	$ 535,869
Motor Fuel Tax	150,365	139,486	$ 150,365	$ 110,347	$ 147,129	$ 174,189	$ 198,369	$ 222,913	$ 247,825	$ 273,110
County Transportation Sales Tax	229,619	193,260	$ 225,000	$ 111,627	$ 223,255	$ 228,375	$ 231,801	$ 235,278	$ 238,807	$ 242,389
Market Place TIF	7,550	11,970	$ -	$ -	$ 9,643	$ 9,836	$ 10,033	$ 10,233	$ 10,438	$ 10,647
Project Cost Share	-	-	$ 5,225	$ 16,425	$ 16,425	$ 5,225	$ 5,225	$ 5,225	$ 5,225	$ 5,225
Sale of Equipment	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
City Capital Cost Payment		-	$ 26,914	$ -	$ 2,844	$ 22,750	$ 23,091	$ 23,438	$ 23,789	$ 24,146
Leased Properties		-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Grants		7,881	-	1,292	1,292	-	-	-	-	-
Transfers from Other Funds		4,100	100,000	-	-	-	-	-	-	-
Transportation Fund Revenues:	**1,037,133**	**1,038,881**	**1,161,205**	**782,536**	**1,060,611**	**1,113,598**	**1,159,341**	**1,198,158**	**1,237,559**	**1,277,552**
Total Sources:	**2,172,459**	**1,154,409**	**1,258,087**	**879,418**	**1,157,493**	**1,128,764**	**1,011,842**	**1,135,311**	**1,291,389**	**1,480,568**
Expenditures										
Streets - Capital	335,684	454,856	$ 325,000	$ 287,068	$ 307,455	$ 395,000	$ 397,000	$ 397,000	$ 397,000	$ 397,000
Streets - Operating	434,463	429,609	$ 446,000	$ 307,116	$ 422,500	$ 473,500	$ 452,690	$ 459,480	$ 466,373	$ 473,368
Transfers (including debt service)	1,286,784	182,361	$ 402,372	$ 358,622	$ 412,372	$ 407,762	$ 225,000	$ 225,000	$ 225,000	$ 225,000
Transportation Fund Expenditures:	**2,056,931**	**1,066,826**	**1,173,372**	**952,806**	**1,142,327**	**1,276,262**	**1,074,690**	**1,081,480**	**1,088,373**	**1,095,368**
Estimated Ending Balance *(deficit)* :	**115,528**	**87,583**	**84,715**	**(73,388)**	**15,166**	**(147,498)**	**(62,848)**	**53,830**	**203,017**	**385,200**

Transportation Fund Expenses

	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Streets - Capital	454,856	325,000	307,455	395,000
Streets - Operating	429,609	446,000	422,500	473,500
Transfers (including debt service)	182,361	402,372	412,372	407,762
Total	**1,066,826**	**1,173,372**	**1,142,327**	**1,276,262**

Transportation Fund CIP

Fund	Project	GF Impact
Transportation	Crack Sealing	10,000
Transportation	Asphalt Mill & Overlay	250,000
Transportation	Street Striping	15,000
Transportation	Curb and Sidewalk Repair	50,000
Transportation	Truck Replacement	70,000
	Total:	**395,000**

Fund	Project	GF Impact
Transportation	Backhoe – Deferred until 2023	$120,000
	Total:	**$120,000**

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	

2022 Street Maint. Program

- Asphalt Mill and Overlay
  - Spinnaker Pointe
    - Walnut, Cedar, Hickory, Willow
  - Claret
    - Royal Court and Colonial
- Concrete Curb & Sidewalk
  - 1,650 feet of Concrete Curb Repair

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

Street Rating Point System

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

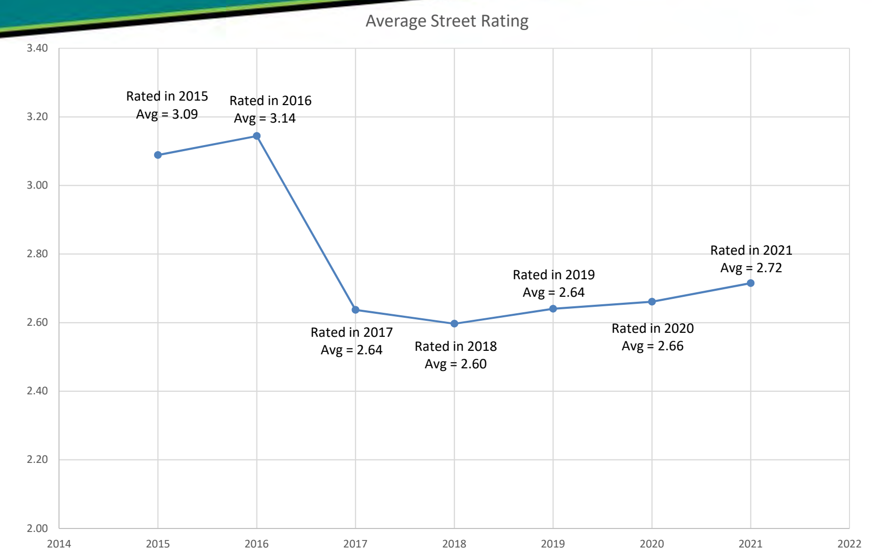
Street Maintenance Conditions

Rating	2015	2016	2017	2018	2019	2020	2021
	# Streets	# Streets	# Streets	# Streets	# Streets	# Streets	# Streets
10	5	2	2	2	4	3	2
8	1	1	1	1	1	1	0
7	0	0	0	0	0	0	1
6	1	2	2	1	1	1	1
5	16	15	15	1	0	0	0
4.5	14	7	7	2	0	2	4
4	5	4	4	4	6	7	7
3.5	3	14	14	13	14	11	10
3	32	26	26	21	24	27	30
2.5	20	38	38	34	37	34	27
2	79	63	63	53	39	35	46
1.5	30	36	36	77	86	94	85
1	4	2	12	12	12	21	46

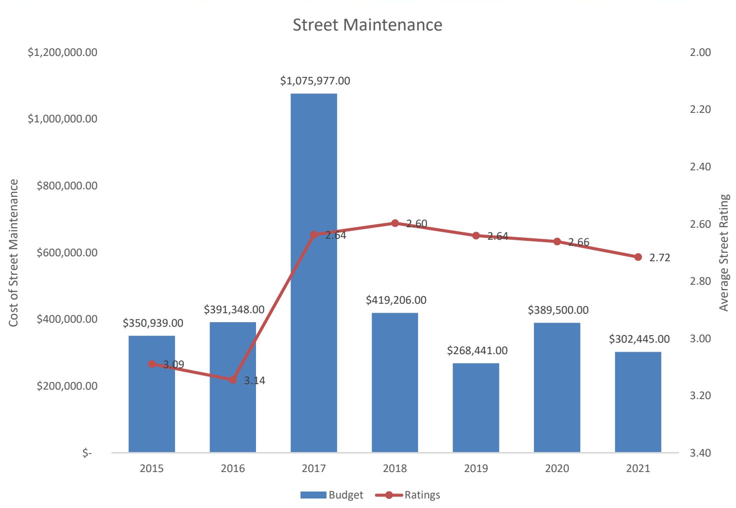
Streets 3.5 and Worse

	Linear Feet	# of Streets	Percent above 3.5
2015	56,429	45	26.97%
2016	73,792	45	34.95%
2017	52,050	45	23.17%
2018	46,877	24	20.82%
2019	47,195	25	20.62%
2020	46,534	26	20.33%
2021	62,397	27	27.26%

Overall Average Street Rating



Overall Avg. Street Rating



Six Year Program Plan

- Update for 2023
- 2022 Street Maintenance – $250,000
  - Spinnaker Pointe
    - Walnut, Cedar, Hickory, Willow
  - Claret
    - Royal Court and Colonial

Six Year Program Plan

- Update for 2024
- 2023 Street Maintenance – $300,000
  - South National Drive (Hwy 45 to Limestone)

Six Year Program Plan

- Update for 2025
- 2024 Street Maintenance – $250,000
  - 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 Alloe Way

Six Year Program Plan

- Update for 2026
- 2025 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
  - Park Street
  - 5th Street & 7th Street (Main to Park)

Six Year Program Plan

- Update for 2027
- 2026 Street Maintenance – $300,000
  - Micro surface Downtown Streets
  - Thousand Oaks Subdivision
    - Whitetail Way
    - 66th Street

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.

ARPA

2021 and 2022 Allocation (Eligible Projects under Revenue Loss Criteria):

Revenue Reduction Formula Calculation for 2020:		$275,444
Current Estimate for 2021		$590,419
	Total:	**$865,863**

Proposed Use of Funds for FY 2021

Pay-go Projects under the Public Sector Revenue Loss Formula:

- FY 2021 Route 9 6th Street Project - $75,000
- FY 2021 Transportation Fund Annual Street Program - $200,000

Total: **$275,000**

Proposed Use of Funds for FY 2022

Pay-go Projects under the Public Sector Revenue Loss Formula:

- FY 2021 Route 9 6th Street Project - $325,000
- Route 9 Engineering – Phase 3 - $100,000

Total: **$425,000**

Remaining Funds for FY 2023-24 **Total:** **$745,188**

Next Steps

- ~~October 18 – Revenue Projections, General Fund, Debt Service, Minor Funds~~
- ~~November 1 – CIP, Parks Sales Tax Fund, Transportation Fund, ARPA Fund, miscellaneous follow-up~~
- November 15 – Sewer Fund, miscellaneous follow-up
- November 21 – Summary review of final budget and miscellaneous follow-up
- December 6 – Adoption – 1st Reading
- December 20 – Adoption – 2nd Reading