1. GENERAL AGENDA

Mayor Dean Katerndahl opened the work session at 5:12 p.m. on October 17, 2023, at City Hall, 8880 Clark Avenue, Parkville, Missouri. In attendance were aldermen Tina Welch, Philip Wassmer, Brian T. Whitley, Michael Lee, Stephen Melton, Douglas Wylie, Bob Bennett and Allyson R. Berberich.

The following staff was also present:
Alexa Barton, City Administrator
Bryan Kidney, Deputy City Administrator/Finance Director
Kevin Chrisman, Police Chief
Dan Harper, Public Works Director
Stephen Lachky, Community Development Director
Brittanie Propes, Parks & Recreation Director
Chris Ashley, Parks & Recreation Project Manager
John Mautino, City Attorney

A. **Strategic Plan Projects Overview and Review**

City Administrator Alexa Barton provided an overview of the 2023-2024 strategic goals and the status of the associated projects. Staff was going to prepare a simplified outline of the projects.

B. **2024 Budget Request Overview**

City Administrator Alexa Barton introduced the 2024 budget requests and noted that the 2024-2029 Capital Improvement Program was approved on October 3.

Deputy City Administrator/Finance Director Bryan Kidney provided an overview of department requests; presentation attached as Exhibit A. He said the budget being presented was not balanced because it was only a review of requests from each department. He presented the General Fund requests.

Discussion focused on the Transfers In column, which Kidney said included the American Recovery Plan Act (ARPA) funds for one-time revenues that were used to offset lost revenue in the General Fund; and the Police Department budget was set to zero because the funds were moved to the new special Public Safety Sales Tax Fund. It was noted that the sales tax would not provide all the funds needed to pay for the expenditures, so a transfer from the General Fund would be needed.

Barton stated that in regards to salary and benefits, staff compared Parkville to Riverside, North Kansas City and, in some cases, Smithville, and wanted to match or exceed them. She added that to attract and retain staff, it was important to be competitive with neighboring communities.

Barton discussed the sewer system. She said that staff was projecting a three percent rate increase; if the City decided to move forward with the Platte County Regional Sewer District operating the wastewater treatment plant, there would still be projects that had to be done in 2024; and if the Board decided to sell the sewer system to them, it would require a public vote, which staff was anticipating would occur in April 2025. She added that staff would compare the rates to determine the best rate for the customers.

Barton provided more information about the budget requests, noting that if Proposition T did not pass on November 7, the funds for annual maintenance would be used to pay for the debt service for the Route 9 project because the City had committed to completing the project. She also said that the Parks Sales Tax funds would be driven by the updated Parks Master Plan; staff and benefits for the Police Department were 80 percent of their budget, the 2024 budget reflected full employment with savings remaining in the department as cash reserves, the substation's annual expenditure was estimated at $20,000 and there would be two months of sales tax revenues in 2023, but the revenues would not be uses for 2023 expenditures.

Barton added that the Nature Sanctuary estimated Capital Improvement Program projects would be completed in 2025 and then the budget would be moved to the Parks Sales Tax Fund.

In regards to the Fewson Fund, Barton said that the City was able to use half the investment for projects and could borrow and pay back for special projects. Discussion focused on the entry signs and the desire to replace the sign on Highway 45 and add one at I-435 and if the Fewson Fund could be used for them. Barton said there were ARPA funds remaining and approximately $25,000 could be used from the Fewson Fund to plan, engineer and use one-time funds for the signs, which could include the Fewson Fund logo.

2. ADJOURN

The work session ended at 6:53 p.m.

The work session minutes for October 17, 2023, 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 2023.

Submitted by:

Melissa McChesney

City Clerk Melissa McChesney

SEAL OF THE CITY OF PARKVILLE
PLATTE COUNTY
MISSOURI

City of Parkville

2024 Requested Budget

1st Budget Work Session

October 17, 2023

Work Session Agenda

- Budget document overview
- 2024 department budget requests
  - General
  - Sewer
  - Transportation
  - Parks/Nature Sanctuary
  - Public Safety/Police
- Fund Balance Targets
- Transfer Policy
- Personnel Priorities

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2024 Strategic Objectives

- Organizational Excellence
- Infrastructure & Public Facilities
- Quality Development
- Parks & Recreation
- Communications
- Public Safety

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Budget Work Session – 10/17/2023

Budget Document Overview

- Financial Summary for the Fund
  - Revenue by Category
  - Expenditure by Department / Category
- Revenue Detail for the Fund
- Expenditure Detail by Department / Category
  - Totals at end of section
- Capital Improvement Plan (CIP) – provided 9/19/2023
  - Totals in the Capital category of each fund

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Budget Work Session – 10/17/2023

General Fund Summary

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PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2023

10 -General Fund
FINANCIAL SUMMARY

ACCOUNT# ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 CURRENT BUDGET	2023 Y-T-D ACTUAL	2023 PROJECTED TO YEAR END	2024 DEPARTMENT REQUESTED	2024 PROPOSED BUDGET
REVENUE SUMMARY							
TAXES	1,402,592	1,475,442	1,560,000	1,658,897	1,624,400	1,707,000	
LICENSES	70,583	66,279	76,800	62,432	73,900	80,400	
PERMITS	518,981	480,504	505,300	243,733	304,800	518,000	
FRANCHISE FEES	812,268	894,393	898,000	570,106	885,000	890,000	
SALES TAXES	1,259,956	1,437,419	1,452,000	1,280,621	1,653,000	1,687,000	
OTHER REVENUE	30,885	37,417	0	0	0	0	
COURT REVENUE	66,310	47,578	41,000	18,490	24,400	28,000	
INTEREST INCOME	5,531	71,799	13,000	35,195	100,300	84,000	
MISCELLANEOUS REVENUE	306,884	915,076	603,000	550,796	574,000	513,000	
TRANSFERS IN	566,200	667,436	860,500	770,375	860,500	360,500	
TOTAL REVENUES	5,040,191	6,093,343	6,009,600	5,190,644	6,100,300	5,867,900	
EXPENDITURE SUMMARY							
ADMINISTRATION	1,817,537	1,865,544	1,733,968	1,200,696	1,733,968	1,882,500	
POLICE	1,453,788	1,555,264	2,002,650	1,138,335	2,002,650	0	
MUNICIPAL COURT	127,785	132,456	163,379	98,011	163,379	183,000	
PUBLIC WORKS	284,998	334,603	289,440	209,873	289,440	350,000	
COMMUNITY DEVELOPMENT	344,954	383,943	493,959	354,149	493,959	693,000	
STREET DEPARTMENT	494,323	528,174	0	0	0	0	
PARKS DEPARTMENT	436,432	487,653	0	0	0	0	
NATURE SANCTUARY	58,549	69,785	0	0	0	0	
PUBLIC INFORMATION	34,293	34,204	35,660	14,747	35,660	39,000	
TRANSFERS OUT	0	0	935,575	773,325	935,575	2,462,000	
INFORMATION TECHNOLOGY	75,281	73,311	98,304	85,630	98,304	137,000	
CAPITAL OUTLAY	160,868	141,323	261,094	123,115	261,094	150,000	
TOTAL EXPENDITURES	5,288,806	5,606,260	6,014,029	3,997,880	6,014,029	5,896,500	
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(248,615)	487,083	(4,429)	1,192,764	86,271	(28,600)	

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Budget Work Session – 10/17/2023

Revenues

- Revenues are stable, with a few exceptions
  - Building permits are down for 2023 by 50%, but projected to return to normal in 2024
  - Court revenues continue to decline
- Significant transfers out – Parks, PD, and Transpo
- Fewer transfers in – one time revenues in 2023 including: ARPA, insurance payment

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Budget Work Session – 10/17/2023

Expenditures

- Department requests are what are needed to meet the needs of the City
- Salary & benefits adjustments are an effort to match our peers in the Northland
  - Director positions are 45% below our peers
- Police salary & benefits to be leading within the region, among our peers

We are Parkville!

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Budget Work Session – 10/17/2023

Organizational Excellence

Salary and Benefit costs based on

- Premier Employer – Attract, Retain, Develop!
  - Attract - Competitive salary & benefits
  - Retain – Market Driven Data: Salary/Benefits comparison to neighboring communities
  - Develop – continuing education & training
- Positions adjusted, where necessary, to meet market minimums
- COLA = % @ January 1
- Merit = % @ Anniversary
- LAGERS Adjustment
  - Consider 4% to be paid by employer
  - Comparison to neighboring communities

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Budget Work Session – 10/17/2023

2023 Transfers

Transfers OUT from General Fund	Amount	Basis
to NID Debt	-$286,575	Debt Payments
to Transportation Fund	-$236,000	*2022 Transpo/Streets Service Costs
to Parks Fund	-$350,000	*2022 Parks Services Budget
to Nature Sanctuary	-$63,000	*2022 Nature Sanctuary Budget
Total Transfers OUT	**-$935,575**	

Proportion of general fund revenues that go to fund/subsidize additional city services

2024 Transfers

Transfer OUT from General Fund	Amount	Basis
to NID Debt	-$293,000	Debt Payments
to Transportation Fund	-$243,000	2022 Transfer + 3.25% (50% CPI)
to Parks Fund	-$361,000	2022 Transfer + 3.25%
to Police (Public Safety) Sales Tax	-$1,500,000	Avg. Expenditures 2021-2023
to Nature Sanctuary	-$65,000	2022 Transfer + 3.25%
Total Transfer OUT	**-$2,462,000**	

2024 Dept. Requests

Sewer Services Fund (30)

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PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2023

30 -Sewer Service Fund
FINANCIAL SUMMARY

ACCOUNT# ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 CURRENT BUDGET	2023 Y-T-D ACTUAL	2023 PROJECTED TO YEAR END	2024 DEPARTMENT REQUESTED	2024 PROPOSED BUDGET
REVENUE SUMMARY							
OTHER REVENUE	1,633,592	1,740,141	1,846,563	528,217	1,846,563	1,891,450	
INTEREST INCOME	1,440	1,413	5,050	260	5,050	5,500	
MISCELLANEOUS REVENUE	924	16,714	0	28,067	0	0	
TRANSFERS IN	0	0	187,500	0	187,500	0	
TOTAL REVENUES	1,635,956	1,758,268	2,039,113	556,544	2,039,113	1,896,950	
EXPENDITURE SUMMARY							
ADMINISTRATIVE	1,851,537	1,925,494	1,983,208	1,076,536	1,983,208	1,543,000	
TOTAL EXPENDITURES	1,851,537	1,925,494	1,983,208	1,076,536	1,983,208	1,543,000	
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(215,581)	(167,226)	55,905	(519,992)	55,905	353,950	

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Budget Work Session – 10/17/2023

Sewer Fund

- 3% rate increase in 2024
- New Management Services Contract in 2024 - we are moving to Platte County Regional Sewer District to manage our sewer system operations on 1/1/2024

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Budget Work Session – 10/17/2023

2024 Dept. Requests

Transportation Sales Tax Fund (40)

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PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2023

40 -Transportation Fund
FINANCIAL SUMMARY

ACCOUNT# ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 CURRENT BUDGET	2023 Y-T-D ACTUAL	2023 PROJECTED TO YEAR END	2024 DEPARTMENT REQUESTED	2024 PROPOSED BUDGET
REVENUE SUMMARY							
TAXES	168,250	175,903	180,000	182,366	180,000	184,000	
SALES TAXES	908,305	1,048,681	1,111,000	881,182	1,111,000	1,182,000	
OTHER REVENUE	16,425	5,325	5,000	4,970	5,000	5,000	
MISCELLANEOUS REVENUE	1,292	4,454	0	2,620	0	0	
TRANSFERS	200,000	0	236,000	177,000	236,000	243,000	
TOTAL REVENUES	1,294,273	1,234,364	1,532,000	1,248,138	1,532,000	1,614,000	
EXPENDITURE SUMMARY							
STREET DEPARTMENT	699,245	710,678	1,676,188	578,624	1,676,188	1,903,000	
TRANSFERS	400,065	447,762	66,229	66,229	0	0	
TOTAL EXPENDITURES	1,099,310	1,158,440	1,742,417	644,853	1,676,188	1,903,000	
EXCESS REVENUES OVER (UNDER) EXPENDITURES	194,963	75,923	(210,417)	603,285	(144,188)	(289,000)	

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Transportation Fund

- Streets & Transportation expenditures fully reflected in this request
- Department request of $450,000 for road maintenance
  - This will need to be adjusted to balance the fund
  - Impact of Ballot Initiative - Proposition T – on road maintenance program
- Without Proposition T, annual street maintenance will be greatly reduced

Please Vote!!!

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2024 Dept. Requests

Park Sales Tax Fund (41)

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CITY OF PARKVILLE
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2023

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41 -Park Sales Tax Fund
FINANCIAL SUMMARY

ACCOUNT# ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 CURRENT BUDGET	2023 Y-T-D ACTUAL	2023 PROJECTED TO YEAR END	2024 DEPARTMENT REQUESTED	2024 PROPOSED BUDGET
REVENUE SUMMARY							
SALES TAXES	672,672	775,714	770,000	700,241	770,000	966,000	
OTHER REVENUE	0	0	40,000	30,110	40,000	37,000	
MISCELLANEOUS REVENUE	0	67,133	1,000	402,743	1,000	1,000	
TRANSFERS	0	0	350,000	262,500	350,000	361,000	
TOTAL REVENUES	672,672	842,847	1,161,000	1,395,594	1,161,000	1,365,000	
EXPENDITURE SUMMARY							
ADMIN	94,633	18,587	20,000	2,700	20,000	0	
PARKS	0	2,888	749,071	424,644	749,071	908,000	
TRANSFERS OUT	41,200	92,436	0	0	0	0	
CAPITAL OUTLAY	218,667	486,965	478,500	190,524	478,500	496,000	
TOTAL EXPENDITURES	354,499	600,877	1,247,571	617,868	1,247,571	1,404,000	
EXCESS REVENUES OVER (UNDER) EXPENDITURES	318,173	241,970	(86,571)	777,725	(86,571)	(39,000)	

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Budget Work Session – 10/17/2023

Parks Fund

- Parks Priorities: Revised Parks Master Plan
  - Early 2024

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Budget Work Session – 10/17/2023

2024 Dept. Requests

Police (Public Safety) Sales Tax Fund (42)

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PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2023

42 -POLICE SALES TAX
FINANCIAL SUMMARY

			2023			2024	
ACCOUNT# ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED TO YEAR END	DEPARTMENT REQUESTED	PROPOSED BUDGET
REVENUE SUMMARY							
SALES TAXES	0	0	0	0	0	966,000	
COURT REVENUE	0	0	0	0	0	3,000	
TRANSFERS IN	0	0	0	0	0	1,500,000	
TOTAL REVENUES	0	0	0	0	0	2,469,000	
EXPENDITURE SUMMARY							
POLICE DEPARTMENT	0	0	0	0	0	2,683,000	
TOTAL EXPENDITURES	0	0	0	0	0	2,683,000	
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	0	0	0	0	(214,000)	

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Police Fund

- Police revenue and expenditures are in their own fund
- Budget request reflects full employment
- Annual substation expenses estimated to be $20,000

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2024 Dept. Requests

Nature Sanctuary Fund (60)

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CITY OF PARKVILLE
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2023

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60 -Nature Sanctuary Fund
FINANCIAL SUMMARY

ACCOUNT# ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 CURRENT BUDGET	2023 Y-T-D ACTUAL	2023 PROJECTED TO YEAR END	2024 DEPARTMENT REQUESTED	2024 PROPOSED BUDGET
REVENUE SUMMARY							
DONATIONS	10,854	6,890	10,000	3,252	10,000	10,000	
TRANSFERS	0	0	63,000	47,250	63,000	65,000	
TOTAL REVENUES	10,854	6,890	73,000	50,502	73,000	75,000	
EXPENDITURE SUMMARY							
GENERAL	4,190	8,261	94,000	55	94,000	0	
NATURE SANCTUARY	0	0	87,254	67,208	87,254	174,000	
TOTAL EXPENDITURES	4,190	8,261	181,254	67,263	181,254	174,000	
EXCESS REVENUES OVER (UNDER) EXPENDITURES	6,664	(1,372)	(108,254)	(16,761)	(108,254)	(99,000)	

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Budget Work Session – 10/17/2023

Nature Sanctuary Fund

- Merging with Parks Fund for 2025 budget
  - Spending down donation funds with high priority capital improvements in the Sanctuary

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Budget Work Session – 10/17/2023

Fund Balance Targets

General Fund Balance
- Policy is to maintain a 5-15% General Fund balance, based on expenditures

Emergency Reserve Fund Balance
- Policy is to maintain at least 25% of total General Fund appropriation

Special Revenue Funds with staffing
- Best Practice: Maintain at least 5-15% fund balance, based on expenditures
  - Transportation
  - Public safety/police
  - Parks/Nature Sanctuary

Sewer Fund
- Policy is to maintain 90 days of operating expenses

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Budget Work Session – 10/17/2023

Next Steps

- ~~September 19 – CIP Review and Adoption~~
- ~~October 17 – Department Requests (Operating Funds), Revenue Forecast, Strategic Priorities~~
- November 7– Administrator's Proposed, Balanced Budget – All budgeted funds
- November 21 – Adoption 1st Reading
- December 5 – Adoption – 2nd Reading
- December 19 – Final BOA meeting of the year

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Budget Work Session – 10/17/2023