

1. GENERAL AGENDA

Mayor Dean Katerndahl opened the work session at 5:42 p.m. on October 1, 2024, at City Hall, 8880 Clark Avenue, Parkville, Missouri. In attendance were aldermen Tina Welch, Brian T. Whitley, Bob Bennett, Douglas Wylie and Allyson R. Berberich.

The following staff was also present:

Alexa Barton, City Administrator
Bryan Kidney, Deputy City Administrator/Finance Director
Jeffery Rhodes, Assistant City Administrator
Kevin Chrisman, Police Chief
Dan Harper, Public Works Director
Stephen Lachky, Community Development Director
Brittanie Propes, Parks & Recreation Director (*joined meeting at 6:26 p.m.*)
John Mautino, City Attorney

A. 2025 Proposed Budget

Deputy City Administrator/Finance Director Bryan Kidney provided an overview of the proposed 2025 budget; presentation attached as Exhibit A.

City Administrator Alexa Barton provided an overview of the salary and position changes included in the proposed budget, noting that the larger items that impacted the budget were positions and employees. They projected an increase of two percent in sales taxes. Barton reviewed the new positions proposed in the 2025 budget.

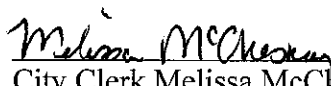
Kidney reviewed the proposed Internal Service Funding Policy and talked about how it worked.

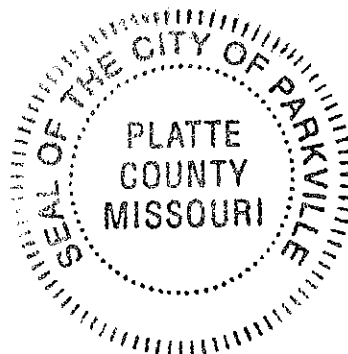
2. ADJOURN

The work session ended at 6:39 p.m.

The work session minutes for October 1, 2024, 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 October 2024.

Submitted by:


City Clerk Melissa McChesney



City of Parkville

2024 Requested Budget

1st Budget Work Session

October 1, 2024



Work Session Agenda

- Revenue Projections
- 2025 Pay Plan Updates
 - New Positions
 - Pay Rates
 - Benefit Changes
 - Incentives
- Internal Service Fund
 - Concept
 - Policy
 - Scope

2025 Strategic Goals

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

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Budget Work Session – 10/1/2024



Revenues

- General Fund (10)

Revenues					
Category	2023 Audited	2024 Adopted	2024 Year to date	2024 Revised	2025 Budget
Property Taxes	\$ 1,664,072	\$ 1,740,000	\$ 1,795,788	\$ 1,800,000	\$ 1,794,000
Licenses	67,553	80,400	65,463	81,000	81,000
Permits	295,362	518,000	554,247	695,000	280,000
Franchise	960,584	940,000	561,308	930,000	923,000
Sales Tax	1,730,944	1,703,000	1,242,095	1,882,000	1,911,000
Court	50,996	25,000	47,802	60,000	50,000
Interest	106,340	95,500	37,769	123,000	121,000
Miscellaneous	539,380	513,000	481,200	638,000	760,000
Transfers	860,500	370,000	246,667	360,000	180,000
Total Revenues	6,275,731	5,984,900	5,032,339	6,569,000	6,100,000

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Budget Work Session – 10/01/2024



Revenues

- Sewer Fund (30)

Revenues					
	2023 Unaudited	2024 Adopted	2024 Year to date	2024 Est	2025 Forecast
Sewer Charges	\$ 1,785,086	\$ 1,813,000	\$ 1,165,640	\$ 1,800,000	\$ 1,854,000
Sewer Tap Fees	15,650	30,000	5,250	10,000	15,000
Sewer Impact Fees	11,817	51,500	5,217	10,000	10,000
MOAW Bill Collection Payment	-	550	501	501	-
Grinder Pump Admin Fee	4,620	4,600	2,695	3,000	-
Interest Income	3,557	5,500	1,977	5,000	5,000
Miscellaneous	50,567	-	7,022	7,000	-
Total Revenues	1,871,297	1,905,150	1,188,302	1,835,501	1,884,000

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Budget Work Session – 10/01/2024



Revenues

- Transportation Fund (40)

Revenues					
Category	2023 Audited	2024 Adopted	2024 Year to Date	2024 Estimate	2025 Forecast
Taxes	\$ 1,460,584	\$ 1,363,000	\$ 1,088,443	\$ 1,522,000	\$ 1,548,000
Other	49,076	15,000	81,871	92,340	10,000
Transfers	236,000	243,000	162,000	243,000	247,000
Total Revenues	1,745,660	1,621,000	1,332,314	1,857,340	1,805,000

- 2025 Tax Estimate Include:
 - \$835,000 ½ Cent Sales Tax
 - \$244,000 City Portion of County Sales Tax
 - \$209,000 Special Road District
 - \$260,000 City Portion of State Sales Tax

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Budget Work Session – 10/01/2024



Revenues

- Parks & Recreation Fund (41)

Revenues					
Category	2023 Audited	2024 Adopted	2024 Year to Date	2024 estimate	2025 Forecast
Taxes	\$ 952,254	\$ 975,000	\$ 685,090	\$ 1,041,000	1,062,000
Program Revenue	34,616	37,000	38,111	37,000	38,000
Other		-	76,340	76,340	-
Grants/Donations	432,093	1,000	24,308	1,000	-
Transfers	350,000	426,000	284,000	426,000	433,000
Total Revenues	1,768,963	1,439,000	1,107,849	1,581,340	1,533,000

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Budget Work Session – 10/01/2024



Revenues

- Public Safety Fund (42)

Revenues					
Category	2023 Audited	2024 Adopted	2024 YTD	2024 Estimate	2025 Budget
Taxes	\$ 192,285	966,000	561,194	1,013,000	1,033,000
Other		3,000	78,330	79,340	3,000
Transfers		1,500,000	875,000	1,500,000	1,526,000
Total Revenues	192,285	2,469,000	1,514,524	2,592,340	2,562,000

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Budget Work Session – 10/01/2024



Revenues

- Use Tax Fund (48)

Revenues					
Category	2023 Audited	2024 Adopted	2024 Year to Date	2024 Revised	2025 Budget
Taxes	\$ -	\$ 350,000	\$ 505,465	\$ 985,753	\$ 1,005,000
Total Revenues	-	350,000	505,465	985,753	1,005,000

- 2025 Tax Use per Ballot:
 - \$643,000 Street Capital (64%)
 - \$161,000 Street Maintenance (16%)
 - \$201,000 Park Trail Maintenance & Capital (20%)

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Revenues

- Guest Tax/Economic Development (46)

Revenues					
Category	2023 Audited	2024 Adopted	2024 YTD	2024 Est	2025 Forecast
Guest Room Tax	\$ 88,171	\$ 68,000	\$ 62,278	\$ 90,000	\$ 92,000
Total Revenues	88,171	68,000	62,278	90,000	92,000

- Special Levy (22)

Revenues					
Category	2023 Audited	2024 Adopted	2024 YTD	2024 Est	2025 Forecast
Property Taxes	\$ 534,535	\$ 527,000	\$ 574,699	574,699	\$ 570,000
Interest Income	1,163	300	847	1,131	1,200
Total Revenue	535,698	527,300	575,546	575,830	571,200

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2025 New Position Requests

Request Title	Department	Estimated Budget Impact for Salary and Benefits	Notes
Assistant PW Director	Public Works/Transportatic	127,000	Added into General Fund, Public Works Budget
Code Enforcement	Community Development	85,000	Added to General Community Development budget
Skilled Labor/Crew Leader	Transportation	65,000	Added into Transportation budget
Parks and Recreation Program Manager	Parks and Recreation	-	Position and Duty change from Nature Sanctuary Director
IT Support	Internal Service	-	added more into contractual
Building Facilities Position	Internal Service	-	added more into contractual
Admin Support (Arts Council)	Community Development	-	Consideration for a future budget year
Parks Community Liaison	Parks and Recreation	-	Consideration for a future budget year
Detective	Public Safety	-	Consideration for a future budget year
PD Command Staff (TBD)	Public Safety	-	Consideration for a future budget year
Associate Engineer (future)	Public Works	-	Consideration for a future budget year

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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
- COLA @ January 1
 - Civilian Workforce – 3%
 - Police workforce – 4.5%

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Proposed Salary Scales Police

Proposed 1/1/2025							
Grade	Classification*	Annual			Hourly		
		Minimu m	mid- point	Maximum	Minimu m	Mid- Point	Maximum
5P	Officer	65,208	78,250	91,291	31.35	37.62	43.89
6P	Sergeant	78,250	93,900	109,549	37.62	45.14	52.67
7P	Captain	93,900	112,679	131,459	45.14	54.17	63.20
9P	Chief	135,346	162,386	189,467	66.01	79.21	92.42

*Officers and Sergeant assigned to Detective Duty may receive additional pay up to 10%

In Effect for 2024							
Grade	Classification*	Annual			Hourly		
		Minimu m	mid- point	Maximum	Minimu m	Mid- Point	Maximum
5P	Officer	62,400	74,880	87,360	30.00	36.00	42.00
6P	Sergeant	74,880	89,856	104,832	36.00	43.20	50.40
7P	Captain	89,856	107,827	125,798	43.20	51.84	60.48
9P	Chief	131,394	157,664	183,955	63.17	75.80	88.44

*Officers and Sergeant assigned to Detective Duty may receive additional pay up to 10%

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Proposed 1/1/2025							
Grade	Classification	Annual			Hourly		
		Minimum	mid-point	Maximum	Minimum	Mid-Point	Maximum
1	Receptionist	39,334	47,195	55,078	18.91	22.69	26.48
2	Laborer	44,054	52,874	61,672	21.18	25.42	29.65
3	Code Enforcement Skilled Laborer	48,464	58,157	67,850	23.30	27.96	32.62
4	Department Assistant Code Enforcement/Permit Technician Court Administrator Foreman	53,310	63,981	74,630	25.63	30.76	35.88
5	Parks and Recreation Program Manager Building Inspector Building Official Dep City Clerk/Finance Specialist Project Manager Planner Parks grounds and codes enforcement	58,635	70,366	82,098	28.19	33.83	39.47
6	HR Generalist Superintendent Director of Operations	67,434	80,912	94,411	32.42	38.90	45.39
7	Assistant Public Works Director City Clerk City Treas./Accountant	77,542	93,059	108,555	37.28	44.74	52.19
8	Assistant City Administrator City Attorney Community Development Director Parks and Recreation Director Public Works Director	108,555	130,270	151,986	52.19	62.63	73.07
9	Police Chief Deputy City Administrator	135,699	162,843	189,987	65.24	78.29	91.34
10	City Administrator	169,624	212,035	254,446	81.55	101.94	122.33

Proposed Salary Scales Civilian

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Benefit Estimates

- No proposed changes to Retirement, Disability, or Life Insurance
- Early Estimates include a modest increase in Dental, and Health insurance costs (will be updated after marketed).
- Night Shift Differential for Police
- Education Incentive Pay for all employees:
 - \$50 per month - Associate Degree or Technical Certificate
 - \$100 per month - Bachelor's Degree
 - \$150 per month – Graduate or Higher Degree

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Internal Service Funding

- Charges operational departments to properly expense internal operations.
- Charges identifiable as “internal services” are to be allocated to departments based on use of the service.
- Actual expenditures will be expensed to operational departments.
- Quarterly allocation reports presented to Finance Committee for review.
- End of year adjustment to each department based on actual expenditures.

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Organizational Excellence

Internal Service Funding

Internal Service	Included Costs	Basis of Allocation
Accounting and General Support	Employee Costs for Department Assistant, Treasurer, Finance Specialist, Cost of Audit and Accounting Software	Non-payroll expenditures for each department.
payroll & HR administration	Employee Cost for HR Generalist, employee education, HR consultant, and other employee service costs	Based on number of employees
insurance liability	Based on the total salary for each department. (matches how MPR bills City)	Current liability based on employee payroll expenditures. Allocate to each cost center based on proportion of payroll costs
Fleet	Annual Lease payment (less sale of vehicle), Gas and maintenance paid directly by department	Percentage of department's direct cost of vehicle lease of total lease cost (less receipts) times citywide annual lease
Buildings/Grounds	Building Maintenance, Janitorial, Building Repairs and utility costs	Square footage of department divided by total square foot of building
Information Technology	Internet Service, IT help desk, network software and equipment. Individual computers paid by department	Total computers in department divided by total computers in City

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Budget Work Session – 10/1/2024



Organizational Excellence

ISF Example – Technical Services

UTILITIES		
XXX.03-01-00	Telephone & Voicemail	15,000
XXX.03-05-00	Mobile Phones & Pagers	1,000
XXX.03-08-00	Internet/Cable	12,000
Total		28,000
XXX.04-22-00	Office Equip Lease Purchase	1,000
Total		-
xxx.06-35-00	Equipment	25,000
xxx.06-36-00	Software	37,000
xxx.06-38-00	Cyber Security	10,000
Total		72,000
PROFESSIONAL FEES		
XXX.08-02-02	Professional Services	35,000
XXX.08-03-00	Information Technology Support	80,000
Total		115,000
Total Expenses		215,000

	Number of Computers assigned to personnel	Allocation	IT support Costs
Administration	9	27%	\$ 59,000
Court	2	6%	13,000
Public Works	2	6%	13,000
CD	5	15%	33,000
Total General	18	55%	118,000
Transportation	-	0%	-
Parks	3	9%	20,000
PS	12	36%	78,000
	33.00	100%	\$ 215,000
cost per	6,515.15		

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Budget Work Session – 10/1/2024



ISF Example – Building Services

RISK MANAGEMENT		
XXX.02-05-00	Property Insurance	10,000
Total		10,000
UTILITIES		
XXX.03-02-00	Electricity	55,000
XXX.03-04-00	Water	5,000
XXX.03-05-00	Mobile Phones & Pagers	1,000
XXX.03-09-00	Trash Hauling/Recycling	1,000
Total		62,000
MAINTENANCE		
XXX.06-01-00	Building Maint & Repair	25,000
XXX.06-01-01	HVAC Maintenance & Repair	10,000
XXX.06-02-00	Janitorial Services/Supplies	15,000
Total		50,000
	Total Expenses	122,000

	Office Ft/2	Allocation	Facility Costs
Administration	4,826	37%	\$ 45,000
Court	1,973	15%	19,000
Public Works	634	5%	6,000
CD	929	7%	9,000
Total General	8,362	64%	79,000
Transportation	-	0%	-
Parks	314	2%	3,000
PS	4,289	33%	40,000
	12,965.00	100%	\$ 122,000
cost per	9.41		

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ISF Example – Administration Support

PERSONNEL		Admin Services
Total	Salaries and Benefits	299,000
OTHER PURCHASES		
XXX.05-01-00	Office Supplies & Consumable:	4,000
XXX.05-02-00	Postage	2,000
XXX.05-04-00	Printing	1,000
XXX.05-05-00	Publications	1,000
Total		8,000
MAINTENANCE		
XXX.06-34-00	Office Equipment Maintenance	1,000
xxx.06-36-00	Software	30,000
Total		31,000
PROFESSIONAL FEES		
XXX.08-02-00	Auditor Fees	50,000
XXX.08-02-02	Professional Services	15,000
Total		65,000
OTHER EXPENDITURES		
Total	Other	3,000
	Total Expenses	406,000

	non-payroll expenditures	Allocation	Administration cost
Administration	\$ 500,000	14%	\$ 58,000
Court	50,000	1%	6,000
Public Works	150,000	4%	17,000
CD	550,000	16%	64,000
Total General	1,250,000	36%	145,000
Transportation	1,000,000	29%	116,000
Parks	750,000	21%	87,000
PS	500,000	14%	58,000
	\$ 3,500,000	100%	\$ 406,000

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Next Steps

- ~~September 17 – CIP Review and Adoption~~
- ~~October 1 – 2025 Pay Plan, Internal Service Policy, Revenue Projections~~
- October 15– Administrator’s Proposed, Balanced Budget – All budgeted funds
- November 5 – Budget Adoption 1st Reading
- November 19 – Budget Adoption 2nd Reading
- December 19 – Proposed Sewer Rate Ordinance Adoption

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