1. GENERAL AGENDA

Mayor Nanette K. Johnston opened the work session at 5:36 p.m. on October 26, 2020, at City Hall, 8880 Clark Avenue, Parkville. In attendance were aldermen Marc Sportsman, Greg Plumb, Dave Rittman, Nan Johnston, Tina Welch, Brian T. Whitley, Philip Wassmer, Douglas Wylie.

A quorum of the Board of Aldermen was present via videoconferencing.

The following staff was also present via videoconference:
Joe Parente, City Administrator
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director
Matthew Chapman, Finance/Human Resources Director
Anna Mitchell, Assistant to the City Administrator
Chris Ashley, Public Works Project Manager
Chris Williams, City Attorney

A. 2021 City of Parkville Operating and Capital Budget

Assistant to the City Administrator Anna Mitchell provided an overview of 2021 Capital Improvement Program (CIP), presentation attached as Exhibit A. She began with a summary of the 2020 CIP, noting that 86 percent of the projects were completed and 7.5 projects would be carried over to 2021. She provided an overview of the 2021 Parks Sales Tax Fund CIP and discussion focused on purchasing the tractor and grading equipment using General Fund money instead. Mitchell noted staff would discuss it with the Community Land and Recreation Board at its November meeting.

Mitchell discussed the Transportation Fund, noting that revenues would not meet the estimated revenues due to COVID-19 and revenues were anticipated to also be flat in 2021. Because savings were not anticipated in the 2020 budget, staff anticipated that a transfer from reserves would be needed to cover the loss. She noted that once the 2017 street enhancement financing debt was paid off, the money would be used for CIP projects.

Public Works Director Alysen Abel provided an overview of the Transportation Fund. The 2021 budget did not include the purchase of a new truck because staff wanted to be sure the budget was balanced. Discussion focused on using the Emergency Reserve Fund during COVID. Some board members were in favor of using the funds, but recommended that the City maintain the minimum amount in the fund that was required per policy. The consensus of the Board was to not purchase a truck in 2021.

Abel provided an overview of the street ratings, noting that the street maintenance line item was over budget in 2020 for mill and overlay in Riss Lake in order to complete all the streets and improve the street ratings.

As a follow-up to the first budget work session, City Administrator Joe Parente discussed the wayside horns budgeted in 2021 for planning and construction in 2022, possibly moving up the monument sign work to 2022 and staff beginning discussions about the police substation in western Parkville in 2021. Discussion focused on purchasing a tractor in the Parks Sales Tax Fund, maintenance of Pocket Park in 2021 and fund balances in the Transportation Fund.

Further discussion focused on court revenue projects, increasing seasonal park employees from four to six and phasing in or hiring two police officers at the same time in 2021. Parente responded that the police officer salaries were be budgeted in 2021 and staff would determine when to hire the officers. Regarding court revenues, he explained how staff determined the 2021 estimates and regarding the seasonal parks employees he said staff would look at adding one position and then could determine if additional staff was needed.

2. ADJOURN

The work session ended at 7:23 p.m.

The work session minutes for October 26, 2020, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the 17th day of November 2020.

Submitted by:

Melissa McChesney

City Clerk Melissa McChesney

SEAL OF THE CITY OF PARKVILLE
PLATTE COUNTY MISSOURI

City of Parkville 2021 Budget

Second Budget Work Session

October 26, 2020

Second Budget Work Session Topics

- 2021 General Capital Improvement Program
- Park Sales Tax Fund
- Projects Fund
- Transportation Fund
- Outline of Key Decisions for 2nd Work Session
- Review of Future Work Session Topics

2021 Capital Outlay Projects
5 Year CIP

2020 CIP Review

Division	# of Projects	# Started	# Complete (year-end)	% Started	% Complete (year-end)	Carryover to 2021
Admin	6	5	6	83%	100%	0
CD	1	1	.5	100%	50%	.5
Parks	9	8	8	89%	89%	1
Police	5	4	4	80%	80%	1
Public Works	2	1	1	50%	50%	1
Streets	3	1	1	33%	33%	2
Sewer	9	6	8	66%	89%	1
Transportation	7	5	6	71%	86%	1
2020 TOTAL	**42**	**31**	**34.5**	**74%**	**82%**	**7.5**
2019 TOTAL	**28**	**17**	**25**	**61%**	**89%**	**3**

Six-Year Overall CIP

	2021	2022	2023	2024	2025	2026
Admin/IT	71,000	73,942	39,546	6,000	6,000	6,000
Com Dev	80,000	-	-	-	-	-
Police	105,934	105,849	67,276	48,221	49,186	50,169
PW	22,041	602,041	22,041	22,041	22,041	22,041
Streets	35,000	183,000	150,000	150,000	-	-
Sewer	573,300	363,300	1,625,700	264,000	265,300	265,300
Transportation	428,064	587,193	443,390	603,657	449,995	613,408
Parks Sales Tax	445,000	300,000	300,000	300,000	300,000	300,000
Projects Fund	196,000	90,000	-	-	330,000	-
TOTAL	**$1,956,339**	**$2,315,325**	**$2,647,953**	**$1,393,919**	**$1,422,522**	**$958,224**

General Fund CIP

Dept.	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budgeted
Admin	26,504	92,145	122,900	57,900	46,000
Police	50,040	68,487	93,010	52,516	105,934
PW	44,091	22,041	102,041	22,041	22,041
Comm. Dev.	10,850	-	158,000	100,000	70,000
Parks	210,691	522,445	-	-	-
PIO	-	-	25,500	27,671	-
IT	6,068	5,182	6,000	6,000	6,000
Streets	-	-	85,000	30,000	35,000
Total	**$ 348,244**	**$ 710,300**	**$ 592,451**	**$ 293,957**	**$ 303,975**

2021 General Fund CIP

Department	Project	GF Impact
Administration	Building Safety	16,000
Administration	Internal painting of City Hall, Phase 2	30,000
Court	Copier	4,000
Court	Software Update – ShowMe Courts	15,000
IT	Computer Equipment Replacement Cycle	6,000
Police	Replace two police patrol vehicles and equipment	81,798
Police	Replacement Batteries/Radio	20,000
Police	In-Car Video System	4,136

2021 General Fund CIP (cont.)

Department	Project	GF Impact
CD	Master Plan Update – Continued	60,000
CD	Bell Road PSP Plan	10,000
Public Works	6th and Park Parking Lot Lease/Purchase	22,041
Streets	Storm Sewer Evaluation and Repair	35,000
	Total:	**$303,975**

2022-2026 CIP Project Highlights:

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

Park Sales Tax Fund
2021 Budget and Revenues

Parks Sales Tax Budget

Account	Budget
Beginning Fund Balance	**387,923**
½ Cent Sales Tax	587,108
Loan Proceeds – Fewson Fund and PLP Capital Contribution	650,000
Total Revenue	**1,625,031**
Expenditures	
Engineering and Planning Fees	50,000
Capital Outlay (Projects)	1,230,000
Transfers (to GF for Project Management)	41,200
Total Parks Sales Tax Budget	**1,321,200**
Ending Fund Balance	**303,831**

2021 Parks Sales Tax Projects

Project	Fund Impact
PLP Ballfields	800,000
Grading for Ballfields	150,000
ELP Playground Update	25,000
Wetland Educational Area	15,000
Watkins Park improvements	50,000
JD 6-Series Tractor	55,000
Trail Grading Equipment	5,000
Entry Signs for PLP/ELP	100,000
Roundabout Makeover	30,000
Estimated Project Total	**$1,230,000**

Capital Projects Fund

2021 Route 9 – 45 to Lakeview

Fund	Revenue	Amount
Capital Project Fund	Phase I Financing (remaining Funds)	$252,707
Capital Project Fund	MODOT/MARC Funds	$2,699,500
Capital Project Fund	Phase II Financing	$1,773,296
	Total:	**$4,725,503**
Fund	**Expenditure**	**Amount**
Capital Project Fund	Construction and Engineering (2021 Budget)*	$3,760,503
	Transfer to Debt Service Fund (Grant Antic Loan)	$965,000
*Current Project Estimate	**Total:**	**$4,725,503**

2021 Route 9 - 6th street

Fund	Revenue	Amount
Capital Project Fund	2020 GF Transfer (remaining Funds)	$362,175
Capital Project Fund	MODOT Governor's Cost Share	$400,000
	Total:	**$762,175**
Fund	**Expenditure**	**Amount**
Capital Project Fund	Construction and Engineering (2021 Budget)*	$762,175
*Current Project Estimate	**Total:**	**$762,175**

Transportation Fund

Transportation Fund Revenues

	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Parkville Special Road District	159,097	162,279	160,000	163,200
City Transportation Sales Tax	490,501	503,321	471,126	480,548
Motor Fuel Tax	150,365	150,000	138,543	141,314
County Transportation Sales Tax	229,619	234,212	219,172	223,556
Project Cost Share	7,550			
Capital Contributions	5,880	7,500	5,464	3,164
Grants		13,000	7,881	13,000
Transfers	12,500		4,100	
Total	**$ 1,037,133**	**$ 1,070,312**	**$ 1,055,768**	**$ 1,011,782**

Transportation Fund Forecast

Transportation Fund (40)

Last Updated 09/30/2020

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2020 Projected	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Beginning Fund Balance	$ 287,412	1,637,554	$1,135,326	$ 115,528	$ 115,528	$ 115,528	$ (114,253)	$ (271,544)	$ (481,888)	$ (518,456)	$ (546,434)
Revenues											
Parkville Special Road District	140,072	141,814	$ 159,097	162,279	157,727	160,000	163,200	165,648	168,133	$ 170,655	$ 173,215
City Transportation Sales Tax	467,233	479,240	$ 490,501	503,321	353,344	471,126	480,548	487,756	495,073	$ 502,499	$ 510,036
Motor Fuel Tax	150,020	149,072	$ 150,365	150,000	103,907	138,543	141,314	143,433	145,585	$ 147,769	$ 149,985
County Transportation Sales Tax	211,237	231,017	$ 229,619	234,212	114,172	219,172	223,556	226,909	230,313	$ 233,767	$ 237,274
Project Cost Share	2,642	30,000	$ 7,550	-	-	-	-	5,304	5,304	$ 5,304	$ 5,304
Sale of Equipment	-	-	$ -	-	-	-	-	7,500	7,500	$ 7,500	$ 7,500
City Capital Cost Payment				7,500	-	5,464	3,164	3,259	3,308	3,358	3,408
Transportation Grants		-		-	-	-					
Bond Proceeds	2,353,700	-	$ -	-	-	-	-	-	-	$ -	$ -
MPR Safety Funds		-		-		-					
Leased Properties		5,880		-		-					
Grants		-		13,000	7,881	7,881					
Transfers from Other Funds		12,500		-	4,100	4,100					
Transportation Fund Revenues:	**3,324,904**	**1,049,523**	**1,037,133**	**1,070,312**	**741,131**	**1,006,285**	**1,011,782**	**1,039,810**	**1,055,215**	**1,070,851**	**1,086,722**
Total Sources:	**3,612,316**	**2,687,077**	**2,172,459**	**1,185,839**	**856,658**	**1,121,813**	**897,529**	**768,266**	**573,327**	**552,396**	**540,288**
Expenditures											
Streets - Capital	1,327,584	742,396	335,684	425,000	418,961	453,976	325,000	397,000	397,000	397,000	397,000
Streets - Operating	374,476	393,890	434,463	419,000	264,579	393,950	456,000	462,840	469,783	476,829	483,982
Transfers (including debt service)	272,701	415,465	1,286,784	388,140	291,105	388,140	388,072	390,314	225,000	225,000	225,000
Transportation Fund Expenditures:	**1,974,762**	**1,551,751**	**2,056,931**	**1,232,140**	**974,644**	**1,236,066**	**1,169,072**	**1,250,154**	**1,091,783**	**1,098,829**	**1,105,982**
Estimated Ending Balance *(deficit)* :	**1,637,554**	**1,135,326**	**115,528**	**(46,301)**	**(117,986)**	**(114,253)**	**(271,544)**	**(481,888)**	**(518,456)**	**(546,434)**	**(565,694)**

Transportation Fund Expenses

	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Streets - Capital	335,684	425,000	453,976	325,000
Streets - Operating	434,463	419,000	393,950	456,000
Transfers (including debt service)	1,286,784	388,140	388,140	388,072
Total	**$ 2,056,931**	**$ 1,232,140**	**$ 1,236,066**	**$ 1,169,072**

Transportation Fund CIP

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	Snow Box Attachment	$5,000
	Total:	**$325,000**

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	

2021 Street Maint. Program

- Asphalt Mill and Overlay
  - Portions in The National (North of Hwy 45)
  - Portions in The National (South of Hwy 45)
  - Hamilton Street
- 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

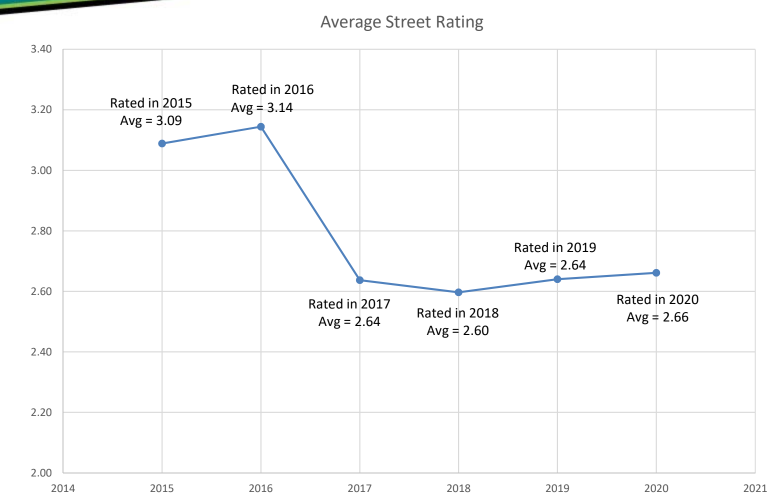
Street Maintenance Conditions

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

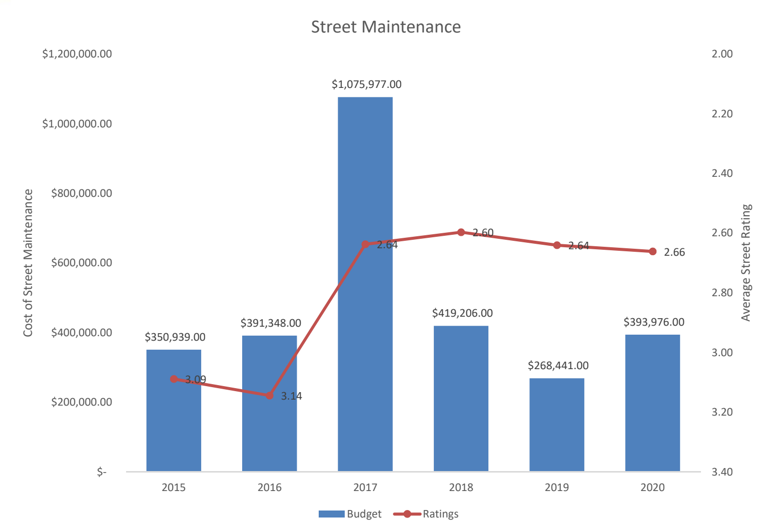
Streets 3.5 and Worse

	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	26	20.62%
2020	46,534	25	20.33%

Overall Avg. Street Rating



Overall Avg. Street Rating



Six Year Program Plan

- 2021 Street Maintenance – $250,000
  - Portions in The National (North of Hwy 45)
    - Claret entrance, portions of Royal, Turnberry, Augusta, Muirfield, and N. National by Greenbriar
  - Portions in The National (South of Hwy 45)
    - Persimmon, Vardon, Magnolia, Mashie, Brassie and South National loop
  - Hamilton Street

Six Year Program Plan

- 2022 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)
  - A portion of Spinnaker

Six Year Program Plan

- 2023 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 Alloe Way

Six Year Program Plan

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

Six Year Program Plan

- 2025 Street Maintenance – $300,000
  - Microsurface 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.

Next Steps

- ~~October 20 – Revenue Projections, General Fund, Debt Service, Minor Funds~~
- ~~October 26 – CIP, Parks Sales Tax Fund, Transportation Fund, miscellaneous follow-up~~
- November 3 – Sewer Fund, miscellaneous follow-up
- November 17 – Summary review of final budget and miscellaneous follow-up
- December 1 – Adoption – 1st Reading
- December 15 – Adoption – 2nd Reading