



CITY OF GRAIN VALLEY
BOARD OF ALDERMEN MEETING MINUTES
 Budget Workshop

10/29/2018
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ITEM I: CALL TO ORDER

- The Board of Aldermen of the City of Grain Valley, Missouri, met for a Budget Workshop on October 29, 2018 at 6:07 p.m. in the Winona Burgess room located at Grain Valley Community Center
- The meeting was called to order by Mayor Mike Todd

ITEM II: ROLL CALL

- City Clerk Theresa Osenbaugh called roll
- *Present: Bamman, Coleman, Headley, Stratton, Totton, West*
- *Absent: None*

-QUORUM PRESENT-

ITEM III: DISCUSSION

- 2019 Fiscal Year Budget
 - Mr. Hunt presented the Comprehensive Fee Schedule; the only changes were slight increases to rental fees and security deposits in the Parks and Recreation Fee schedule
 - Mr. Hunt presented the 2019 Compensation Plan; this document is current at the moment; Springsted will present findings of the current compensation study to the Board of Aldermen on November 13th
 - Reserve Trends:
 - Ending unrestricted balances over the past several years were presented; 2018 and 2019 balances are only estimates at this time; reserves are built so projects can be funded without adding debt; City's fund balance continues to climb which is positive but at some point it is important to tighten expenditures and revenues; the total unrestricted cash balance reserves are currently at 86.75% of our annual expenses; GASB Reserve Policy Requires 25% of the budget be maintained in reserves; water and sewer fund are being withheld for the construction of a future water tower and transportation dollars are set aside for construction projects
 - Budget being reviewed is an operational budget only; presented budget doesn't address merit increase, COLA increase, salary survey or personnel changes which are being recommended; staff have put together a budget with the needs while leaving room to make the Human Resources changes that are needed
 - Revenue and Expenditure Trends
 - Revenues have posted increases since FY 2010

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
 Alderman Chris Bamman
 Alderman Jeff Coleman
 Alderman Bob Headley
 Alderman Jayci Stratton
 Alderman Nancy Totton
 Alderman Yolanda West

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- Presented budget anticipates a 4% increase in revenues; this is less of an increase than previous years as the Board authorized the rollback in the tax levy; expected areas of the top revenue increases include development fees, sales tax and property taxes
- Expenditures are difficult to trend due to fluctuations in capital outlay; adjusting for an outlay, the trend shows a slight increase in operations and a noticeable increase in personnel expense which is appropriate considering the City is growing
- Mr. Hunt highlighted the revenues and expenditures as well as proposed transfers to accommodate those expenditures
- Key Personnel Expenses
 - 2018 Salary study is nearing completion; Springsted will provide several recommendations to the Board of Aldermen on November 13th; Preliminary results indicate a notable gap between what should be considered a competitive market rate and our existing salary and benefits package; salary is a bigger problem than the benefits
 - Employees did not receive a salary increase in 2018; City did offer short and long term disability to employees in 2018 (short term is City paid, long term is voluntary and paid 100% by the employee at no cost to the City)
 - Alderman Bamman asked how many employees took advantage of the long term option; 10-15% enrolled in long term; Alderman Bamman asked how many employees have utilized the benefit; one employee has used the benefit so far
 - Alderman West asked what the current benefit to salary percentage is; the current percentage of benefits vs salary is 30.1%; last year the percentage was 27% before the amount of benefits the City covered was increased
 - Staff is recommending a City wide salary increase but the amount will depend on the results of the salary study; COLA is 2.6% for the year with no merit included; City Administrator Hunt provided the total varying costs for salary increases of 1-5% ; Alderman Headley asked if a COLA was already in the budget; COLA or merit increases are not in the provided budget; numbers presented for the potential increases do include what would happen to FICA and retirement
 - Alderman West asked if the compensation study set a target or if ratios would level off; specific numbers haven't been given

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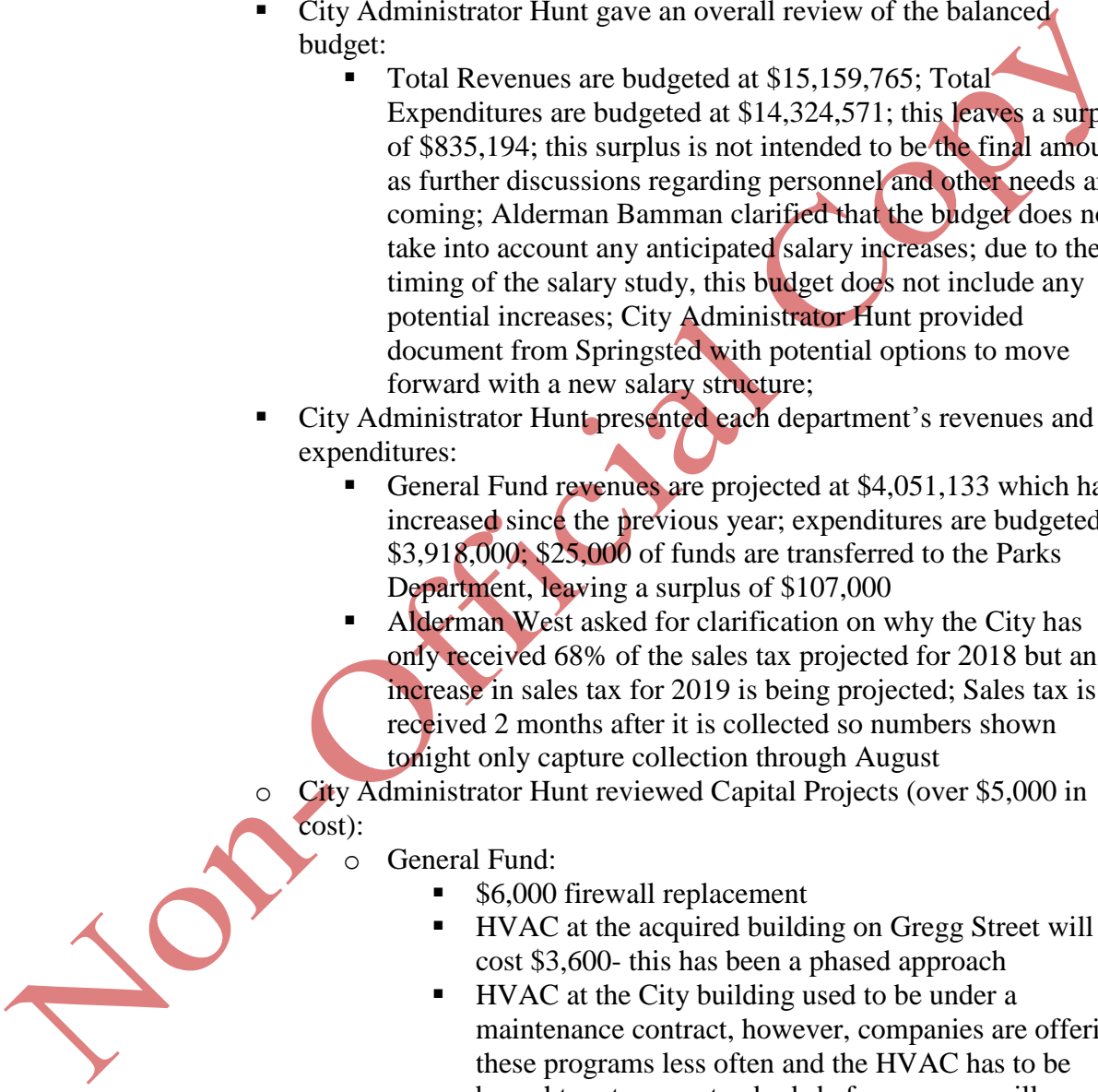


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regarding the percentage of benefits to salary that should be used; preliminary findings are that both are low with benefits being slightly low and salary further off

- City Administrator Hunt gave an overall review of the balanced budget:
 - Total Revenues are budgeted at \$15,159,765; Total Expenditures are budgeted at \$14,324,571; this leaves a surplus of \$835,194; this surplus is not intended to be the final amount as further discussions regarding personnel and other needs are coming; Alderman Bamman clarified that the budget does not take into account any anticipated salary increases; due to the timing of the salary study, this budget does not include any potential increases; City Administrator Hunt provided document from Springsted with potential options to move forward with a new salary structure;
 - City Administrator Hunt presented each department’s revenues and expenditures:
 - General Fund revenues are projected at \$4,051,133 which has increased since the previous year; expenditures are budgeted at \$3,918,000; \$25,000 of funds are transferred to the Parks Department, leaving a surplus of \$107,000
 - Alderman West asked for clarification on why the City has only received 68% of the sales tax projected for 2018 but an increase in sales tax for 2019 is being projected; Sales tax is received 2 months after it is collected so numbers shown tonight only capture collection through August
 - City Administrator Hunt reviewed Capital Projects (over \$5,000 in cost):
 - General Fund:
 - \$6,000 firewall replacement
 - HVAC at the acquired building on Gregg Street will cost \$3,600- this has been a phased approach
 - HVAC at the City building used to be under a maintenance contract, however, companies are offering these programs less often and the HVAC has to be brought up to new standards before anyone will maintain it; approach moving forward is to budget money for repairs as needed



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- Roof Repair at City Hall is budgeted for \$5,000; roof has leaks and ongoing maintenance is needed to keep it from progressing
- Mobile A/C Evacuate and Recharge which allows work on systems for the fleet is budgeted at \$4,000; Evaporation Cooler is for the fleet maintenance building where there is no air conditioning
- Five vehicles are on the VERP to be replaced this year; four of those vehicles are in good enough condition to continue being used; the one vehicle being replaced was on the VERP several years ago but now has come to the critical point of needing to be replaced; Alderman West asked for a copy of the VERP; a comprehensive fleet analysis will be completed to see if standards are reasonable and if the vehicles owned are sufficient for the staff without having too many
- Laser Ammo Smokeless Range Use of Force Simulator is requested to provide officers with POST CEUS; this provides realistic situations and can also be used to provide training classes at a cost to outside agencies; training happens 3 times per year and before Target Time closed, the City paid \$1,500 for officers to be able to practice on their own
- Investigative Equipment DJU Drone is being requested by the Police Department; drone comes highly recommended for law enforcement and has night vision and a heat simulator which can track missing people; drone outlines shapes of object such as backpacks or weapons; drone can also be used to survey areas, assist with natural disasters and barricade situations; can reduce officers that have to be called in to work; City can use it for promotional videos; two officers and one person from the City Hall would be certified in the operation of the drone; certification is an FAA certification at \$150 per person; Alderman Bamman asked if the additional costs in the line item were part of the drone; Alderman Stratton thought it was a better idea than putting peoples lives at risk to get a better

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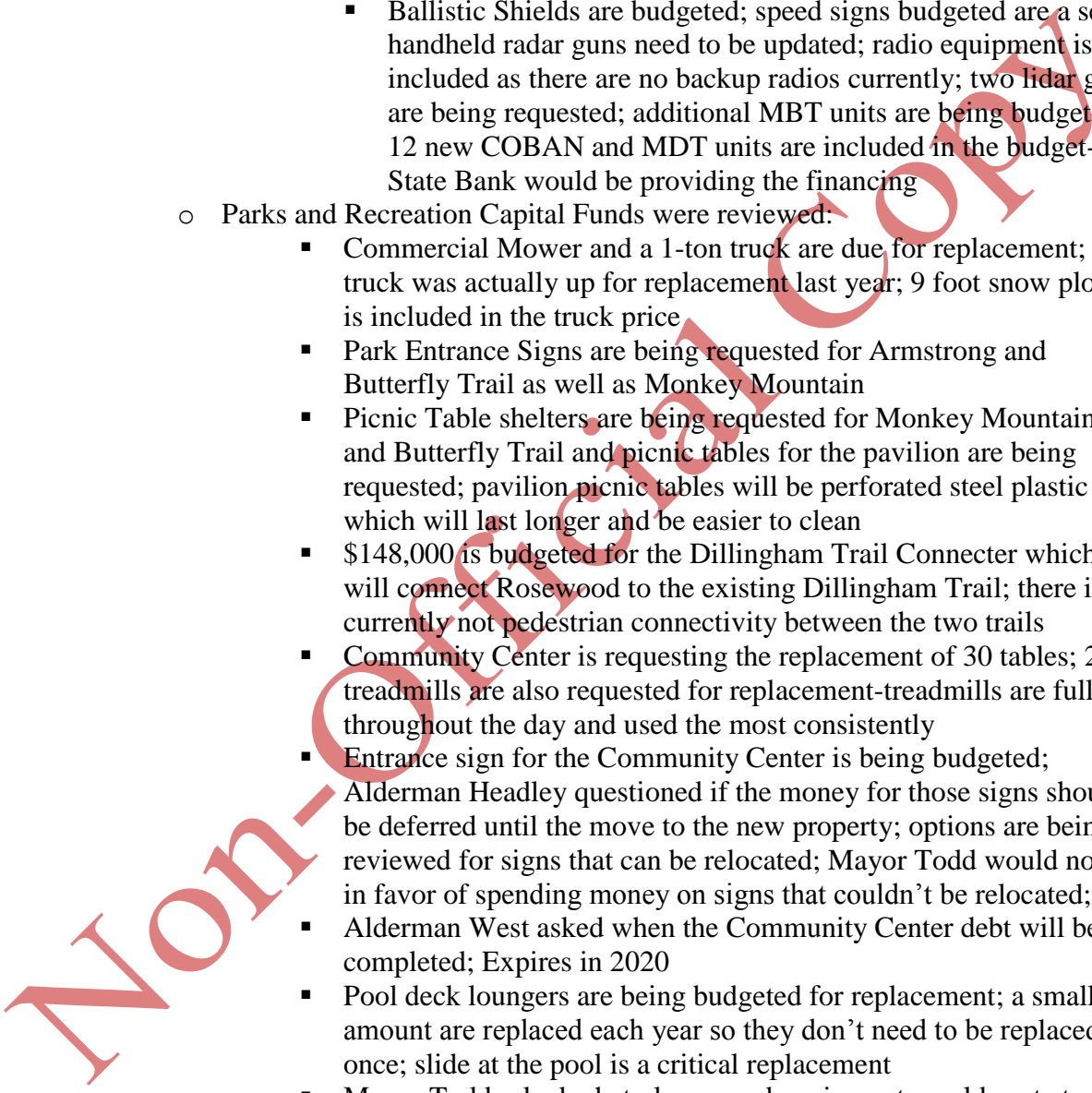


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idea of a situation; Mayor Todd wants to be sure that night vision and heat sensors were part of the drone for real life situations

- Ballistic Shields are budgeted; speed signs budgeted are a set; handheld radar guns need to be updated; radio equipment is included as there are no backup radios currently; two lidar guns are being requested; additional MBT units are being budgeted; 12 new COBAN and MDT units are included in the budget- State Bank would be providing the financing
 - Parks and Recreation Capital Funds were reviewed:
 - Commercial Mower and a 1-ton truck are due for replacement; truck was actually up for replacement last year; 9 foot snow plow is included in the truck price
 - Park Entrance Signs are being requested for Armstrong and Butterfly Trail as well as Monkey Mountain
 - Picnic Table shelters are being requested for Monkey Mountain and Butterfly Trail and picnic tables for the pavilion are being requested; pavilion picnic tables will be perforated steel plastic which will last longer and be easier to clean
 - \$148,000 is budgeted for the Dillingham Trail Connector which will connect Rosewood to the existing Dillingham Trail; there is currently not pedestrian connectivity between the two trails
 - Community Center is requesting the replacement of 30 tables; 2 treadmills are also requested for replacement-treadmills are full throughout the day and used the most consistently
 - Entrance sign for the Community Center is being budgeted; Alderman Headley questioned if the money for those signs should be deferred until the move to the new property; options are being reviewed for signs that can be relocated; Mayor Todd would not be in favor of spending money on signs that couldn't be relocated;
 - Alderman West asked when the Community Center debt will be completed; Expires in 2020
 - Pool deck loungers are being budgeted for replacement; a small amount are replaced each year so they don't need to be replaced at once; slide at the pool is a critical replacement
 - Mayor Todd asked what playground equipment would cost at butterfly trail; the 5-12 year old playground purchased for Monkey Mountain in 2008 was around \$30,000 and the 2-5 year old



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playground was between \$15,000-\$18,000 with volunteers installing the equipment; another consideration is that the designated park land only extends about 15 feet so there isn't a lot of room for a play structure unless more land is dedicated to parks; it is important to put in play equipment for both ages which adds to the cost; Mayor Todd thought it might be good for the Board to consider designating additional land to the Park Board; Alderman Bamman asked if this was the same property where it was discussed extending the road through; this is the same land and right now the only access to trail is off Long Drive; a parking lot that is more centralized and bigger would also need to be considered; Mayor Todd also noted that the City will eventually need to acquire land further North for a park due to growth in Rosewood, Hoot Owl, and other developments as there is currently no park North of I70; Alderman Headley asked if developers could be encouraged to donate land; green space can be encouraged but it is more helpful to have an actual plan to present to a developer at the time discussions begin

- Public Works Capital Fund Projects were reviewed:
 - Most of these items are split between water, sewer and transportation
 - Skid Steer Lease, Brush Hog, and the Silverado (Engineer Inspector) are all split
 - 2019 CIP overlays are based off of the annual Capital Improvement Plan which the board approves; roadways for mill and overlay were reviewed
 - Alderman Coleman asked if Prop D passes how much money would the City anticipate receiving; approximately \$220,000 with a phased approach that wouldn't be seen until 2020 likely; Alderman Coleman would like to consider putting this money into roads as this is what citizens are interested in
 - City Administrator Hunt noted a sizeable reserve in the transportation fund; surplus is almost \$300,000; once other items are finalized there is a possibility to add additional roads or escalate the CIP
 - Alderman Headley asked for more information about the skid steer brush hog; brush hog isn't a new piece of equipment-this is a replacement; the brush hog is able to get into harder spots

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- Mayor Todd asked the Board to consider adding a utility vehicle for Public Works and directed staff to bring quotes back to the Board for consideration; this can be used for water leaks, locating manholes, etc. instead of the time it takes to walk and locate the areas
- Dillingham CIP project is a water extension that is parallel to the trail discussed earlier; there is a gap in Rosewood and to make sure proper fire protection and pressures are in place it is important to make sure there is more than one water line north and south; recommendation came from the Water Study recently completed
- City Administrator Hunt opened up the meeting for questions from the Board of Aldermen:
 - Alderman West asked if the pool management company was the same that had been used in the past; pool management goes out for bid every 3 years; Midwest Pool Management has been with the City for many years
- Mayor Todd brought forth a discussion regarding the Grain Valley YES program; there is no line item for GV YES in the budget and it is getting to a point where it will be launched
 - Truman Heartland can administer the fund so a separate 501C3 is not necessary; would like the City to consider seed money to get the program off the ground with the hopes that fundraising will support the program in the future
 - Ideas have included an Explorer program with the Police Department, outfitting the Nichols building for youth activities. basketball goals in the City, etc.; City Administrator Hunt noted discussions have also been occurring around increased availability of mental health counseling in Eastern Jackson County
 - City Administrator Hunt suggested \$5,000-\$10,000 for the first year which could come from the Public Health Fund which has 116% reserve
 - Alderman West asked for the resources that the school system has; school will probably take the lead on the mental health portion of the program; Dr. Welle and Mr. Hunt have/are meeting with Children's Mercy, St. Mary's and HCA; City is leading with mentorships

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- Mayor Todd suggested \$10,000; also looking at CDBG funding through the state for renovations and activities
- Alderman Headley felt it would be appropriate to have a semi-annual report shared with the Board
- Alderman West asked who would oversee the operation; Truman Heartland would house the organization for tax filing, funding, etc.; steering committee is set up with a future Board of Directors; the last two meetings have been spent creating the vision and mission statement; youth court will come to the next meeting

- MAYOR TODD CALLED FOR A RECESS AT 8:30PM; THE BUDGET WORKSHOP WAS CONTINUED AT 8:44PM-

ITEM XIX: EXECUTIVE SESSION

- Mayor Todd stated a need to hold an Executive Session for Hiring, Firing, Disciplining or Promoting of Employees (personnel issues), Pursuant to Section 610.021(3), RSMo. 1998, as Amended and Individually Identifiable Personnel Records, Personnel Records, Performance Ratings or Records Pertaining to Employees or Applicants for Employment, Pursuant to Section 610.021(13), RSMo 1998, as Amended
- *Alderman Coleman moved to close the Regular Meeting for items related to Section 610.021(3) and Section 610.021(13) RSMo. 1998, As Amended*
- *The motion was seconded by Alderman Totton*
 - No Discussion
- *The motion was voted on with the following roll call vote:*
 - *Aye: Bamman, Coleman, Headley, Stratton, Totton, West*
 - *Nay: None*
 - *Abstain: None*

-MOTION CARRIED: 6-0-

-THE REGULAR MEETING CLOSED AT 8:45PM-

- *Alderman Bamman moved to open the Regular Meeting*
- *The motion was seconded by Alderman West*
 - No Discussion
- *The motion was voted on with the following roll call vote:*
 - *Aye: Bamman, Coleman, Headley, Stratton, Totton, West*
 - *Nay: None*

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- *Abstain: None*

-MOTION CARRIED: 6-0-

-THE REGULAR MEETING OPENED AT 10:35 PM

ITEM IX: ADJOURNMENT

- The meeting adjourned at 10:36 p.m.

Minutes submitted by:

 Theresa Osenbaugh
City Clerk

 Date

Minutes approved by:

 Mike Todd
Mayor

 Date

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