



CITY OF GRAIN VALLEY
BOARD OF ALDERMEN MEETING MINUTES
Special Session

10/05/2016
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ITEM I: CALL TO ORDER

- The Board of Aldermen of the City of Grain Valley, Missouri, met in Special Session on October 5, 2016 at 6:32 p.m. in the Council Chambers located at Grain Valley City Hall
- The meeting was called to order by Mayor Mike Todd

ITEM II: ROLL CALL

- Deputy City Clerk Khalilah Holland called roll
- *Present: Arnold, Coleman, Headley, Johnston, Palecek (late), West*
- *Absent: None*

-QUORUM PRESENT-

ITEM III: PUBLIC HEARING

- Occupational License Revocation Hearing – Sugar Shack
 - City Attorney Jim Cook spoke via telephone with the owner Ms. Williams; she is in the process of complying with the Department of Revenue through a payment plan of her past due taxes; Ms. Williams had an issue with her bond that is being corrected; Mr. Cook will contact the Department of Revenue on Thursday, October 6, 2016 on the status of the No Tax Due letter; Mr. Cook conveyed to Ms. Williams the City wants her to comply so the Board of Aldermen does not have to take further action
 - Mr. Cook recommended the Board of Aldermen amend the agenda to remove the public hearing from the agenda; a new notice will be sent for a future public hearing
 - *Alderman Arnold made a Motion to remove the revocation hearing from the October 5, 2016 agenda*
 - *The Motion was Seconded by Alderman Johnston*
 - *Motion to remove the revocation hearing from the October 5, 2016 was voted on with the following voice vote:*
 - *Aye: Arnold, Coleman, Headley, Johnston, West*
 - *Nay: None*
 - *Abstain: None*

-MOTION APPROVED: 5-0-

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
Alderman Dale Arnold
Alderman Jeff Coleman
Alderman Bob Headley
Alderman Chuck Johnston
Alderman Valerie Palecek
Alderman Yolanda West

ELECTED OFFICIALS ABSENT

STAFF OFFICIALS PRESENT

City Administrator Ryan Hunt
City Attorney Jim Cook
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*-Mayor Todd stated a need to hold an Executive Session before
Item IV: Discussion on the Agenda-*

- *Alderman Johnston made a Motion to amend the agenda to move Item V:
Executive Session before Item IV: Discussion*
- *The Motion was Seconded by Alderman Arnold*
- *Motion to amend the agenda to move Item V: Executive Session before Item IV:
Discussion was voted on with the following voice vote:*
 - *Aye: Arnold, Coleman, Headley, Johnston, West*
 - *Nay: None*
 - *Abstain: None*

-MOTION APPROVED: 5-0-

ITEM V: EXECUTIVE SESSION

- *Mayor Todd stated a need to hold an Executive Session for Legal Actions, Causes of Action of Litigation Pursuant to Section 610.021(1), RSMo. 1998, as Amended; Hiring, Firing, Disciplining or Promoting of Employees (personnel issues), Pursuant to Section 610.021(3), RSMo. 1998, as Amended; 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 West moved to close the Regular Meeting for items related to Section 610.021(1), 610.021(3) 610.021(13), RSMo 1998, As Amended.*
- *The motion was seconded by Alderman Headley*
 - *No Discussion*
- *The motion was voted on with the following roll call vote:*
 - *Aye: Arnold, Coleman, Headley, Johnston, West*
 - *Nay: None*
 - *Abstain: None*

-MOTION CARRIED: 6-0-

-THE REGULAR MEETING CLOSED AT 6:34 PM

- *Alderman Headley moved to open the Regular Meeting*
- *The motion was seconded by Alderman Johnston*
 - *No Discussion*
- *The motion was voted on with the following roll call vote:*
 - *Aye: Arnold, Coleman, Headley, Johnston, Palecek, West*

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- o *Nay: None*
- o *Abstain: None*

-MOTION CARRIED: 6-0-

-THE REGULAR MEETING OPENED AT 7:38 PM

-Mayor Todd Called a Recess at 7:38 p.m.-

-Mayor Todd Resumed Meeting at 7:53 p.m.-

ITEM VI: DISCUSSION

- 2017 Fiscal Year Budget
 - o The Board of Aldermen received a 2017 budget binder which included City Administrator Ryan Hunt’s budget executive summary letter to the Board
 - o City Administrator Hunt presented a 2017 Budget Review PowerPoint presentation to Board of Aldermen
 - Mr. Hunt reviewed the current reserve trends
 - The City is required by the Governmental Accounting Standards Board (GASB) to keep a minimum of 25% of the operating budget in reserves
 - The fund balance trends have spiked up and down over the last few years
 - The fund balances decreased with a large payment made for the I-70 and Main Street project, early retirement of bonds for water and sewer; used reserve savings to complete approximately \$670K water and sewer CIP projects with no additional debt to the City
 - The percentage increase over the last six years; 2011 increase of 15%; 2012 increase of 4%; 2013 decrease of 24% to payoff sewer debt and payment toward the I-70 project; 2014 an increase of 7% ; 2015 increase of 9%; 2016 estimates shows a decrease of 1% in overall reserves to pay for water projects; Mr. Hunt does not anticipate the 2016 decrease to occur because the City is ahead of revenue forecasting; Mr. Hunt expects the City to post in 2016 a 1 to 2 % increase to the reserves
 - 2017 budget estimates a 12% increase to the fund balance
 - Reserves are about 40% of the City’s annual expenses
 - Mr. Hunt reviewed the current revenue trends
 - Revenues have stabilized from the drops in 2008-2010 and have posted an increase for the last 6 years

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- 2011 increase of 1%; 2012 increase of 1%; 2013 increase of 7%; 2014 an increase of 5% ; 2015 increase of 6%; 2016 shows a conservative estimate increase of 5% in overall revenues with revenues estimated around \$11 million
- Mr. Hunt explained the areas of top revenue increases have been from Development fees, Sales Tax, Property Tax and Franchise fees all tied to consumers coming to Grain Valley and new construction
- The budget does not include the revenue of Price Chopper opening in 2017; however, the revenues from Price Chopper will make a significant increase to the revenues
- Mr. Hunt reviewed recommendations for key personnel changes and expenses for 2017
 - Restructuring Administration to better manage a variety of tasks and projects
 - Adding an Assistant City Administrator position to the Administration team to oversee Community Development, Parks & Recreation and Human Resources Outsourcing program; recommending Mr. Murphy fill the position
 - Restructuring Community Development to better manage needs of expanding infrastructure needs as the City continues to grow; recommending the position of City Engineer and Community Development Director positions be combined into one and not requiring an additional Department Head be hired; there would be a restructuring of the Public Works division to have the Public Works Superintendent manage two team leaders with three team members each; the team leader position would be a working supervisor role with the same responsibilities as the team members
 - Employee retention boosted when deserving employees receive salary adjustments
 - A necessity in employee retention is to preserve the employees buying power through Cost of Living Adjustments (COLA)
 - Merit increases have not been given in the last 9 years
 - City wide Increase
 - The City gave a 3% COLA last year
 - This year it is recommended that staff be given a 2% COLA

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- The City has not given a merit increase for performance or longevity since 2007
 - This year it is recommended that staff be given a 1% merit increase
 - Recommend incorporating a good process for a merit increase program in the future
- The fiscal impact of a combined 3% COLA and Merit increase Citywide is \$68,048; includes part-time employees
 - General fund: \$36,789
 - Park fund: \$10,955
 - Transportation fund: \$1,734
 - Water/Sewer fund: \$18,570
 - Aldermen Arnold asked how many employees does the City have; the City has 60 full-time employees, 11 part-time employees
- Mr. Hunt reviewed the overall 2017 budget demonstrating the submission of a balance budget
 - General fund revenues are \$3,681,804 and expenditures are \$3,657,811
 - Tourism & Economic Development revenues are \$65,000; the City is spending \$65,000; approximately \$34,000 comes through Tourism and Economic Development through a tax; the remaining is transferred from the General fund to supplement to help with ED, Chamber of Commerce and other ED items that may arise throughout the year
 - Park revenues are \$1,311,130 and includes \$25,000 given to Parks for Transportation for Capital Improvement projects; the Parks expenditures are \$1,303,165
 - Public Health revenues are \$93,400; includes subsidies from the General fund; the expenditures are \$93,000
 - Debt Services fund is where the City's general obligation debt is paid from; it's a pass through collected through a mill levy and paid towards the City's debt service; \$1,784,000 is collected and expended
 - Transportation fund is continuing to see an increase in the revenues; the increase is from a ½ cent sales tax; revenues are \$847,500; the plan for 2017 is to spend \$784,649

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- Water/Sewer fund is collected from development fees and the water rate fees; revenues forecasted for 2017 are \$5,739,216; \$2,849,755 is spent on water and \$2,139,455 spent on sewer; Mr. Hunt reminded the Board of Aldermen the city is in the midst of a Water Rate study
- Capital Improvement fund supports Parks & Recreation; revenues and expenditures are \$350,000; the expenditures are \$250,000 to pay the certificate of participation for the Community Center; the remaining \$100,000 will be dedicated to a downtown street project in 2017
- TIF: Old Towne fund is a pass through fund; sales tax from David Ward's development and expended out as reimbursement to Mr. Ward's pay as you go project
- Total Revenues estimated to be \$14,252,050
- Total Expenditures lowered to an estimated to be \$13,370,825; some of it is coming through payroll savings with the proposed personnel restructure and not planning very large projects in 2017
- City Administrator Hunt and staff are very proud to submit balance budget that has a Surplus to reserves in 2017 of \$881,225
- Alderman Johnston noted approximately 85% of the surplus in revenue comes from Water and Sewer with an approximate 15% overage in the water and sewer fund; would like to see the overage given back to the citizens
 - Mr. Hunt explained the Water Rate study is scheduled to be completed by the end of 2016; the study was delayed when an industrial rate was added to the analysis; the City will be able to make adjustments to the citizen rates after the study is complete; Mr. Hunt stated the City will want to put one to two hundred thousand in reserves for future projects
- Alderman Johnston would like to see the revenues broken down for water and sewer individually
- Mr. Hunt explained on October 19, 2016 the discussion will be of the General, Tourism and Park fund expenditures on November 2, 2016 the discussion will be of the remaining funds
- Alderman Johnston would like the Board to discuss a timekeeping system and the cost
 - Mr. Hunt said the Human Resources Outsourcing RFP issued at

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- this time did not include a timekeeping system but the Board could issue an addendum to the RFP
- Mr. Hunt said a timekeeping system would hold the employees accountable as well as the City to pay the salary increase of overtime hours worked
 - Alderman Johnston would like to know if other cities have a timekeeping system
 - Mr. Hunt will email the local City Administrator distribution list for what timekeeping methods, what their experience is and what is the cost benefit to the timekeeping
 - Alderman Headley asked what is the ratio of hourly to salary employees
 - Mr. Hunt estimated 25 employees are salaried
 - Mr. Hunt said there are different kinds of web based portals that can be used as timekeeping
 - Mr. Hunt's concerned if it would cost the City more in overtime salaries than the cost of the timekeeping system
 - Alderman West requested a diagram of the new structure Mr. Hunt is proposing
 - Mr. Hunt requested a commitment level from the Board of Aldermen before the complete restructure is shared in an open meeting
 - Mr. Hunt will provide a citywide organization chart and highlight the proposed restructured positions
 - Mr. Hunt pointed out to the Board of Aldermen staff has estimated an increase in building permits for 2017; the increased in permits relate to increased revenue, increased tap and development fees
 - 95 single family residential permits
 - (4) one million construction projects
 - 150 miscellaneous permits
 - 10 duplex permits
 - (6) four-plex permits
 - Mr. Hunt stated recent state legislation has made it almost impossible to estimate Police revenues of court fines and costs
 - Chief of Police Starbuck reiterated the change in legislation forbids administration to give a direct order to write a specific amount of tickets or fines

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- Mr. Hunt pointed out in 2014 revenues were \$298,000; in 2017 the revenues have been estimated to 207,000; the \$91,000 decrease is not necessarily related to less tickets or fines being issued but how the new legislation reduces the amount collected from the tickets and fines written
- Mr. Hunt noted more communities are going to a Public Safety Sales Tax or Public Safety Property Tax; this type of tax would provide a form of consistent revenue
- Alderman Arnold noted there's been a significant increase of highway deaths from last year to this year; suggest the State Police Chief Association interject with state legislators the recent statues maybe contributing to the number of deaths on the highways
- Mr. Hunt acknowledge Chief of Police Starbucks active participation with State and Federal police organizations contending with legislation governing law enforcement
- The Board of Aldermen choose not to go through each revenue line item individually
 - Alderman Johnston stated he didn't see the need to go through the revenues if there was not anything the Board of Aldermen can do to improve the revenues
 - Alderman Johnston said he was more interested in discussing items that are changeable and impact what is being spent
- Mayor Todd requested Mr. Hunt to give the Board of Aldermen a summary of the City's debt service
 - Mr. Hunt will provide the Board of Aldermen a debt schedule at the next Budget workshop
- Alderman Headley asked if there would be an opportunity to accelerate repayment of debt service with the anticipated lower water and sewer rates
 - Finance Director Cathy Bowden stated depending on when the call date of the bonds are the Board might not be able to pay off until the call date
 - Mr. Hunt stated a portion of the debt is paid to Tri-County Water Authority and City of Blue Springs to pay state revolving funding loans for water and sewer treatment; staff will have to check to see if prepayment is an option
 - The Board of Aldermen and Mr. Hunt agreed citizens would see the greatest impact if water and sewer rates are able to be lowered.

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- Mr. Hunt asked the Board of Aldermen to forward any additional questions to him for preparation of the October 19, 2016 at 6:30 pm budget workshop meeting
- *Alderman Johnston made a Motion to amend the agenda to add an Executive Session 610.021(13), RSMo 1998, as Amended to the end of the Discussion agenda item*
- *The Motion was Seconded by Alderman Arnold*
- *Motion to amend the agenda to add an Executive Session for Section 610.021(13), RSMo 1998, as Amended to the end of the Discussion agenda item following voice vote:*
 - *Aye: Arnold, Coleman, Headley, Johnston, Palecek, West*
 - *Nay: None*
 - *Abstain: None*

-MOTION APPROVED: 6-0-

-THE REGULAR MEETING CLOSED AT 8:45 PM

- *Alderman Johnston 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: Arnold, Coleman, Headley, Johnston, Palecek, West*
 - *Nay: None*
 - *Abstain: None*

-MOTION CARRIED: 6-0-

-THE REGULAR MEETING OPENED AT 9:27 PM

ITEM VIII: ADJOURNMENT

- The meeting adjourned at 9:27 p.m.

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Minutes submitted by:

 Khalilah Holland
Deputy City Clerk

 Date

Minutes approved by:

 Mike Todd
Mayor

 Date

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