



Budget Work Session Minutes

October 10, 2016 at 5:30 p.m.

300 Park Drive – Donald “Red” Loehr Police and Court Center

The minutes are prepared in summary to reflect the overall discussion – not verbatim quotes.

The Budget Work Session was called to order at 5:35 p.m. by Mayor Tim Pogue.

In attendance were Aldermen Jimmy Terbrock, Michael Finley, Kevin Roach, Mark Stallmann, Jim Leahy, and Ross Bullington. Also in attendance were City Administrator Eric Hanson, City Attorney Robert Jones, Police Chief Kevin Scott, Director of Parks and Recreation Linda Bruer, Director of Public Works Gary Kramer, Finance Officer Denise Keller, Human Resource Coordinator Haley Morrison, Streets Superintendent Jim Link, and City Clerk Abigail Johnson.

Finance Officer Denise Keller provided an overview and comparison of the estimated 2016 income and expense compared to the 2016 budget. Ms. Keller also presented a draft of the 5-year Capital Improvement Plan for the Board’s review.

City Administrator Eric Hanson provided an overview of the projected 2017 sales tax revenue. He stated there are some uncertainties due to the recent passage of the amended sales tax bill that could affect the City in 2017. If, after collecting revenue throughout the year it is determined the City was overpaid, the City would need to reimburse the difference to St. Louis County. Currently there is no way of knowing the exact amount the City will/should receive. He stated with these uncertainties, as well as the current national economy and political environment, staff projected 2017 sales tax revenues very conservatively.

Following the overview provided by Ms. Keller and City Administrator Hanson, staff presented their overall projected departmental budget plans:

Administration

Ballwin Life Magazine will begin quarterly distribution in 2017. The cost is about \$40,000 with the anticipation of ads offsetting the costs to about half or \$20,000, which is what the City spends on publications currently.

Three sets of banners will be purchased to be placed along Manchester Road on the light poles designed to hold banners. The plan is to purchase additional banners in the years to come to provide a variety to be used throughout the year.

Other Items to be included in the 2017 Budget:

Changes in the Inspections Department due to several staff retirements

Archiving of Minutes via Municode

Implementation of Toughbooks in all Police Cars

Annual Server Replacements/ Upgrades

Annual Desktop Computer Replacements

Network Security Audit will be conducted

The Board briefly discussed the increasing annual cost of maintaining streetlights. Ballwin is one of four cities in the metro that cover the entire cost for all street lighting in the city. The anticipated cost this year is just short of \$600,000, making it one of the largest expenditures in the administration budget.

Parks & Recreation

The primary focus will be on maintaining current facilities – there are no big changes expected. Street Tree Maintenance is now under Public Works. Parks will continue to handle the tree planting.

Projects in the park includes:

Tennis Court repairs/resurfacing in Vlasis and Holloway Parks: The resurfacing will also include striping for pickle ball.

Upkeep and maintenance of The Pointe parking lot

Replacement of a half-ton truck

Rebuilding of the patio at the Ballwin Golf Club: The bricks on the current patio are uneven and a safety concern.

Staff will be rebuilding #9 tee box due to erosion from the adjacent creek.

North Pointe:

Increase part-time staff pay rates

Repaint competitive pool

Refinish the interior of the enclosed slide

Pointe:

Increase part-time staff pay rates

Final phase of Pointe renovations including: painting the interior of the pool – walls, slides, and play structure

Replace original spinning bikes and dumbbells

Police Department

Changes implemented in 2016:

Reduced 3 certified positions through restructuring from 51 to 48 officers

Reduced administration staff from two full-time employees to one

Comprehensive fleet analysis reduced three vehicles

2017 Budget Items:

Purchase 3 SUV Ford Interceptor vehicles

New Dodge Caravan for Detectives and for surveillance

Covered parking for the fleet vehicles

Install two additional Cameras: one in the Armory and one in the Evidence vault to comply with certification

Replace battery pack for Uninterruptible Power Supply (UPS)

Update Dictaphones: Phone recording system in the Police Station

Public Works

Programs

Sidewalk, Pavement, and Traffic Control programs are being combined into one program to be known as "Streets and Sidewalks".

Sidewalks

CDBG funded curb ramp bids this year came in extremely high. Not expecting the cost to decrease significantly. These ramps will be constructed in-house.

Resurfacing Streets

Country Club Drive is original and needs replacement. To provide a smoother surface it will receive an asphalt overlay next year.

With the completion of the wall, Caybeth will be milled and resurfaced.

Henry Avenue (federally funded) street reconstruction project

Holloway Road -submitting application for federal funding

Slab Replacement-Contractual throughout the city

Cypress Trace

Highland Ridge

Mansion Hill- first phase was totally replaced with concrete. The remainder will be replaced in a similar manner in 2017

In-House Slab Replacement

As a cost saving measure in-house slab replacement in 2017

Seven (7) streets

Microsurfacing

13 streets

Bridges

Ries Road Bridge - construction is budgeted for 2017.

Ramsey Lane Bridge - Acquisition of easements is budgeted for 2017 with construction in 2018.

Trees Reassigned to Public Works

Removal of limbs with bucket truck

Contractual tree removal.

Equipment budgeted for 2017 includes:

Trucks & Attachments

One-2-ton truck

One-1-ton truck for signs

Swap Loader with dump bed, concrete maker, plow, and salt spreader

Salt Spreader replacements

Paving Equipment

Paver

Roller

Trailer
Mechanical thumb
Sweeper for bobcat

Shop & Building
Shop Welder
Generator/Welder/Compressor
AIC for building
Sign Plotter

Two Leaf Vacuums
Traffic counter

Emergency Work Lights

Miscellaneous

Happy Court wall replacement is included for next year construction. Easements will be required.

Mosquito fogging will continue on a city-wide, weekly basis with St. Louis County larvaciding standing water in creeks

Leaf collection will continue using temporary laborers

Projects and Purchases Postponed to 2018

Items cut from the original departmental submissions

Administration

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|---|----------|--------------------|
| Google Apps | \$23,700 | Delayed until 2018 |
| Website redevelopment, annual maintenance fee | \$36,000 | Delayed until 2018 |
| HR Recruitment software | \$3,000 | Purchase in 2016 |
| File server replacement | \$5,000 | Delayed until 2018 |

Parks & Recreation

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|------------------------------------|-----------|--------------------|
| Parks Master Plan (Capital budget) | \$125,000 | Delayed until 2018 |
| Pool Wubit - Pointe | \$12,000 | |
| Greensmower replacement | \$38,000 | Delayed until 2018 |

Public Works

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|-----------------------------|--------------------|--------------------|
| 2 ton truck | \$142,035 | Delayed until 2018 |
| 2 electronic message boards | \$50,000 | Delayed until 2018 |
| Contractual street repair | <u>\$1,012,932</u> | |
| | \$1,447,667 | |

Mayor Pogue adjourned the budget meeting at 7:18 p.m.

TIM POGUE, MAYOR

ATTEST:

ERIC HANSON, CITY ADMINISTRATOR

A Johnson

Updated: **October 11, 2015**