



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on January 25, 2018, at 5:30 p.m. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Sears, and Zimmer. Also in attendance was Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer. Council Member Ward and City Clerk Betty Montañó were absent and excused.

APPROVAL OF WORK SESSION MINUTES

Motion was made by Council Member Sears and seconded by Council Member Edman to approve the meeting minutes of January 18, 2018. The minutes were unanimously approved.

BUDGET DISCUSSION

Chief Administrative Officer presented a Power Point for budget discussion. Some of the issues discussed are as follows:

- The proposed draft budget was provided to the council at the end of December 2017.
- The Citizen's Finance Committee presented their report to the council in January 2018.
- The City took a conservative approach drafting the budget, based revenue projections on actuals from the prior fiscal year, and believes that the proposed budget moves the City forward.
- Administration Department:
 - Second consecutive year of 0% health insurance increase.
 - \$100,000 in budget for new downtown holiday decorations.
 - Police & Fire Pension – there was a property tax level set by the voters in which the City has not been utilizing the full amount set. Staff recommends adjusting the tax to the voter approved amount be considered. Council requests this topic be discussed at a future work session.
 - A comp study is currently underway, but will not be completed until April. Funds for the proposed 3% + .5% merit adjustments has been put in the proposed budget.
- MIS:
 - \$800,000 in budget for a new Enterprise Resource Program. The program will help automate things throughout all departments.
 - \$75,000 in budget for server upgrades.
- Facilities Operations:
 - \$27,500 in budget for City Hall HVAC controls.
 - \$65,000 in budget for pistol range roofing.
 - \$9,500 in budget for sculpture maintenance.
- Police Department:
 - Prop P is an intergovernmental distribution through St. Louis County in which the City of Kirkwood will receive \$1.3M and all funds will go to the Police Department.
 - In the final year of CALEA Certification.
 - New Tech/Data Civilian position proposed.
- Fire Department:
 - In the budget are: a new rescue pumper and ambulance, cardiac defibrillator units, and ruggedized laptop computers.
 - Proposing adjustment to ambulance fees and charges.
 - Question was raised regarding how much in ambulance charges are recovered by the City yearly. Staff will research and provide council with the requested information.

- Engineering & Infrastructure:
 - Third year of the street restoration program
 - The 50/50 sidewalk program was eliminated and \$200,000 was added to the budget for sidewalk improvements.
- Sanitation:
 - Streamlined operations.
 - Working to identify a differentiated rate system, which would charge by usage.
 - New Capital purchases for automation of solid waste pick-up were added to the budget.
- Water Fund:
 - Replacement of the Swan Pump Station has been added to the budget.
 - Proposing a new Lead person position.
 - \$525,000 in the budget for water main replacement.
- Recreation Department:
 - Performing Arts Construction and Community Center Design.
 - Parks and Recreation received a grant in the amount of \$525,000.
 - \$122,000 in the budget for pool painting and repairs.
- Electric Department:
 - In the budget are: replacement of the Sugar Creek Substation, circuit upgrades, downtown WiFi, conversion of street lights to LED, diversification into alternative and renewable energy sourcing.
- Position Changes:
 - Part-time Procurement Coordinator, Civilian Tech/Data person for the Police Department, Lieutenant to Captain for the Police Department, Water Lead person position, full-time Recycling person, and a new Sanitation worker.
- The proposed budget supports the City's Strategic Plan.
- The Citizen Survey and an analysis of the Zoning Code are included in the proposed budget.
- It was requested that a comparison of the additional personnel costs in the proposed budget vs last year's fiscal budget be provided to the council. Staff will research the information and provide to the council.

There being no further matters to come before the council, the meeting was adjourned

Laurie Asche, CMC/MRCC
Deputy City Clerk