



WHERE COMMUNITY AND SPIRIT MEET®

### **WORK SESSION MINUTES**

A work session of the Kirkwood City Council was held on January 19, 2017, at 5:30 p.m. Present were Mayor Griffin, Council Members Duwe, Edman, Sears, Ward, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Betty Montañó and City Attorney John Hessel. Council Member Luetzow was absent and excused.

### **APPROVAL OF WORK SESSION MINUTES**

Motion was made by Council Member Sears and seconded by Council Member Duwe to approve the meeting minutes of January 12, 2017. The minutes were unanimously approved.

### **FINANCE COMMITTEE REPORT**

Finance Committee Chair Sandy Washington and Vice-Chair Brian Dentinger were in attendance to present and discuss the Finance Committee Report. Some of the issues discussed were as follows:

- Recommendations:
  - The City should always consider new and enhanced revenue opportunities.
  - Any increase in spending should be directed towards Water, Electric, and Road infrastructure.
  - The number one priority for the City needs to be informing citizens and securing voter approval for the permanent renewal of the Capital Improvement Sales Tax. Suggests that subdivision/town hall meeting take place to inform residents.
  - Create an economic development plan to strengthen the City's favorable business climate and build upon the current business base.
  - The City cautiously analyzes the expected utilization of the Community Center and theater, the sales revenue projections and the overall project costs.
  - Continue to monitor the unaccounted for water with the objective to attain industry standard.
  - Supports the Council decision to discontinue the commercial sanitation collections. Suggests that Council assess the overall Sanitation Department operation and capital expenses and recommends that Council review eliminating sanitation services and outsourcing. Recommends retaining the Recycling Center, but seek grants to offset expenses.
  - Suggests the Council review and analyze the Fire Department overtime.
  - Continue to maintain service levels and manage electric rates.
  - Recommend Council engage an independent assessment of the City's employee benefits to recommend program options. Cautions that contracting with LAGERS may impose investment risk. Suggests a review and consideration of an early retirement program.
- A discussion took place.
- The elimination of sanitation services would include curb side recycling and yard waste collection.
- The proposed budget includes more money for sidewalks.
- Council Member Ward joined the meeting.

### **PRESENTATION OF 2<sup>ND</sup> QUARTER FINANCIAL REPORT**

Director of Finance John Adams was in attendance to present and discuss the 2<sup>nd</sup> Quarter Financial Report. Some of the issues discussed are as follows:

- General Fund:
  - Healthy fund balance.
  - Every category of user revenue and user charges has increased.

- Building permits have increased.
- Court fines have decreased.
- Intergovernmental revenues are staying consistent.
- Charges for services have increased.
- Electric Fund:
  - Healthy cash balance.
  - Metered sales have increased.
  - Operating expenditures and income have increased.
  - Change in net position has increased.
- Water Fund:
  - Healthy unrestricted cash and fund.
  - Metered sales have increased.
  - Change in net position has increased.
- Sanitation Fund:
  - Unrestricted cash has decreased.
  - Revenue has decreased.
  - Operating expenditures have increased.
  - Change in net position has decreased.
  - An analysis is being done on the Sanitation Fund.

### **STRATEGIC PLAN OBJECTIVES AND INITIATIVES**

Chief Administrative Officer Russell Hawes and Assistant Chief Administrative Officer Georgia Ragland presented and discussed the Strategic Plan Objectives and Initiatives. Some of the issues discussed are as follows:

- “Property Values” was removed from the Core Values.
- A fifth aspect was added under each statement, “Why it should be accomplished”.
- A discussion took place regarding Goal #1, Objective B: Maintain secure and attractive neighborhoods.
- The Tree Ordinance will be a part of the Urban Forest Master Plan.
- This item will be placed on a future work session agenda for further discussion.

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

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Betty Montañó, MMC/MPCC  
City Clerk