

NOTICE OF STUDY SESSION

OF THE

UNIVERSITY CITY CITY COUNCIL

Public Notice is hereby given that a Study Session of the City Council of University City will be held on **Monday, June 18, 2018, at 6:00 p.m.**, at City Hall, fifth floor, 6801 Delmar, University City, MO.

AGENDA

Requested by the City Manager

1. Meeting called to order
2. FY19 Fiscal Budget
3. Roll-Call vote to go into a Closed Council Session according to RSMo 610.021 (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys

This meeting is OPEN to the public.

Dated this 15th day of June, 2018

LaRette Reese
City Clerk

City of University City

2019 – 2020 Work Plan Presentation

April 26, 2018

By

Gregory E. Rose

City Manager

Priorities

- Economic Development
- Public Safety
- Encourage High Quality Growth
- Prudent Fiscal Management
- Infrastructure
- Community Quality of Life Amenities
- Employees

Economic Development

Strategic Project	Responsible Department	FY Implementation
<ul style="list-style-type: none"> • I-170/Olive TIF Development – Commercial, residential (neighborhood) mixed use development 	<ul style="list-style-type: none"> • Community Development 	FY 19 - 20
<ul style="list-style-type: none"> • Economic Development Strategic Plan – Identify businesses that are the best fit for U City and provide a living wage for residents 	<ul style="list-style-type: none"> • Economic Development / City Manager 	FY 19
<ul style="list-style-type: none"> • Olive Blvd Master Plan – Study to gain consensus on traffic flows to take advantage of economic opportunities 	<ul style="list-style-type: none"> • Community Development 	FY 19 - 20
<ul style="list-style-type: none"> • Downtown Parking Study – Manage parking to improve access and land uses 	<ul style="list-style-type: none"> • Community Development 	FY 18 - 19
<ul style="list-style-type: none"> • Creation of a Marketing Plan – Identify tools/assets to tailor a strategy for recruiting business that are best for U City 	<ul style="list-style-type: none"> • City Manager / Community Development 	FY 20
<ul style="list-style-type: none"> • Creation of a joint City/University planning team – Identify areas of mutual interest to develop future partnerships 	<ul style="list-style-type: none"> • Economic Development 	FY 19
<ul style="list-style-type: none"> • Economic Development Retail Sales Tax Fund – Create a function and criteria for use of funds collected 	<ul style="list-style-type: none"> • City Manager 	FY 19
<ul style="list-style-type: none"> • Olive and North & South Development – Identify the type of development desired at intersection and acquire property 	<ul style="list-style-type: none"> • City Manager and Attorney 	FY 19
<ul style="list-style-type: none"> • Olive and Midland Development – Identify the type of development desired at intersection 	<ul style="list-style-type: none"> • Economic Development / Community Development 	FY 20
<ul style="list-style-type: none"> • Hotel Feasibility Study 	<ul style="list-style-type: none"> • Economic Development / City Manager 	FY 19/18 - 3

Public Safety

Strategic Project	Responsible Department	FY Implementation
Police Facility – Constructing a new police station	Public Works / Police Department	FY 19 - 20
Community Policing Strategy – Tailoring a strategy that enhances what works best for U City	Police Department	FY 19
Enhancing use of Technology – Using technology to enhance public safety efforts, i.e. cameras, drones, robotics, analytics, etc.	Fire / Police Department	FY 18 - 20
Fire Marshal – Recruit and train an individual to enforce the International Fire Code within the FD	Fire Department	FY 19
EMS Transport Evaluation – Conduct an analysis of cost and value for fire-based EMS transport	City Manager / Fire Department	FY 19
Accreditation – Police accreditation and certification (state) for improving police services	Police Department	FY 19 - 22

Encourage High Quality Growth

Strategic Project	Responsible Department	FY Implementation
Visioning Process / Comprehensive Plan Update – What does the community want the city to look like in the future?	City Manager / Community Development	FY 19 - 20
Redevelopment Plan – Implementation plan for residential component of I170 / Olive TIF	Community Development	FY 19 - 20
Architectural Review Board – Create an architectural review board to replace /enhance the existing Infill Review board	Community Development	FY 19
Evaluation of Boards and Commissions – Determine their effectiveness, efficiency and need	City Clerk / City Manager	FY 19 - 20
Evaluate Zoning Code – Determine their effectiveness of current codes	Community Development	FY 20
Code Enforcement Analysis – Evaluate housing inspection effectiveness, priorities and processes	Community Development	FY 19
Parkview Gardens Plan Implementation – Evaluate the zoning and other implementation actions	Community Development	FY 19

Prudent Fiscal Management

Strategic Project	Responsible Department	FY Implementation
5-year Financial Forecasting – Annually develop a 5 year revenue and expenditure estimate forecast	Finance	FY 19 - 20
Popular Annual Financial Report – Provide a summary of key financial indicators for city employees and residents	Finance	FY 19
Pension Plan Analysis – Review funding levels to determine long term sustainability	Finance	FY 19
Internal Service Fund Review – Review costs and revenue to ensure funds are balanced	Finance / Public Works	FY 19
Solid Waste Rate Analysis – Create a solid waste advisory committee to evaluate the rate analysis report	City Manager / Public Works / Finance	FY 19
Evaluate Purchasing Cards – Determine the feasibility of using purchasing cards	Finance	FY 19

Infrastructure

Strategic Project	Responsible Department	FY Implementation
Ten-year CIP – Identify the capital needs of the city for 10 years	Economic Development / Finance / Public Works	FY 19
ADA Transition Plan – Ensure compliance with ADA requirements over a 10-year period	Public Works	FY 19
Space Needs Study – Identify the city’s available workspace and forecast current and future needs	Public Works	FY 19
Storm Water Master Plan – Identify and prioritize the needs for storm water management, flood mitigation, and long-term prevention	Public Works / Community Development	FY 19 - 20
Sanitary Sewer Lateral Program – Analyze current program administration for improvements	Public Works	FY 19
Waste Water Storage Tank Project by MSD – Evaluate community impact	City Manager / Public Works	FY 19 - 20
Sustainability Master Plan – Identify the needs, opportunities and priorities	Public Works	FY 20

Community Quality of Life Amenities

Strategic Project	Responsible Department	FY Implementation
<ul style="list-style-type: none"> • Technical Training for Public – Library based training for video editing, robotics, coding, etc. 	Library	FY 19
<ul style="list-style-type: none"> • Community Event Planning – Planning events that build and support a sense of community 	Parks and Recreation	FY 19 - 20
<ul style="list-style-type: none"> • Resident Satisfaction Survey – Determine the resident’s satisfaction with services provided 	Communications / City Manager	FY 19
<ul style="list-style-type: none"> • Streaming of City Council Meetings – Provide residents with the opportunity to view the City Council meetings 	Communications / City Manager	FY 19
<ul style="list-style-type: none"> • Citizen Survey 	Communications / City Manager	FY 19
<ul style="list-style-type: none"> • Webcasting of Council Meetings 	Communications / City Manager	FY 19

City Organization

Strategic Project	Responsible Department	FY Implementation	Sense Rating
Compensation and Classification Study – Evaluate employee salaries and benefits to ensure city remains competitive in market	Human Resources / City Manager	FY 18 - 19	2
Employee Survey – Evaluate the working culture of the organization	Communications / City Manager	FY 20	1
Organizational Values – Create shared values for the entire city organization	Communications / City Manager	FY 19	1
“Gainsharing” Program – Evaluate a program to incentivize employees to develop cost saving ideas to improve the organization	Human Resources	FY 19	1
Staffing Needs Assessment – Identify the human resources needed to deliver high quality services	Human Resources	FY 20	1
Safety Program – Develop a program to ensure employees work and operate in a safe environment	Human Resources	FY 19	1
Employee Onboarding Program – Develop a program to orient new employees into the organization	Human Resources	FY 19	1

Next Steps

- Mayor and Council Amendments
- First Year Included in FY 19 Budget
- Acceptance by Mayor and Council
- Execution



Questions
or
Comments ?



City of University City

FY 19 – 23 Capital Improvement Program

April 26, 2018

By

Gregory E. Rose

City Manager

Priorities

- Economic Development
- Public Safety
- Encourage High Quality Growth
- Prudent Fiscal Management
- Infrastructure
- Community Quality of Life Amenities
- Employees

What is a CIP?

The Capital Improvement Plan (CIP) is a summary of University City's capital investments for the next 5 years.



What does the Proposed CIP Achieve?

CIP Summary

FY 19 – FY 23

- Fire Departments (\$530,000)
- Parks, Recreation, and Forestry (\$945,000)
- Police Department (\$6,224,760)
- Public Works Department (\$17,838,812)

Total: \$25,538,572

Fire Department Highlights

- Funds Replacement Pumper Truck (\$500,000)
- Funds Drone (\$30,000)

Parks, Recreation, and Forestry Department Highlights

- Funds Tree Replacement (\$500,000)
- Funds Heman Park Pool Renovations (\$315,000)
- Funds Ruth Park Golf Course Lighting Install (\$130,000)

Police Department Highlights

- Funds New Police Station (\$6,000,000)
- Funds In Car Cameras (\$209,760)
- Funds License Plate Readers (\$15,000)

Public Works Department Highlights

- Funds Westgate Ave Improvements (\$1.165 M)
- Funds Street Maintenance Program (\$3.5M)
- Funds Curb and Sidewalk Improvements (\$2.37M)
- Funds Storm Water Master Plan and Projects (\$1M)
- Funds ADA Curb Ramp Design and Construction (\$250,000)
- Funds Enhanced Street Lighting (\$750,000)
- Funds Park Improvements (\$2.65M)

Public Works Department Highlights (continued)

- Funds City Facility Improvements (\$3.5M)
- Funds Parking Meter Replacement Program (\$310,000)
- Funds Morgan-Wilshire Road and Drainage Improvements (\$250,000)
- Funds Space Needs Study (\$30,000)
- Funds Solid Waste Rate Study (\$35,000)
- Funds Softball Field #6 Heman Park Improvements (\$30,000)
- Funds UCity in Bloom Street Island Improvements (\$105,000)
- Funds Solid Waste Grant (Recycling) (\$600,000)

Public Works Department Highlights (continued)

- Funds Ackert Walkway Improvements (\$311,969)
- Funds Purchasing Golf Spray Unit (\$40,000)
- Funds City-Wide Energy Efficiency Master Plan (\$30,000)
- Funds Canton Ave Resurfacing and Upgrades (\$900,000)

Next Steps

- First Year of CIP becomes Capital Budget
- Annual Operating Proposed Budget Public Hearing
- Hold Council Budget Study Sessions
- Consider Proposed Capital Improvement Program and Proposed FY19 Annual Operating Budget



Questions???



Proposed FY 2018-2019 Annual Operating Budget Presentation

April 26, 2018

By

Gregory Rose

City Manager

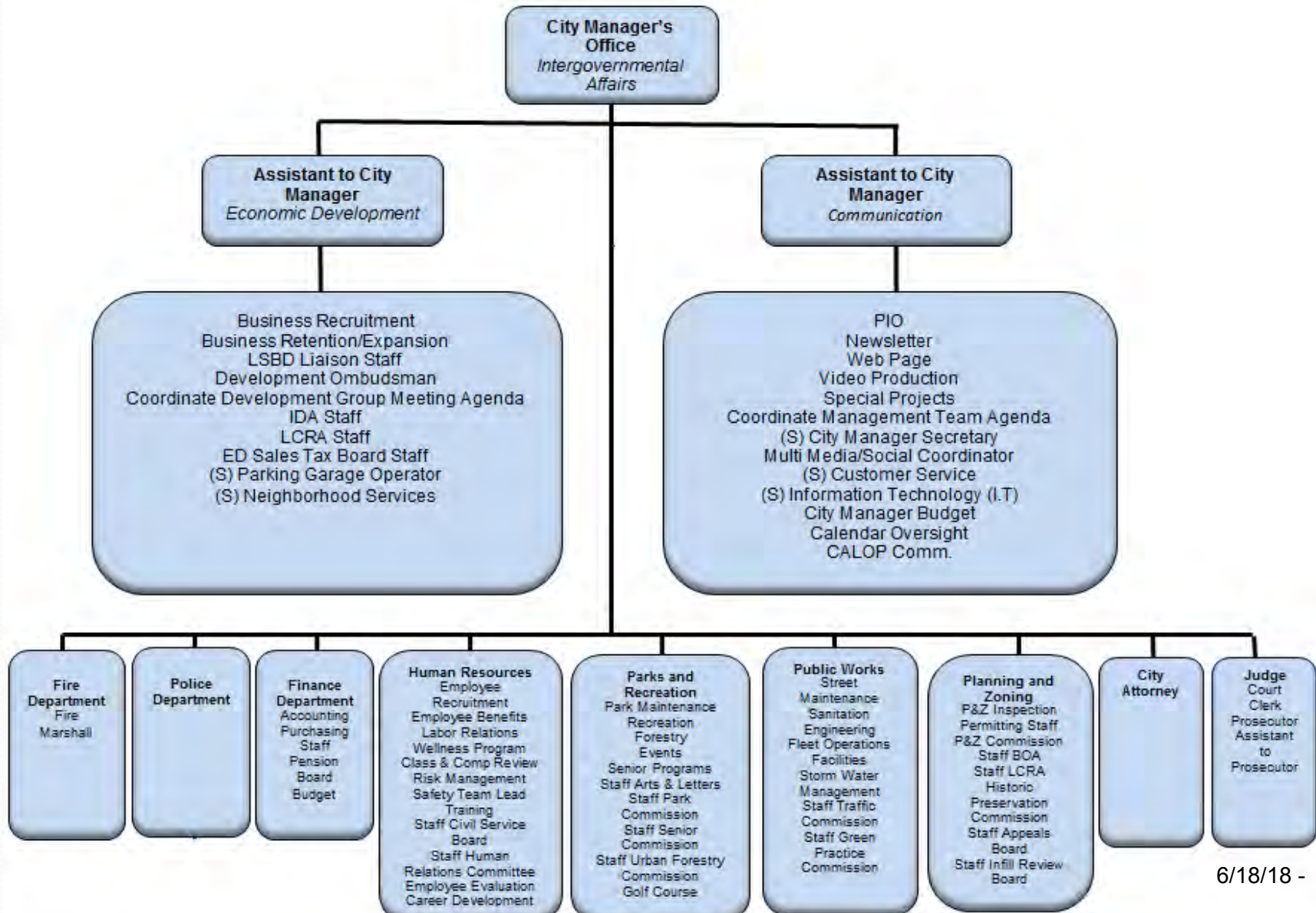
Priorities

- Economic Development
- Public Safety
- Encourage High Quality Growth
- Prudent Fiscal Management
- Infrastructure
- Community Quality of Life Amenities
- Employees

Closing Out FY 18

- General Fund Loans
 - \$500,000 to Parking Garage
 - \$500,000 to Golf Course
 - \$6.0 million to Public Safety Sales Tax
- Initial Organization Restructuring

Organization Structure



Resident Property Tax Bill

Where does it all go?

<u>Description</u>	<u>Rate/\$100</u>	<u>% of Tax Bill</u>
State of Missouri	0.0300	0.4%
St. Louis County	0.4890	5.9%
Community College	0.2112	2.5%
Special School District	1.1912	14.5%
Metro Zoo	0.2694	3.3%
University City School District	4.9002	59.6%
City of University City	0.6900	8.4%
Library	0.2460	3.0%
Miscellaneous	0.1999	2.4%
Total	<u>\$ 8.2269</u>	<u>100.0%</u>

Resident Property Tax Bill

Example: House Market Value - \$200,000

Assessed Value \$38,000 (19% of Market Value)

$$\text{Tax Bill} = 38,000 \times 8.2269 / 100 = \$3,126$$

<u>Description</u>	<u>Amount</u>	<u>% of Tax Bill</u>
State of Missouri	\$ 13	0.4%
St. Louis County	184	5.9%
Community College	78	2.5%
Special School District	453	14.5%
Metro Zoo	103	3.3%
University City School District	1,863	59.6%
City of University City	263	8.4%
Library	94	3.0%
Miscellaneous	75	2.4%
Total	<u>\$ 3,126</u>	<u>100.0%</u>

Major Highlights

FY 2019

- Design of Police Station
- Two (2) percent COLA
- Citizen Satisfaction Survey
- Funds Space Needs Study
- Same or Reduced Tax Rate
- Exceeds 17% fund balance for General Fund

Major Highlights FY 19 (Continued)

- Increase Capital Spending
- Funds Restructured Organization
- Moves to Cash Basis Budgeting

All Funds Summary (Governmental Funds)

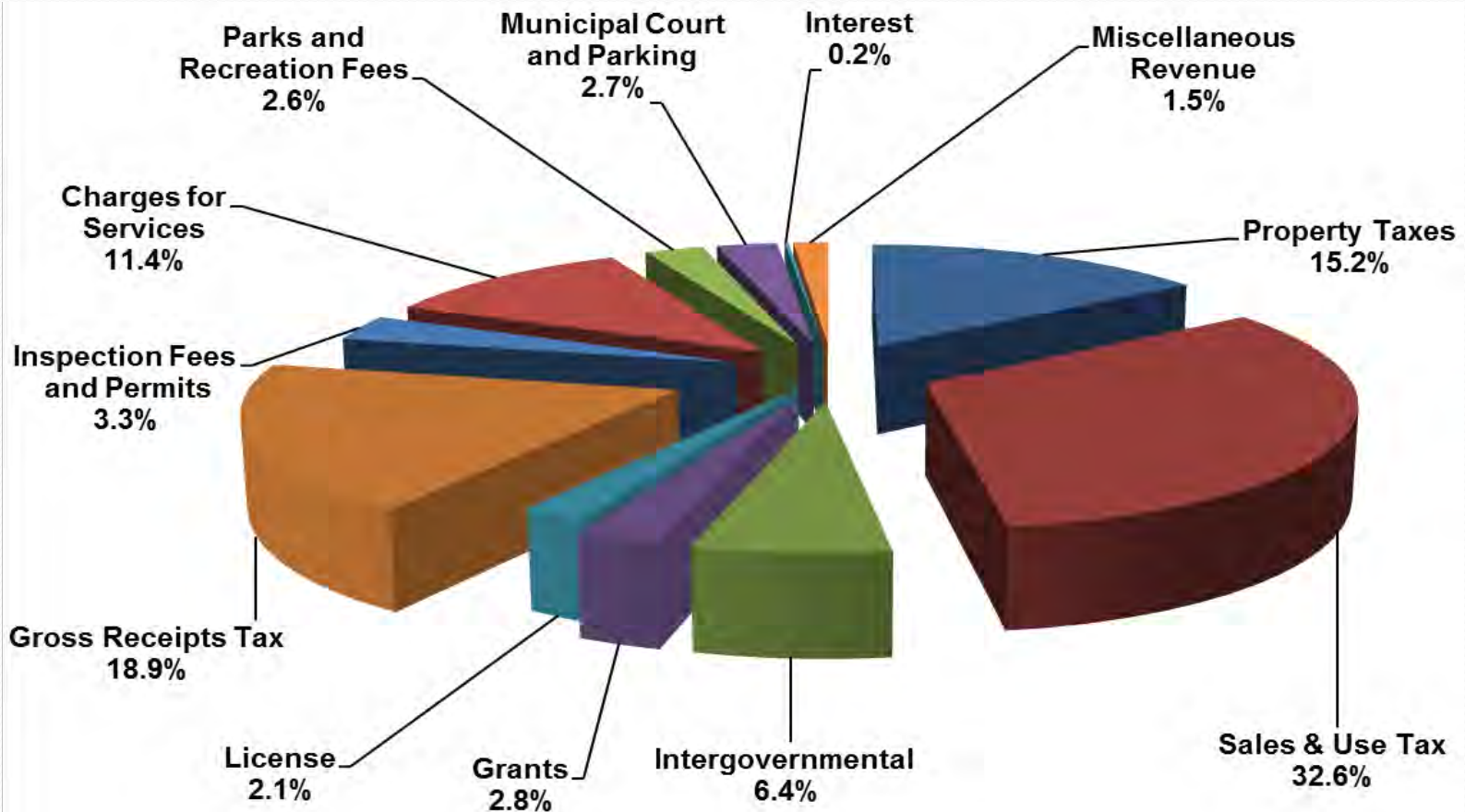
Total Revenues:	\$30,733,200
Total Expenditures:	\$31,192,300
Ending Fund Balance:	\$18,059,500

FY 2019 Budget

Revenue Sources - All Funds

	Amount	Percentage
Property Taxes	\$ 5,210,500	15.2%
Sales & Use Tax	11,068,400	32.6%
Intergovernmental	2,193,700	6.4%
Grants	957,500	2.8%
License	745,000	2.1%
Gross Receipts Tax	6,469,300	18.9%
Inspection Fees and Permits	1,125,000	3.3%
Charges for Services	3,876,500	11.4%
Parks and Recreation Fees	892,000	2.6%
Municipal Court and Parking	915,500	2.7%
Interest	58,500	0.2%
Miscellaneous Revenue	525,300	1.5%
Total Revenue	\$ 34,037,200	100.0%

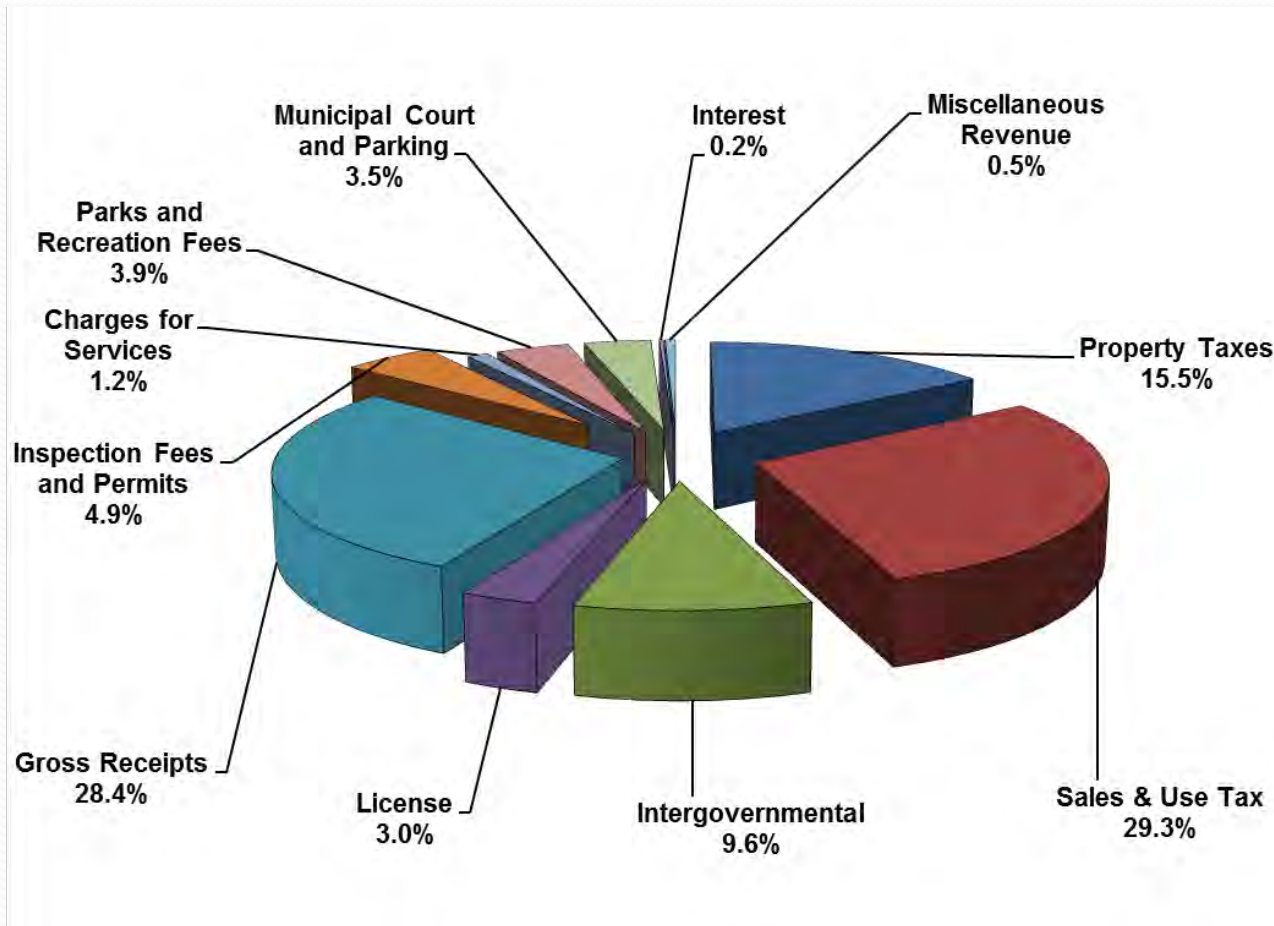
FY 2019 Budget Revenue Sources-Percentages



FY 2019 General Fund Revenue Sources

	Amount	Percentage
Property Taxes	\$ 3,525,500	15.5%
Sales & Use Tax	6,666,000	29.3%
Intergovernmental	2,177,000	9.6%
License	715,000	3.0%
Gross Receipts Tax	6,469,300	28.4%
Inspection Fees and Permits	1,125,000	4.9%
Charges for Services	250,000	1.2%
Parks and Recreation Fees	892,000	3.9%
Municipal Court and Parking	808,500	3.5%
Interest	50,000	0.2%
Miscellaneous Revenue	124,500	0.5%
Total Revenue	\$ 22,802,800	100.0%

FY 2019 General Fund Revenue Sources-Percentages



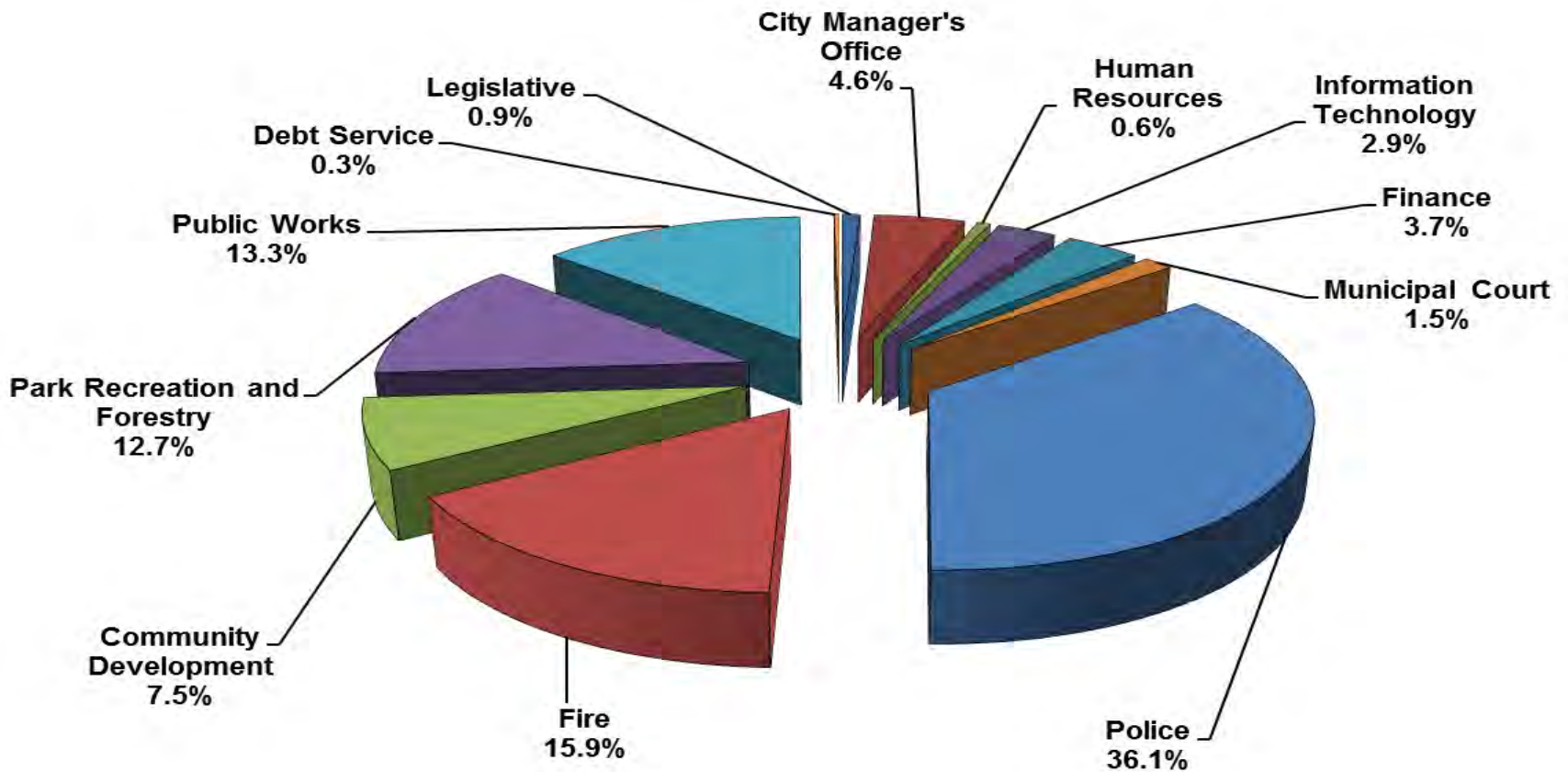
FY 2019 General Fund Transfers In

● Capital Improvement Fund	\$400,000
● Golf Course Fund	\$150,000
● Solid Waste Fund	\$75,000
● EDRST Fund	\$133,000
● Public Safety Fund	<u>\$300,000</u>
Total Transfers In	<u>\$1,058,000</u>

FY 2019 General Fund Expenditures

Expenditure by Department	Amount	Percentage
Legislative	\$ 211,000	0.9%
City Manager's Office	1,081,000	4.6%
Human Resources	152,800	0.6%
Information Technology	696,900	2.9%
Finance	885,900	3.7%
Municipal Court	361,700	1.5%
Police	8,571,000	36.1%
Fire	3,779,400	15.9%
Community Development	1,767,900	7.5%
Park Recreation and Forestry	3,004,200	12.7%
Public Works	3,142,700	13.3%
Debt Service	62,400	0.3%
Total Expenditure	\$ 23,716,900	100.0%

FY 2016 General Fund Expenditures-Percentages



General Fund Summary

Total Revenues:	\$23,860,800
Total Expenditures:	\$23,716,900
Ending Fund Balance:	\$8,122,900



Department Highlights

City Manager's Office

Highlights

- Upgrade Economic Development Assistant Director to Director Level – Assistant to City Manager - Economic Development
- Add Assistant to City Manager - Communication
- Conduct Citizen Satisfaction Survey
- Add Webcasting of Council Meeting

Finance Department

Highlight

- Funds Assistant Finance
Director

Municipal Court

Highlight

- Maintains Current Service Levels

Information Technology

Highlights

- Upgrade Network
- Replace Domain Controllers
- Replace Spam Filters
- Fifth Floor AV Improvements
- MS Office 2016 Licensing

Police Department

Highlights

- Upgrade Captain to Assistant Police Chief
- Vehicle Replacement
- Police Station Design

Fire Department

Highlights

- Provides Half Pumper Truck Cost
- Provides Funding for Drone Purchase

Public Works

Highlights

- Adds Part-Time Construction Inspector
- Funds Solid Waste Rate Study
- Moves Facility Maintenance to Public Works
- Funds Facility Improvements

Public Works (Continued)

- Funds Park Improvements
- Funds Storm Water Master Plan
- Funds City Wide Space Needs Assessment
- Funds Ackert Walkway Improvements

Public Works (Continued)

- Funds Morgan-Wilshire Drainage Improvements
- Funds Street Maintenance
- Adds Part-time Front Desk Clerk
- Removes Park Maintenance

Community Development

Highlights

- Removes Economic Development
- Removes Facility Maintenance
- Removes Recreation
- Maintains Service Levels for Other Operations

Parks, Recreation and Forestry

Highlights

- Funds Director for Parks, Recreation and Forestry
- Funds Heman Pool Improvements
- Funds Tree Replacement Program
- Creates Golf Course Enterprise Fund



Other Funds

Public Safety Sales Tax Fund (Summary)

Total Revenues:	\$1,700,000
Total Expenditures:	\$1,966,200
Ending Fund Balance:	\$6,533,800

Capital Improvement Fund (Summary)

Total Revenues:	\$2,402,000
Total Expenditures:	\$2,785,200
Ending Fund Balance:	\$1,611,800

Park and Storm Water Fund (Summary)

Total Revenues:	\$1,301,000
Total Expenditures:	\$1,044,300
Ending Fund Balance:	\$256,700

EDRST Fund Summary

(Economic Development Retail Sales Tax)

Total Revenues:	\$703,400
Total Expenditures:	\$702,400
Ending Fund Balance:	\$1,236,000

Enterprise Funds (Challenged)

- Solid Waste Fund
- Parking Garage Fund
- Golf Course Fund

ON THE HORIZON

- EMS Transport
- Human Resources Director
- Sewer Lateral Program
- Pension Funds Contribution
- Non-Profit Funding (EDRST)
- Commission on Senior Issues Request
- “Closer Review”
- Amendments to Proposed Budget

Questions





Proposed FY 2018-2019
Annual Operating Budget
Study Session Presentation

DRAFT

June 18, 2018

By

Gregory Rose

City Manager

Priorities

- * Economic Development
- * Public Safety
- * Encourage High Quality Growth
- * Infrastructure
- * Community Quality of Life Amenities
- * Employees
- * Prudent Fiscal Management

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All Funds Summary (Governmental Funds)

Total Revenues: \$30, 733, 200

Total Expenditures: \$32, 379, 499

Ending Fund Balance: \$17, 072, 301

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Proposed FY 19-23 Capital Improvement Program (Amendments)

FY 19

DRAFT

- * Project # POL 1801 – Add into the description the design of the Annex police station

General Fund Summary

Total Revenues \$23, 860, 800

Total Expenses \$23, 716, 900

Ending Fund Balance \$8, 122, 900

* Transfers – In = \$1, 058, 000

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Proposed FY 19 Annual Operating Budget (Amendments)

General Fund

- * Delete Dump Truck (\$141, 000)
- * Delete Dump Truck (\$141, 000)
- * Delete Utility Truck (\$32, 000)
- * Delete Pool Sedan (\$18, 390)
- * Add Dump Truck Bed \$20, 000
- * Add .5 HR Directory \$60, 000

Net Total: (\$252, 390)

Public Safety Sales Tax Fund (Summary)

Total Revenues: \$1, 700, 000

Total Expenses: \$1, 966, 200

Ending Fund Balance: \$6, 533, 800

DRAFT

Proposed FY 19 Annual Operating Budget (Amendments)

Prop P Funding

- * Add Canine Equipment In-Training Purchases \$56, 060
- * Add Part-Time Victim Advocate \$43, 000
- * Add .5 HR Director \$60, 000

Total = \$159, 060

EDRST Fund Summary

Total Revenues: \$703, 400

Total Expenditures: \$702, 400

Ending Fund Balance: \$1, 236, 000

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EDRST Fund (Proposed Projects)

- * Study Session

- Mission

- Process

- Applications

DRAFT

Solid Waste Fund Summary

Total Revenues: \$3, 122, 500

Total Expenditures: \$3, 310, 500

Ending Balance: 0

DRAFT

Proposed FY 19 Annual Operating Budget (Amendments)

Sanitation

DRAFT

* Delete Refuse Truck (\$260, 587)

* Delete Alley Dumpster (\$215, 000)

Total: (\$475, 587)

Outstanding Issues

- * Commission on Senior Issues Request
- * Adjust Proposed Budget to Reflect Amendments
- * Schedule June 25, 2018 Proposed FY 19 Annual Operating Budget for Consideration

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On The Horizon

- * Pension Fund Contribution

- * Consideration of FY19 – 20 Work Plan

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Questions?

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