



April 28, 2020 \* RECORD OF PROCEEDINGS

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**CITY OF PACIFIC  
SPECIAL MEETING OF THE BOARD OF ALDERMEN  
300 HOVEN  
PACIFIC, MISSOURI 63069**

**This meeting was held via Zoom videoconferencing. The public was able to view or listen to the meeting at the following: <https://zoom.us/j/92855800238>**

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**T**he meeting was called to order at 7:00 p.m. by Mayor Myers.

A roll call was taken with the following results:

Present at Roll Call:

Alderman Nemeth  
Alderman Adams  
Alderman Rahn  
Alderman Gass  
Alderman Johnson  
Alderman Stotler

A quorum was present. All Aldermen were visually seen through video conferencing and heard.

Also present:

Administrator Roth  
Chief Mansell  
Collector Kelley  
PW Commissioner Brueggemann (came on late)  
Director Kopp  
City Clerk Barfield

**Pledge of Allegiance**

The Pledge of Allegiance is given.

**Prayer**

There was no representative from Ministerial Alliance. Mayor Myers offered prayer this evening.

**Approve Agenda**

Motion made by Alderman Stotler, seconded by Alderman Adams to approve the agenda. A voice vote was taken with an affirmative result.

Special  
Board of Aldermen 4-28-2020

**Review 2020-2021 budget beginning July 1, 2020**

Mayor Myers suggested Administrator Roth go through the budget and then the Board have discussion.

Administrator Roth stated he included a Budget Summary and some charts to give a better picture of some of the revenues and expenses. There is also a Statement of Outstanding Debt. He will start with the revenues.

- The revenues are forecasted at an approximate 20 percent decrease in “core” revenues such as Sales Taxes and Gross Receipts. Property Taxes and Water and Sewer forecasted to decline approximately 10 percent.
- Total staffing is budgeted the same as this year, but with two positions frozen. General Administration: 10 FTE, Police Department 18.5 patrol officers, 6 communications officers, 2.5 support staff, one patrol officer frozen. Public Works: 12 FTE. Parks: 1.5, this is part of the PW Commissioner salary debited to this and the employee. The Parks Superintendent position is frozen. There is no increase in pay or health insurance spending.
- The Budgets for all funds are balanced, as required by law. The General Fund has an operating deficit of \$ 66,302 currently, but the total balance is \$ 133,697.
- Transportation requires transfers from General fund and Capital Improvement Sales Tax to balance but this is typical of how we have been running this fund.
- Parks & Storm requires Capital Improvement Sales Tax transfer to balance, to fund the Hogan Storm project.
- The Water Fund requires a substantial (\$500,000) transfer from Sewer to balance, but this is primarily due to the Osage St Water main project. There are no new major Capital Improvement projects or expenses.
- Red Cedar Inn and Preventive Pavement Maintenance program remain listed but are budgeted at zero.
- The Public Works Commissioner has requested \$ 20,000 for two new snowplows and a culvert cleaner, and \$ 35,000 for the SCADA Improvement to Sewer Lift 1 and Lift 2. These are the largest new capital spending request in the budget.
- The monthly transfer of \$ 10,000 from General Fund to Contingency Fund is included in this budget. There are no transfers out of Contingency budgeted, meaning we are not “dipping into” this.
- Tourism is balanced, but only due to existing revenues. These revenues are forecasted to decline by more than 70 percent. This will be the hardest hit fund.
- Parks and Storm Water Budget are struggling. With the 60/40 split enacted by the Board this gives the Parks \$ 132,000. This amount is not enough to fund existing park and pool operations. There is about \$ 125,000 in reserve to start the fiscal year, this reserve, plus the allocation is enough to fund it, BUT, there is NO General Fund transfer. He brings this up because prior to voter approval of Prop P the City funding for the Parks came from General fund. In a “normal” year we would also be continuing some support from General Fund, however with the 80 percent decline General Fund does not balance if we do this. This will work for the 21 budget year, but going forward is not sustainable on its own merit.
- The law enforcement Prop P funds are expected to decline by 20 percent.
- If the forecasted 20 percent decline becomes reality, we may need to tap into Contingency fund for cash flow purposes. Our revenues “ebb and flow” through the year, the cash flow in late summer/early fall for example could become an issue if revenues drop off sharply.
- The budget does include funding for IT, but this is offset in part by an anticipated savings from

our new phone system. The need for better IT in his opinion has never been greater. He hopes to get to the point where everything can be paid online.

- The Flood Buyout budget is not drafted yet. We are 100 percent funded (75 percent from FEMA and 25 percent from CDBG) so there should be no net outlay by the City. It is possible we will need some cash flow while we wait on reimbursements. This will be completed in time for the final.
- Next is a list of discretionary items that the Board may wish to consider for possible cuts. As we have noted, the City scrutinizes its spending very thoroughly and “no unnecessary expenditures” is the general rule. We run a very tight budget. These items would include: Building Department software for \$ 10,000, Staff Professional Development Training through all departments for \$ 31,750, Bulk Trash pickup for \$ 15,000, Community Relations for \$ 4,000, Newsletter for \$ 7,500, Beautification Committee for \$ 5,000, Senior Center Contract for \$ 15,000, Historical Society for \$ 11,250, Municipal pool for \$ 60,000, City Hall furniture for \$ 2,500.
- CIPP Project – He did look into financing options. The longest term is 10 years. \$ 3 million would be a debt service payment of \$ 357,000 per year and \$ 4 million would be \$ 476,000 per year. This is for information purposes only, but he felt like \$ 3 million was the maximum the budget could handle. He was not suggesting moving forward at this point.

Board Discussion: There was discussion on the SCADA project and postponing it. They agreed they will discuss the pool at the next regular meeting because there will be a Resolution on the Agenda regarding the pool operation. There is also a Park Board meeting on May 4<sup>th</sup>, and they are requesting a recommendation from them. Chief Mansell stated there is a great amount of savings with the phone system. The phone system they were utilizing was from 1988. Board members discussed the Building Department Software for \$ 10,000. Director Kopp stated this software has many tracking features and would allow for any permit to be tracked in real time where it was in the process. Sales Tax History from 2007 was reviewed. Alderman Adams suggested the Board revisit the budget in six months. Mayor Myers stated we were already scheduled to revisit it quarterly. Alderman Nemeth suggested we remove the funds for the Newsletter, Beautification Committee, Historical Committee, City Hall Furniture, Senior Center to be cut by \$ 5,000 and any unnecessary training. This is not permanent, but temporary. Alderman Nemeth suggested the newsletter be done, but not mailed out, just sent out electronically and placed on the website. Alderman Adams stated he would like to see Professional Development training cut in half, Community Relations cut out, Beautification Committee cut out, Senior Center contract rolled back to \$ 10,000, Historical Society funds be froze, and City Hall Furniture cut. Alderman Gass would like to see Bulky Trash for this year cut out. Alderman Rahn agreed. Alderman Adams stated if the revenue comes back we can put these items back in. Alderman Johnson stated the attendance at the Senior Center was declining prior to this, but it has been closed for four weeks due to COVID. She continued that Bulky Trash is an extension of Beautification Committee and would like to see this continue.

Motion made by Alderman Adams, seconded by Alderman Gass to make the following changes to the proposed budget:

- Professional Training cut in half
- Bulky Trash – freeze
- Community Relations – freeze
- Newsletter – freeze
- Beautification – freeze
- Senior Center – cut back to \$ 10,000
- Historical Society – freeze

- Pool – will address at next meeting
- City Hall furniture – freeze

A voice vote was taken with an affirmative result, and Mayor Myers declared the motion carried.

Mayor Myers suggested the Board prioritize the items they removed or froze in order of how they wanted to add them back in if revenues allowed.

Alderman Johnson stated we have an Ordinance allowing for the spending of \$ 10,000 for the City Administrator. She would like to see this temporarily reduced to \$ 5,000. Discussion followed. **Motion made by Alderman Johnson, seconded by Alderman Nemeth for an ordinance to be drafted reducing the amount to \$ 5,000. A voice vote was taken with an affirmative result.**

Alderman Nemeth questioned the snow plows and SCADA system. Public Works Commissioner Brueggemann stated with the winters they way they have been they can try to hold off on the snow plows, along with the culvert cleaner. This was replacing two plows. The SCADA system can also be held off for a year. **Motion made by Alderman Nemeth, seconded by Alderman Adams to hold off on the \$20,000 for snow plows and the \$ 35,000 for the SCADA System. A voice vote was taken with an affirmative result.**

CID Districts - **Motion made by Alderman Adams, seconded by Alderman Gass for all three CID's to be on the next agenda for discussion to determine what to do with those funds, and moving the boundaries.** Mayor Myers stated that when we went to the voters over Prop P & Prop S we told them we would work to dissolving these, and staff is working towards that. The Viaduct CID is already dissolved. He felt that changing the course now was harmful with the integrity of the trust with the citizens. He also felt it was wrong to ask the long time members of the CID to look at expanding the boundaries. He also thought this could open us up to potential lawsuits. Alderman Nemeth suggested we first look at a way to spend the funds in the accounts. Mayor Myers stated there were projects budgeted in the CID's with those revenues now. There is the project now on Thornton Street for Viaduct, the project on E. Osage end when we bought the house, and the project for W. Osage at Lamar Parkway. He also thought that changing the map changed the original intent. Alderman Nemeth stated he would like a "temporary reduction summary" at the May 19<sup>th</sup> meeting, based off the motion tonight. Administrator Roth stated the Public Hearing and 1<sup>st</sup> reading of the budget ordinance will be at the June 2<sup>nd</sup> meeting.

COVID- Administrator Roth stated the conduct of the May 5<sup>th</sup> meeting he suggested to be by Zoom. We have been working on amending procedures and reviewing the guidance from the Governor. The intent is to open City Hall on May 4<sup>th</sup> according to the Governor's guidelines. His plan was when we did all come back together to broadcast the meeting Facebook Live and was working towards this. Alderman Gass suggested both meetings at minimum be by Zoom. Administrator Roth stated the public would make appointments with staff.

Mayor Myers thanked Administrator Roth for his work on the budget and thought we had the right man on the job during these times. He thanked City Clerk Barfield for doing an exceptional job keeping City Hall running, and all City Staff for working together. He thanked PW Commissioner Brueggemann for all of his efforts with the departments and appreciated the patience of all the Aldermen. Alderman Gass agreed and thanked Administrator Roth. Chief Mansell thanked all his officers for their extra effort staying safe in this time. Mayor Myers agreed and thanked all the First Responders and stated they have done an exceptional job.

**Adjournment**

There being no further business, motion by Alderman Nemeth, seconded by Alderman Rahn to adjourn. A voice vote was taken with an affirmative result. The meeting adjourned at 8:50 p.m.

ATTEST:  
Kimberly Barzel  
City Clerk



Steve Myers  
Steve Myers, Mayor

amend the existing procurement ordinance to reduce City Administrator purchasing authority to \$5,000