



**City of Mexico, Missouri  
City Council Meeting Agenda  
City Hall  
300 N. Coal Street  
3<sup>rd</sup> Floor – Council Chambers  
Mexico, Missouri 65265**

**September 10, 2018  
7:00 p.m.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
  - A. August 27, 2018 – Regular Session Meeting
- 4. Public Hearings**
  - A. Public Hearing – 2018 – 2019 Operating and Capital Budget
  - B. Public Hearing – Approval of a Revised Final Plan of Teal Lake Village Planned Unit Development (PUD)
- 5. New Business – Ordinances (Two Readings By Title Only and Passage)**
  - A. Bill No. 2018 – 55. An Ordinance Revising the Budget for the City of Mexico, Missouri, for the Fiscal Year October 1, 2017 to September 30, 2018, Inclusive, and Adopting the Budget for the Fiscal Year October 1, 2018 to September 30, 2019, Inclusive, Appropriating the Funds as Allocated to Various Accounts and Authorizing the Expenditure of Such Funds by the City Manager and Other Officials for the Purposes Indicated. Two Readings By Title Only and Passage.
  - B. Bill No. 2018 – 56. An Ordinance Approving A Revised Final Plan of Teal Lake Village Planned Unit Development (PUD). Two Readings By Title Only and Passage.
- 6. New Business – Resolutions (Reading By Title Only and Passage)**
  - A. Bill No. 2018 – 57. A Resolution Authorizing the City Manager to Sign a Hangar Lease with Tony Champion. Reading By Title Only and Passage.
  - B. Bill No. 2018 – 58. A Resolution Authorizing the City Manager to Sign Task Order No. 4 with Horner & Shifrin, Inc. Reading By Title Only and Passage.
- 7. Other Business**
  - A. Claims
- 8. Comments**
  - A. Council
  - B. Public (*Please state name and address for the record and keep comments to a maximum of three minutes*).
- 9. Adjournment into Executive Session pursuant to the Revised Statutes of Missouri § 610.021 (3) personnel matters**
- 10. Adjournment**

**CITY OF MEXICO, MISSOURI  
CITY COUNCIL MEETING MINUTES  
AUGUST 27, 2018**

The Council of the City of Mexico, Missouri met in regular session on August 27, 2018 at 7:00 p.m. in the Council Chambers of City Hall, with the following members present: Mayor Chris Miller; Chairman Pro Tem Steve Nichols; Council Member Chris Williams; Council Member Dr. Ayanna Shivers; Council Member Vicki Briggs. Also present were Bruce Slagle, City Manager; Roger Haynes, Deputy City Manager; Russell Runge, Assistant City Manager/Economic Development; Chad Shoemaker, Parks & Recreation Director; Rita Jackson, Community Development Director; Chief Susan Rockett, Public Safety Department; Patrick Shaw, IT Specialist; Marcy LeCount, City Clerk; as well as members of the media and interested citizens.

The Meeting was called to order with Mayor Miller presiding.

**APPROVAL OF MINUTES – AUGUST 13, 2018 – REGULAR SESSION MEETING**

Council Member Shivers moved for approval of the August 13, 2018 regular session minutes as presented. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. The Minutes were approved as presented.

**PUBLIC HEARING**

***To Establish the 2018 Property Tax Rates***

Mayor Miller moved to open the Public Hearing. Council Member Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. The Public Hearing was open for discussion.

City Manager Slagle called upon Deputy City Manager Haynes to provide the report.

As required by state law, the City Council conducted a public to establish the current year’s property tax rates for the 2018 Property Tax Levy. Council is aware the State Auditor’s Office calculates the allowable property tax rates based on keeping revenue neutral, exclusive of new construction. Based on the 2018 Assessed Value (\$159,115,737) and the State Auditor’s Office allowable tax rate calculations of .7190 per \$100 assessed valuation, revenues for the City of Mexico would be \$1,144,042. Based on the 2018 Assessed Value (\$159,115,737), revenues for the City of Mexico would be as follows for Budget Year 2018 – 2019.

<b><i>Proposed Revenue by Fund Using Current Rates</i></b>	<b><i>Proposed Revenue</i></b>	<b><i>Proposed Tax Rate</i></b>
General Fund	\$ 677,992	\$ .4261
Parks & Recreation	155,297	.0976
Public Health	310,753	.1953
	<hr/> \$1,144,042	<hr/> \$ .7190

Deputy City Manager Haynes recommended Council proceed with the advertised public hearing in order to establish the 2018 Property Tax Levy.

No Public Comments were received.

Council Member Williams moved to close the Public Hearing. Chairman Pro Tem Nichols seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. The Public Hearing was closed.

**NEW BUSINESS - ORDINANCES (TWO READINGS BY TITLE ONLY AND PASSAGE)**

***Bill No. 2018 – 52. An Ordinance Levying Taxes on All Property for the Fiscal Year October 1, 2018 to September 30, 2019 for the City of Mexico, Missouri.***

Mayor Miller called upon City Manager Slagle to provide the report.

Bill No. 2018 - 52 establishes the property tax rates for the next fiscal year. As required by State law, the City Council conducted a public hearing for the 2018 Property Tax Levy earlier this evening. As discussed at the Public Hearing, the County Clerk has certified the City's total assessed valuation for 2018 as \$159,115,737 which compared to the 2017 total of \$149,881,641. Staff is proposing that the property tax levies for the various funds be proportioned as follows:

	2017	2018
General Fund	.4261	.4261
Parks & Recreation Fund	.0976	.0976
Public Health Fund	.1953	.1953
Totals:	.7190	.7190

City Manager Slagle recommended Council proceed with two readings by title only and passage of Bill No. 2018 – 52, which had been posted the required length of time.

Council Member Briggs moved for first reading by title only of Bill No. 2018 – 52. Council Member Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. First reading by title only was given to Bill No. 2018 – 52 by Council Member Williams.

Council Member Williams moved for second reading by title only of Bill No. 2018 – 52. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. Second reading by title only was given to Bill No. 2018 – 52 by Council Member Williams.

Council Member Williams moved for passage of Bill No. 2018 – 52. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. Bill No. 2018 – 52 was passed as Ordinance 4398.

***Bill No. 2018 – 53. An Ordinance Amending Chapter 42, Zoning, Article IX. Height and Area Requirements, Section 42-615. Fences of the Mexico City Code.***

City Manager Slagle called upon Director Jackson to provide the report.

Director Jackson proposed an amendment to Chapter 42, Zoning, Article IX, Height and Area Requirement, Section 42 – 615. Fences. The amendment was in response to situations of sanitary sewer maintenance activities that have been hindered by fenced in yards with no external access. Occasionally, when a fenced yard does not allow external access City employees had to climb a fence to access a sanitary sewer manhole. This creates a risk of property damage and possible employee injury. The amendment does not fix existing fenced yards with no external access, but prevents future situations. Director Jackson proposed to add a subsection (c) to read: Fences that are constructed across utility easements, including sanitary sewer easements, shall have installed an exterior gate at some location in

their length that makes the easement accessible without entering any building, residence, garage, or other structure. On August 14, 2018, the Planning and Zoning Commission met to consider this request and made a recommendation of approval to the City Council. Director Jackson recommended Council proceed with two readings by title only and passage of Bill No. 2018 – 53, which had been posted the required length of time.

Council Member Williams moved for first reading by title only of Bill No. 2018 – 53. Chairman Pro Tem Nichols seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. First reading by title only was given to Bill No. 2018 – 53 by Council Member Briggs.

Council Member Briggs moved for second reading by title only of Bill No. 2018 – 53. Council Member Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. Second reading by title only was given to Bill No. 2018 – 53 by Council Member Briggs.

Council Member Briggs moved for passage of Bill No. 2018 – 53. Council Member Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. Bill No. 2018 – 53 was passed as Ordinance 4399.

#### **NEW BUSINESS – RESOLUTION (READING BY TITLE ONLY AND PASSAGE)**

##### ***Bill No. 2018 – 54. A Resolution Authorizing the City Manager to Sign a Hangar Lease with Robert Benoit.***

City Manager Slagle called upon Assistant City Manager Runge to present the report.

Bill No. 2018 – 54 authorizes the City Manager to sign a Hangar Lease between the City of Mexico and Robert Benoit. A list of persons interested in renting airport hangars at the Mexico Memorial Airport is maintained in the City Manager's Office and is posted at the Mexico Memorial Airport. Hangar fifteen (15) has been vacated and the placement on the hangar list allows Robert Benoit the opportunity to accept a hangar. The Lease will be for a term of one year, automatically renewable at the end of the first year with the hangar rent being \$80 per month. The Mexico Airport Advisory Board met on April 4, 2011 and recommended that Council authorize the City Manager to sign a Hangar Lease with potential renters as the hangars become available to those expressing an interest per the posted hangar list. Assistant City Manager Runge recommended Council proceed with reading and passage of Bill No. 2018 – 54.

Chairman Pro Tem Nichols moved for reading of Bill No. 2018 – 54 by title only. Council Member Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. Bill No. 2018 – 54 was read by title only by Chairman Pro Tem Nichols.

Chairman Pro Tem Nichols moved for passage of Bill No. 2018 – 54. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. Bill No. 2018 – 54 was passed as Resolution No. 3887.

#### **OTHER BUSINESS**

##### ***Staff Report – Purchase of ¾ ton pickup truck for Cemetery Maintenance Department***

City Manager Slagle called upon Director Shoemaker to present the report.

The 2017 – 2018 annual budget allows \$35,000 for the purchase of a ¾ ton pickup truck for the Cemetery Maintenance Department. This truck will replace a 1997 Ford Ranger with 90,000 miles, which received a trade in value of \$500. Request for bids were sent to ten (10) vendors and advertisements were placed in the Mexico Ledger. One bid was received from Tom Boland Ford who

submitted the best bid. (Tom Boland Ford of Hannibal, Missouri - 2019 Ford F-250 Regular Cab 2WD - \$24,462 with a trade-in of \$500). Director Shoemaker recommended Council approve the purchase of the 2019 Ford F-250 regular cab, 2WD from Tom Boland Ford of Hannibal, Missouri for the bid price of \$24,462 subject to the bidder's ability to deliver the truck in an acceptable length of time.

Council Member Shivers moved to purchase the 2019 Ford F-250 regular cab, 2WD from Tom Boland Ford of Hannibal, Missouri for the bid price of \$24,462. Chairman Pro Tem Nichols seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols. Nays, none.

***Claims***

The list of claims was presented for approval.

Council Member Williams moved for approval of the list of claims as presented. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none.

The list of claims was approved.

**COUNCIL COMMENTS**

Council Member Williams commented on the city's property maintenance code enforcement and how that would affect easements on private or commercial property.

Council Member Shivers commented on the Mexico Jaycee's Soybean Festival.

**PUBLIC COMMENTS**

Gary Clay, 715 Elmwood, commented on the speed limit and speeding enforcement along Elmwood Drive.

Jeannie Coley, 2443 Park Crest, commented on the intersection of Falcon Drive and Bluebird.

**ADJOURNMENT**

Mayor Miller moved to adjourn the meeting. The motion was seconded by Council Member Williams. The Chair called for a vote and motion carried with the vote as follows: Ayes, Miller, Williams, Shivers, Nichols, Briggs. Nays, none. The City Council Regular Session Meeting was adjourned.

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MAYOR

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CITY CLERK

APPROVED BY COUNCIL SEPTEMBER 10, 2018

CITY OF MEXICO, MISSOURI  
OFFICE OF CITY MANAGER

Agenda: September 10, 2018

Members of City Council  
City of Mexico, Missouri

RE: Public Hearing – 2018 – 2019 Operating and Capital Budget

Dear Mayor and Members of City Council:

The City of Mexico, Missouri Budget for the fiscal year October 1, 2018 to September 30, 2019 is submitted for your consideration.

This Budget is balanced and reflects the policy direction of the City Council, service priorities of the community and maintains the City's strong financial health.

The City has actively managed its expenditure growth, kept long-term liabilities low, and preserved solid operating performance and service levels. This Budget retains the financial reserves as required by Council Policy and utilizes one-time surplus savings from prior years to help fund non-reoccurring one-time expenses and the purchase of capital assets.

The City of Mexico adheres to Generally Accepted Accounting Principles (GAAP) applicable to governments. Governmental finance is based upon fund accounting. Fund accounting is an accounting system emphasizing accountability rather than profitability. Government agencies have special requirements to show, in financial statements and reports, how money is spent, rather than how much profit was earned. Each Fund operates like a separate business within the greater organization. Each fund accounts for different services and activities.

The City's budget is used as a planning and policy document, estimating future City revenues and expenditures and allocating resources to accomplish community and Council priorities. It serves to guide the City's operations and capital programs from a fiscal perspective for the upcoming year.

A City will demonstrate its priorities by setting the funding levels for different programs and by allocating the spending within each program area. The budget also shows how the policy commitments of the City are constrained by the available resources. Cities are limited in how much they may raise through revenues – legally through tax limits, and politically by tax and fee levels that are acceptable to the voters. Usually Cities do

not have sufficient resources to fund everything to the extent that they might like or that the users of services might desire.

All Department Directors were involved in preparation of this budget and every departmental operating budget was combed through for savings. Unnecessary expenses have been removed, personnel costs have been controlled and program efficiencies have been implemented.

City Staff continues to pursue partnerships, grants and other resources to supplement funding for operations. The city is operating in a lean and condensed state.

**TOTAL OPERATING BUDGET FISCAL YEAR 2019:**

The total budgeted expenditures are estimated at \$15,416,767 with total revenues estimated to be \$14,046,430. The expenditures exceed revenues by \$1,370,337 and will be funded by project reserves and unreserved surpluses from prior years budgets. The additional expenditures are for interfund transfers, planned capital equipment purchases, planned capital improvement projects and carry-over improvement projects.

Guiding Budget Issues for 2019:

The City's total adjusted property valuation for this budget year increased by 6.2% over the prior year's valuation. This was, in part, due to increased values in Commercial real estate and Personal Property.

Our local unemployment rate continually remains below the state and federal rate. Sales Tax receipts are up slightly as compared to last year's budget. Lodging tax receipts are stable compared to last year. Gross receipts tax income is stable and up slightly due to an increase in consumption and rates.

On June 21, 2018 the United States Supreme Court ruled to strike down the court's 1992 physical presence standard that exempted any out-of-state (internet and catalog) retailers from collecting state and local sales and use tax. The ruling opens the door for expanded collections of state and local use taxes. However, under current law, Missouri municipalities will still need voter approval of a Use Tax to see any revenue increase from this decision. The Missouri Department of Revenue (DOR) is currently examining the Supreme Court ruling to determine if state legislative action is needed to implement the ruling. It is very likely that the Missouri General Assembly will need to act before the state or cities see any additional revenue.

Special Road District #13 discontinued all funding support to the City for street and road maintenance last year and despite the fact that the majority of their funding is generated within the city limits of Mexico, they have not committed to the restoration of those funds.

Recurring operational expenditures and the cost to replace capital equipment continues to increase on a regular basis. The average price of regular-grade gasoline has increased in price an average of 60 cents per gallon higher than it was one year ago.

During the final week of the 2018 legislative session, the Missouri General Assembly passed HB 1460 that places a ballot measure on the November 6, 2018, ballot increasing the state motor fuel tax. If approved by voters, the ballot measure would:

- Increase the state's motor fuel tax by \$.10 from \$.17 per gallon in increments of 2.5 cents a year over four years, bringing the state fuel tax to \$.27 per gallon; and
- Provide Missouri cities additional intergovernmental revenue to fund local transportation projects.

The City Council approved the engagement of The Austin Peters Group, Inc. in 2018 to conduct an employee compensation and benefit study for all positions in the City. The specific findings and recommendations of the study are:

- Move employees to the minimum of the proposed ranges. The City's ranges overall need to be adjusted to compete at the 50<sup>th</sup> percentile of the market for non-exempt employees by 4.6%, and 9.6% for public safety employees. This adjusts the range only.
- Consider a one-time pay adjustment for non-exempt employees and public safety employees to alleviate pay compression. This amount should be determined by the City.
- There are no recommended adjustments to the health or dental insurance coverages. It was determined that the City's overall cost was lower when compared to the peer group and the benefits provided are competitive.
- Annually move the pay ranges according to an index that follows what pay ranges move for public employers in Missouri and annually adjust employee pay.
- There were no specific adjustments by position for Fair Labor Standards Act exempt and non-exempt status changes.
- Communicate with employees during their performance reviews in October on how the adjustments impact them individually.

A Stormwater Department was added to General Fund this year. This activity is responsible for all design, construction, maintenance and operation of the physical stormwater facilities of the City. The separate management and reporting of stormwater



activities is a necessary compliance component of the Municipal Small Stormwater (MS4) permit standards. The addition of this department did not increase total budget expenditures, because the expenses for this activity had been included in other funds and departments in past budget years.

City Assessed Property Values for 2019:

The County assesses property at a percentage of Market Value; therefore, commercial property is assessed at 32% of market value, personal property at 33.3%, residential at 19%, and agricultural at 12% respectively. Tax rates are levied on per hundred dollars of the assessed property values.

This year's total property valuation is \$159,115,737 as compared to the previous year's total valuation of \$149,881,641, a net assessed value increase of \$9,234,096. City property tax rates will be adjusted in compliance with the Missouri State Auditor's Office Pro Forma Calculation accepting the state-imposed revenue neutral formula. The City's property tax rate will be \$0.7190 per \$100 of assessed valuation. This is the same tax rate as compared to last fiscal year.

City Property Tax Revenues for 2019:

<b>Fund</b>	<b>Tax Rate Per \$100</b>	<b>Estimated Revenue</b>
General	\$0.4261	\$702,913
Parks & Recreation	\$0.0976	\$161,271
<u>Public Health</u>	<u>\$0.1953</u>	<u>\$322,697</u>
Total	\$0.7190	\$1,186,881

City Sales Tax and Gross Receipts Tax for 2019:

The Sales Tax Revenue for the General Fund, Parks and Recreation Fund, and the Capital Improvements Sales Tax Fund are anticipated to be up as compared to last year's budget, but comparable to the five year average. Gross Receipts Taxes for FY 2019 are expected to be up slightly, all related to an increase in consumption and rates. Lodging Tax receipts are anticipated to be similar to last year's budget.

Insurance Rates for 2019:

Property and Liability Insurance renewal rates are estimated to increase by five percent (5%) over last year. Employee Health Insurance premiums are estimated to increase by eleven percent (11%) effective January 1, 2019. The budget includes costs associated with continuing the High Deductible Health Plan coupled with the use of a Health Savings Account (HSA) and any increase will be split proportionately between

employees and the City. Dental Insurance premiums are estimated to increase by six percent (6%) effective January 1, 2019.

All insurance rate increases have been estimated based on the industry averages; however, all policies will be bid to ensure the best possible rates.

Personnel Issues for 2019:

Full-time staff levels will remain the same as compared to the current budget year. This budget includes an increase in wages for employees as detailed in the Council approved Implementation Plan of the Wage and Compensation Study performed by the Austin Peters Group in 2018. The new wage schedule for all City pay groups will go into effect on October 1, 2018.

Support for Outside Agencies in 2019:

<b>Charitable Agencies</b>	<b>Request</b>	<b>Budgeted</b>
Mexico Senior Center, Inc.	\$14,000	\$14,000
Audrain County Historical Society	\$4,900	\$4,900
Miss Missouri Scholarship Pageant	\$10,000	\$10,000
Help Center	\$5,000	\$5,000
Optimist Youth Sports	\$5,000	\$5,000
<b>Contract Agencies</b>	<b>Request</b>	<b>Budgeted</b>
Handi-Shop (Recycling Program)	\$19,000	\$19,000
Mexico Chamber of Commerce (Marketing)	\$13,000	\$13,000
Presser Hall (Community Theater)	\$10,000	\$10,000
Mexico Chamber of Commerce (ED Activities)	\$5,000	\$5,000
<b>Total Support to Outside Agencies</b>	<b>\$85,900</b>	<b>\$85,900</b>

Grant Funding:

This budget year, the City is undertaking a major street improvement project because of an Accelerating Innovative Development Grant from the Federal Highway Administration. Holt Street along with adjoining sidewalks will be reconstructed from Green Boulevard to Trinity Street.

The following grant funds have been incorporated into the 2019 Fiscal Year Budget:

- MoDOT – TEAP – Sidewalk Transition \$8,000

➤ MoDOT – Sidewalk Accessibility	\$40,800
➤ DOT – Holt Street	\$722,576
➤ DOT – Runway Displacement	<u>\$ 90,000</u>
<b>Total</b>	<b>\$861,376</b>

**GENERAL FUND:**

The General Fund is the chief operating fund of the City. This fund supports those operations most identified with the City, such as Public Safety, Administration, Legal, Finance, Emergency Management, Engineering, Stormwater, Forestry, Cemetery, Community Development and Street Maintenance.

General Fund budgeted revenue for Fiscal Year 2019 are estimated at \$5,644,550 and expenditures are estimated to be \$6,095,334. The estimated expenditures and interfund transfers are greater than revenues by \$450,784. This Budget transfers out of the General Fund \$35,000 to the Airport Fund and sets aside \$100,000 in project reserves. Qualifying capital expenditures in the General Fund are listed below; therefore, no cash balances are being expended for recurring expenditures.

The ending fund balance goal by policy for the General Fund is 25%; however, the ending fund balance for Fiscal Year 2019 is estimated to be 56%.

Significant projects and/or programs that are included in the 2019 General Fund Budget:

➤ Public Safety:	
○ Officer Pagers and Radios	\$50,000
○ Patrol Vehicles	\$55,000
➤ Administration:	
○ Copy-Scan-Photo Equipment	\$17,200
➤ Community Development:	
○ Sidewalk Replacement Program	\$ 5,000
➤ Engineering	
○ Survey Robotic Station	\$17,000
○ GIS – Aerial Photography	\$15,000
➤ Stormwater	
○ Annual Improvements	\$10,000

- S. Jefferson Drainage Improvements \$50,000
- Fairgrounds-Lakeview Pipe Replacement \$20,000
  
- Cemetery
  - Compact Excavator \$45,000
  - Rear Discharge Mower \$13,000
- Streets & Maintenance:
  - Dump Truck \$92,775
  - Dump Truck Spreader \$11,000
  - Truck Bed Spreader \$11,000
  - Snow Plow \$ 8,000
  - Asphalt Recycler \$47,500

General Fund transfers to other Funds include:

- Airport \$35,000

**WASTEWATER OPERATION FUND:**

Budgeted revenues for Fiscal Year 2019 are estimated to be \$3,155,527 and operating expenditures estimated at \$2,292,793 plus an inter-fund transfer of \$799,901 to the Wastewater Debt Service Fund and a Project Reserve of \$80,000 for total expenditures of \$3,172,694.

The ending fund minimum balance by policy for the Wastewater Fund is 25%; however, the ending fund balance for 2019 is estimated to be 80%. The ending fund balance provides for ninety (90) days of operating cash reserves, required reserves for facilities restoration and replacement, funds for upcoming bond payments and future capital improvements.

This budget includes \$610,000 in planned capital improvement projects for this fiscal year and additional high cost improvements are planned in future fiscal years.

Significant projects and/or programs that are included in the 2019 Wastewater Operating Fund Budget:

- CCTV Unit \$ 75,000
- Collection System Improvements \$ 75,000
- Collection System – Slip Lining \$250,000
- Lift Station Improvements – Drives & Alarms \$ 25,000
- WWTP – Facility Plan Update \$ 70,000

➤ Engineering Design/Maps/Surveys/Hydraulic Model	\$ 80,000
➤ Lift Station – Controls & Alarms	<u>\$ 35,000</u>
<b>Total</b>	<b>\$610,000</b>

This budget reflects a 3% adjustment in wastewater rates effective with the October 2018 billing to meet operating expenses, capital improvements and debt service obligations.

The City has a program and plan in place to continue system improvements that reduce I&I (Inflow and Infiltration) into the collection system. This has been an ongoing effort for several years and will continue.

All cities across America are working on reducing I&I, as it has been mandated by federal authorities. The results across the Midwest show that typically 20 to 50 percent of the I&I can be removed with programs that have healthy budgets and long term plans. Beyond this amount of I&I removal, it is not always cost-effective to remove the I&I, but less costly to store it, carry it, or treat it. As technologies improve, the effectiveness of I&I removal will also improve. The standard reduction capabilities are normally achieved by lining of sewer mains and laterals, point repairs, pipe replacements and rehabilitating manholes. The City has performed all facets of repairs to the collection system and continues to do so.

#### **SANITATION OPERATION FUND:**

Revenues received for the sanitation/garbage utility bills are deposited into this fund. The expenses for the contracted residential refuse collection services, spring and fall clean ups, drop-off recycling, and household hazardous waste disposal are paid out of this fund. The expenses for running the forestry and yard waste disposal operations are split between the General Fund and the Sanitation Fund.

Budgeted revenues for Fiscal Year 2019 are estimated at \$602,900 and expenditures for operations are estimated to be \$605,023 plus a project reserve for the equipment replacement in the amount of \$11,000 for total expenditures of \$616,023.

The ending fund minimum balance by policy for the Sanitation Fund is 25%; however, the ending fund balance for 2019 is estimated at 45%.

This budget anticipates a 1.64% adjustment in sanitation rates effective with the April 2019 billing to meet the contractual operating expense increase for the residential refuse collection service.

**ECONOMIC DEVELOPMENT FUND:**

Budgeted revenues for Fiscal Year 2019 are estimated at \$212,175 and expenditures estimated to be \$509,878.

Lease revenue received from the City owned industrial speculative buildings are deposited in this fund. Building owner expenses related to the two city-owned speculative buildings is paid out of this fund.

The expenses for job creation, retention, industry recruitment and economic development planning is paid from this fund. The City owns the railroad spur that serves the businesses located within the Industrial Park. The spur is in need of ongoing repairs and \$30,000 has been budgeted this fiscal year to make necessary repairs.

The re-estimated principal loan balance owed on the Christopher Drive building at the beginning of this fiscal year is \$369,850. This fund has built up an unreserved balance greater than the balance owed on this building and still maintains a sufficient reserve; therefore, the loan will be paid off within the first month of this fiscal year.

The ending fund balance for 2019 is estimated to exceed the fund balance policy minimum goal.

**PARKS AND RECREATION FUND:**

Parks and Recreation Fund budgeted revenue for Fiscal Year 2019 is estimated to be \$1,119,721 and expenditures estimated at \$1,325,914. The Parks and Recreation budget reflects a reduction in the cash balance by \$206,193 due to current year carryover of capital projects, equipment purchases and planned capital projects.

Revenue from a dedicated park property tax in the amount of 9.76 cents (.0976) per one hundred dollars of assessed valuation, a one-half of one percent dedicated parks sales tax, and charges from user fees for parks, pool and recreation programs are deposited in this fund.

The minimum ending fund balance goal by policy for the Parks and Recreation Fund is 8% and the ending fund balance for 2019 is estimated to be at 13%.

There will be a \$75,000 incoming transfer from the Capital Project Reserve Fund into this fund for the pool replacement planning process.

The City swimming pool is over 30 years old and is reaching the end of its intended life cycle. The pool required major mechanical repairs in 2014 before it could be reopened for the 2015 season and structural repairs between the 2016 and 2017 seasons. Therefore, City Council and Staff have begun a planning process for a major renovation or replacement of the City's pool facility. This budget allocates \$75,000 for the pool replacement planning process to include concept design, cost estimates and approval of a financing plan.

Significant projects and/or programs are included in the 2019 Parks and Recreation Fund Budget:

**Parks Operations:**

➤ Pickup Truck ¾ ton	\$29,500
➤ Teal Lake Spillway – Trash Rack	\$ 9,000
➤ Plunkett Park – Lawrence Shelter Floor	\$79,300
➤ Lakeview Park – Shelter Floor	\$40,000
➤ Fairgrounds Park – Parking Lot	\$17,200
➤ Picnic Tables	\$ 8,000
➤ AP Green Park – Culverts Phase 4	\$30,000
➤ Hardin Park - Playground Equipment	\$45,000

**Pool Operations:**

➤ Aquatic Facility – Design Build Plan	\$75,000
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**PUBLIC HEALTH AND ANIMAL CONTROL FUND:**

Public Health and Animal Control Fund budgeted revenue for Fiscal Year 2019 is estimated to be \$343,297 and expenditures are estimated at \$369,637.

Revenue from a dedicated public health tax in the amount of 19.53 cents (.1953) per one hundred dollars of assessed valuation, animal licensing and charges for animal impoundments are deposited into this fund.

The costs for running the animal shelter, nuisance abatements, dangerous building demolitions and pest control are paid out of this fund. The reduction in cash balance is in support of continued funding for the dangerous building demolition program and nuisance abatements, which we are currently experiencing an increase in requests to address. Replacement of the animal shelter building roof is a planned capital improvement in this budget.

The ending fund balance goal by policy for the Public Health Fund is 25%; however, the ending fund balance for 2019 is estimated to be at 57%.

**AIRPORT FUND:**

Budgeted revenues for Fiscal Year 2019 are estimated to be \$163,905 and expenditures estimated at \$196,601. A \$35,000 transfer from the General Fund and a \$10,000 transfer from the Capital Improvement Sales Tax Fund is being made to support operations and provide a grant match.

The capital expenditures in this fund is for the runway displacement project which is funded ninety percent (90%) by a DOT Grant. The total estimated grant income this budget year for this project is \$90,000.

Revenue for this fund is reliant on inter-fund transfers from the General Fund and Capital Improvement Sales Tax Fund along with hangar rental and a percentage of fuel sales. Operating expense for the Fixed Based Operator's Management Contract and the day-to-day operation expenses are paid out of this fund.

The ending fund balance is projected to be at \$73,639; which is above the 17% minimum ending fund balance policy.

**CAPITAL IMPROVEMENT SALES TAX (C.I.S.T.) FUND:**

Revenue for this fund is from tax on sales set at the State Statute limit of one-half of one percent and has a ten year sunset to expire June 30, 2020. The City Council has scheduled a renewal referendum vote for the C.I.S.T. for April 2019.

This Fund pays for pavement and curb replacements, asphalt maintenance and overlays, drainage projects, capital improvement projects and capital equipment.

The dedicated Capital Improvement Sales Tax and investment income is estimated to bring in \$833,800 in revenue. All expenditures from this fund are for capital outlay projects and transfers listed below.

The ending fund balance is projected to be at 17%, which is above the fund balance policy goal of 10%.

Projects and programs included in the Capital Improvement Sales Tax Fund:

- Asphalt Overlays \$340,000
- Teal Lake Sidewalk Extension \$ 10,000



➤ Pavement and Curb Replacement	\$ 60,000
➤ Falcon Drive Extension Project	\$ 55,000
➤ Smiley Lane Extension Design	\$ 10,000
➤ Project Reserve	\$ 20,000
➤ Transfers to other Funds	
○ General Fund	\$421,400
(Street Maintenance & Stormwater Improvements)	
○ Airport Fund	\$ 10,000

**ACKNOWLEDGEMENTS:**

The preparation of this budget document was a team effort, its timely preparation could not have been accomplished without the cooperation of the entire City Staff. The cooperative effort to balance this budget was done in such a way as to reflect the goals and objectives of the City Council and to maintain the services being provided to the citizens.

I would especially like to thank and acknowledge Roger Haynes, Vicki Duenke, and all Department Directors for their assistance and preparation of this budget. I sincerely hope this budget will be well received by the City Council and the Citizens of Mexico.

Respectfully submitted,

Bruce R. Slagle  
City Manager

**CITY OF MEXICO, MISSOURI**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

Agenda: September 10, 2018

Members of City Council  
City of Mexico, Missouri

RE: Public Hearing - Revision to the Final Plan of Teal Lake Village  
Planned Unit Development (PUD) in the City of Mexico, Missouri

Dear City Council Members:

This Public Hearing concerns a request for approval of a revision to the final plan of Teal Lake Village Planned Unit Development (PUD). Teal Lake Village Mexico, LP, is a Missouri limited liability company, its General Partner Ryan Holden, Manager.

On April 10, 2017, City Council passed an Ordinance granting approval of Teal Lake Village Planned Unit Development (PUD). Teal Lake Village is located north of Teal Lake Road between Fairground and South Clark. The development consists of (10) two bedroom duplexes, (10) three bedroom duplexes, a shared community building and playground. There will be a sidewalk along Teal Lake Road and along the west side of Amelia Street within the development.

The proposed revisions are to building locations in the southwest quadrant of the site. The two family, two bedroom duplexes and the two family, three bedroom duplexes have been relocated to the northern end of the southwest quadrant while the UFAS (Uniform Federal Accessibility Standard) unit, a community building and playground area have been relocated to the far south end of the southwest quadrant.

The Planning and Zoning Commission granted approval of the revision to the final plan of Teal Lake Village Planned Unit Development at the August 14, 2018. The minutes from that meeting is attached.

Staff recommends that Council proceed with the advertised Public Hearing.

Respectfully submitted,

Rita Jackson  
Community Development Director

RJ  
Attachments

Reviewed by: Bruce R. Slagle, City Manager

CITY OF MEXICO, MISSOURI  
OFFICE OF CITY MANAGER

Agenda: September 10, 2018

Members of City Council  
City of Mexico, Missouri

RE: An Ordinance Approving the 2018 – 2019 Operating and  
Capital Budget.

Dear City Council Members:

The Public Hearing was held earlier this evening for the 2018 – 2019 Operating and Capital Budget. Staff has submitted the 2018 – 2019 Operating and Capital Budget for Council approval.

Staff recommends that Council proceed with two readings by title only and passage approving the 2018 – 2019 Operating and Capital Budget for the City of Mexico.

Respectfully submitted,

Bruce R. Slagle  
City Manager

Attachment

**AN ORDINANCE REVISING THE BUDGET FOR THE CITY OF MEXICO, MISSOURI, FOR THE FISCAL YEAR OCTOBER 1, 2017 TO SEPTEMBER 30, 2018, INCLUSIVE, AND ADOPTING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2018 TO SEPTEMBER 30, 2019, INCLUSIVE, APPROPRIATING THE FUNDS AS ALLOCATED TO VARIOUS ACCOUNTS AND AUTHORIZING THE EXPENDITURE OF SUCH FUNDS BY THE CITY MANAGER AND OTHER OFFICIALS FOR THE PURPOSES INDICATED**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEXICO, MISSOURI AS FOLLOWS:**

- Section 1. For the purpose of financing the conduct of affairs of the City of Mexico, Missouri during the fiscal year October 1, 2017 to September 30, 2018, inclusive, the revised budget of the City's revenues and expenses for such period prepared and presented to the Council by the City Manager, and attached hereto and made a part of this Ordinance as Appendix "A", is hereby approved and adopted as the official revised budget of the City of Mexico.
- Section 2. For the purpose of financing the conduct of affairs of the City of Mexico, Missouri during the fiscal year from October 1, 2018 to September 30, 2019, inclusive, the budget of the City's revenues and expenses for such period prepared and presented to the Council by the City Manager, and attached hereto and made a part of this Ordinance as Appendix "A", is hereby approved and adopted as the official budget of the City of Mexico.
- Section 3. The amounts set forth in the various funds under the classes of expenditures (for personnel, supplies, services, capital outlay, debt service, etc.) are hereby given to the City Manager and other officials of the City of Mexico to expend the amounts shown for the purposes indicated.
- Section 4. Appropriations within a department may be transferred by the City Manager for the purpose of equalization when necessary.
- Section 5. Approve the City Manager's recommended revisions to the Uniform and Equitable Pay Plan associated with the City's exempt and non-exempt employment positions and the pay range classification system.
- Section 6. That all unexpended appropriations from all funds, and revenues collected in excess of anticipated revenues, except those appropriations for special projects or commitments which are incomplete on September 30, 2018, be and the same are hereby canceled on September 30, 2018, and the City Manager is directed to transfer all fund balances to the General Fund for the use of General Fund expenditures.
- Section 7. This Ordinance shall be in full force and effect from the time of its passage.

PASSED THIS 10<sup>TH</sup> DAY OF SEPTEMBER 2018

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MAYOR

ATTEST:

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CITY CLERK

CITY OF MEXICO, MISSOURI  
DEPARTMENT OF COMMUNITY DEVELOPMENT

Agenda: September 10, 2018

Members of City Council  
City of Mexico, Missouri

RE: An Ordinance Approving a Revision to the Final Plan of Teal Lake  
Village Planned Unit Development (PUD) in the City of Mexico, Missouri

Dear City Council Members:

The attached Ordinance will approve a request from Teal Lake Village Mexico, LP, a Missouri limited liability company, General Partner Ryan Holden, Manager to revise the Teal Lake Village Planned Unit Development (PUD). The revision was discussed in the previously held Public Hearing.

The proposed revisions are to building locations in the southwest quadrant of the site. The two family, two bedroom duplexes and the two family, three bedroom duplexes have been relocated to the northern end of the southwest quadrant while the UFAS (Uniform Federal Accessibility Standard) unit, a community building and playground area have been relocated to the far south end of the southwest quadrant.

Staff recommends that Council proceed with the two readings by title only and passage of the attached Ordinance. This Ordinance has been posted the required length of time.

Respectfully submitted,

Rita Jackson  
Community Development Director

RJ  
Attachment

Reviewed by: Bruce R. Slagle, City Manager

**AN ORDINANCE APPROVING A REVISION TO THE FINAL PLAN OF  
TEAL LAKE VILLAGE PLANNED UNIT DEVELOPMENT (PUD) TO  
THE CITY OF MEXICO, MISSOURI**

WHEREAS, City Council approved the Teal Lake Village Planned Unit Development (PUD) at the April 10, 2017 meeting; and

WHEREAS, Teal Lake Village Mexico, LP, a Missouri limited liability company, its General Manager Ryan Holden, Manager requested a revision to the final plan of the Teal Lake Village Planned Unit Development (PUD); and

WHEREAS, the revisions are to building locations in the southwest quadrant of the site. The two family, two bedroom duplexes and the two family, three bedroom duplexes have been relocated to the northern end of the southwest quadrant while the UFAS (Uniform Federal Accessibility Standard) unit, a community building and playground area have been relocated to the far south end of the southwest quadrant; and

WHEREAS, Mexico City Council has reviewed the revised plan and accepts the recommendation of the Planning and Zoning Commission concerning the revision.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEXICO, MISSOURI AS FOLLOWS:

Section 1. The revised site plan of the proposed Teal Lake Village Planned Unit Development (PUD) is hereby approved.

Section 2. This Ordinance shall be in full force and effect from and after the time of its passage.

PASSED THIS 10TH DAY OF SEPTEMBER 2018

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MAYOR

ATTEST:

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CITY CLERK

CITY OF MEXICO, MISSOURI  
OFFICE OF ASSISTANT CITY MANAGER/ECONOMIC DEVELOPMENT

Agenda: September 10, 2018

Members of City Council  
City of Mexico, Missouri

RE: A Resolution Authorizing the City Manager to Sign a  
Hangar Lease with Tony Champion

Dear City Council Members:

The attached Resolution would authorize the City Manager to sign a Hangar Lease between the City of Mexico and Tony Champion.

A list of persons interested in renting airport hangars at the Mexico Memorial Airport is maintained in the City Manager's Office and is posted at the Mexico Memorial Airport. Hangar eight (8) has been vacated and the placement on the hangar list allows Tony Champion the opportunity to accept a hangar. The Lease will be for a term of one year, automatically renewable at the end of the first year with the hangar rent being \$80 per month.

The Mexico Airport Advisory Board met on April 4, 2011 and recommended that Council authorize the City Manager to sign a Hangar Lease with potential renters as the hangars become available to those expressing an interest per the posted hangar list.

Staff recommends that Council proceed with reading and passage of the attached Resolution authorizing the City Manager to sign a Hangar Lease with Tony Champion.

Respectfully submitted,

Russell Runge  
Assistant City Manager/Economic Development

Attachments

Reviewed by: Bruce R. Slagle, City Manager

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A  
HANGAR LEASE WITH TONY CHAMPION**

WHEREAS, the Mexico Memorial Airport currently has one hangar available for rent;  
and

WHEREAS, a list of persons interested in renting airport hangars is maintained in the  
City Manager’s Office and the placement on the hangar list allows Tony Champion the  
opportunity to accept a hangar.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF  
MEXICO, MISSOURI, AS FOLLOWS:

- Section 1. That the City Manager be authorized to enter into a Hangar Lease  
on behalf of the City of Mexico with Tony Champion.
- Section 2. This Resolution shall be in full force and effect from and after the  
time of its passage.

PASSED THIS 10<sup>TH</sup> DAY OF SEPTEMBER 2018

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MAYOR

ATTEST:

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CITY CLERK



CITY OF MEXICO, MISSOURI  
OFFICE OF CITY ENGINEER/PUBLIC WORKS DIRECTOR

Agenda: September 10, 2018

Members of City Council  
City of Mexico, Missouri

RE: A Resolution Authorizing the City Manager to Sign a Task Order  
No. 4 with Horner & Shifrin, Inc.

Dear City Council Members:

New pumps (WAS/RAS) were installed in 1993 at the wastewater treatment plant that pumps biosolids back into the process system or into the digestion system. These pumps have been rebuilt and repaired several times and are now unable to be repaired or rebuilt. There are also hydraulic issues with the piping manifold that causes operational problems.

Task Order No. 4 provides for an evaluation of the WAS/RAS system, in light of the other improvements that have been made at the treatment plant. The evaluation will provide for preparation of documents to replace the pumps and make needed modifications to the piping system.

Funds are available in the 2017 – 2018 budget, wastewater professional services line item, for Task Order No. 4, which is not to exceed \$52,200. The Task Order is under the general services contract that the City entered into with Horner & Shifrin, Inc. in February 2018.

Staff recommends Council proceed with reading and passage of the attached Resolution authorizing the City Manager to sign Task Order No. 4 with Horner & Shifrin, Inc.

Respectfully submitted,

J. Kensey Russell, PE, LS  
City Engineer/Public Works Director

JKR

Attachments

Reviewed by: Bruce R. Slagle, City Manager

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN  
TASK ORDER NO. 4 WITH HORNER & SHIFRIN, INC.**

WHEREAS, pumps (WAS/RAS) installed in 1993 at the wastewater treatment plant have been rebuilt and repaired several times and are now unable to be repaired or rebuilt. There are also hydraulic issues with the piping manifold that causes operational problems; and

WHEREAS, Task Order No. 4 provides for an evaluation of the WAS/RAS system, in light of the other improvements that have been made at the treatment plant. The evaluation will provide for preparation of documents to replace the pumps and make needed modifications to the piping system; and

WHEREAS, funds are available in the wastewater professional services line item for Task Order No. 4, not to exceed \$52,200.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEXICO, MISSOURI, AS FOLLOWS:

- Section 1. The City Manager is hereby authorized to execute, on behalf of the City of Mexico, Task Order No. 4 with Horner & Shifrin, Inc.
- Section 2. This Resolution shall be in full force and effect from and after the time of its passage.

PASSED THIS 10<sup>TH</sup> DAY OF SEPTEMBER 2018

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MAYOR

ATTEST:

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CITY CLERK