

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on April 21, 2011, at 6:00 p.m. Present were Council Members Biedenstein, Griffin, Sears, Ward, and Mayor McDonnell. Also in attendance were Chief Administrative Officer Mike Brown, and Public Information Officer Beth von Behren. Council Members Jaksetic and Yuan were absent and excused.

APPROVAL OF WORK SESSION MINUTES

Motion was made by Council Member Griffin and seconded by Council Member Sears to approve the work session minutes of April 14, 2011. The motion to approve the minutes was unanimously approved.

MARKET COMMITTEE ORDINANCE AMENDMENT

Council Member Griffin presented information pertaining to the Market Committee's request to amend the Market Committee Ordinance. Some of the issues discussed are as follows:

- The Market Committee meets on the 4th Thursday of the month and reports to the Special Business District, which meets on the 3rd Thursday of the month
- The Market Committee requests that the Ordinance be amended for them to meet on the 2nd Thursday of the month so their meetings may line up with the Special Business District for any items that may need to be acted upon
- The request to amend is to amend Section 2-584(b) Meetings, by changing the fourth Thursday to the second Thursday and deleting "during the Market season" to allow the Market Committee to meet year-round
- Council unanimously agreed to have the amended ordinance come before them for council approval at the May 5th council meeting

QUARTERLY FINANCIAL REPORT

Finance Director John Adams was in attendance to present the Quarterly Financial Report. Copies the Quarterly Financial Report and a memo from the Finance Department were distributed. Some of the issues discussed are as follows:

- A footnote was added to the bottom of the Financial Report stating "prepared on cash basis"
- Balance Sheet – General Fund
 - Taxes now count for about 65% of the General Fund
 - Ended the fiscal year with about \$8.5 Million in the cash fund
- Taxes
 - Taxes are recovering
 - Eight out of twelve taxes increased when compared with the same period last year
- Charges for Services
 - Ice-Rink services are down
 - Ambulance runs were up, which will help support Fire and EMS services
 - About a \$500,000 increase in services from the same time last year
 - Bad Debt has increased in percentage
- Expenditures
 - Have only used 80% of the transfer money from the Electric Fund
 - The Fund Balance is \$375,811 compared to \$96,000 last year, which means a turn for the positive
 - Over half of expenditures is from public safety
- Equitable Sharing
 - Anything spent out of this fund comes before the council for approval
 - Money is used for police operations and is money from drug forfeiture
- Sewer Lateral Fund

- Still owe the Electric Fund \$100,000
 - Has increased \$50,000 more in expenditures
- Capital Improvement Fund
 - Funded with the Half Cent Sales Tax
 - Revenues showed increase of approximately \$70,000
 - Did use approximately \$600,000 in Fund Balance, which was in Reserves
- Parks/Recreation Capital Improvement Fund
 - Revenues down due to the decrease in our grant revenue
 - Should see an increase in revenues next year
- Proprietary Funds
 - Request was made for Finance Director John Adams to supply information regarding the Electric Transfer of \$1.25 Million
- Electric Fund
 - Metered sales came in above purchased power
- Water Fund
 - Cash held by trustees down to about \$3 Million.
 - Metered sales decreased by approximately \$20,000
 - Total operating revenues down approximately \$25,000
- Sanitation Fund
 - Operating revenues have decreased
 - Operating expenditures are well within council approved parameters
- Worker's Compensation Fund
 - Claims expenses have gone down
- Fleet Services Fund
 - Approximately \$15,000 will be returned to the departments that contributed
- City of Kirkwood Investments will hopefully start improving

BOARD AND COMMISSION APPOINTMENTS

Council discussed board and commission appointments and reappointments. Some of the issues discussed are as follows:

- Council liaisons are to ask members who are up for reappointment if they would like to be reappointed
- Discussions have been had with a citizen interested in serving on the Library Board
- Liaisons are to ask their boards to submit their suggestions for appointments to the council

PROPOSED WORK SESSION AGENDA ITEMS

Council discussed proposed work session agenda items. Some of the issues discussed are as follows:

- Mayor McDonnell will meet next Tuesday with the Building Commissioner's office to discuss digital signs
- The City received a proposal from East-Central Dispatch Center, which has not yet been evaluated
 - Staff should have a firm recommendation regarding dispatching services by June 1st

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

Laurie Asche
Deputy City Clerk