

MONONA CITY COUNCIL COMMITTEE OF THE WHOLE  
REVIEW OF 2019 OPERATING BUDGET  
October 16, 2019

The meeting of the Monona City Council Committee of the Whole was called to order by Mayor O'Connor at 5:49 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Doug Wood, Jennifer Kuhr, Kathy Thomas, Molly Grupe, and Nancy Moore

Excused: Alderperson Andrew Kitslaar

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Senior Center Director Diane Mikelbank, Director of Community Media Will Nimmow, Parks & Recreation Director Jake Anderson, Project Manager Brad Bruun, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

COUNCIL REVIEW OF 2020 OPERATING BUDGET

Finance Director Houtakker reported Department Heads were given instruction to maintain services and staff at the current level. After their meetings with Mayor O'Connor, the budget was \$94,000 over the levy limit. Transportation aid has decreased and property insurance costs have increased. Staff won't be happy with the cuts but he and Mayor O'Connor did their best to balance the budget with only \$149,000 from the Fund Balance and no cuts to staff or services. Mayor O'Connor reported she had calculated a 2% salary increase but was able to fund 2.25% for all staff to match the Fire and Police contract amount.

Finance Director Houtakker projected and reviewed a Budget Overview. The total property tax levy is \$8,217,589, an increase of 9.26%, for a \$183.83 increase on an average home, valued at \$340,600, for the City's portion of the property tax. Budget highlights were reviewed, including staff positions funded for a full year and changes from single to family health insurance. The Fund Balance policy is 15% to 20% of total General Fund expenditures. It is now at 24.74%; some may be used. Increase and decrease of revenues were reviewed. Riverfront expenses are unknown. Sewer rates will increase 20%. MMSD increased fees by 10% and with the City's I and I, that increase is 13%.

Finance Director Houtakker reported RSVP funding was cut because the set mileage level won't be met. Senior Center Director Mikelbank reported that mileage rate will be raised to \$0.58 per mile but she will wait to see what is used. The program coordinates rides between volunteer drivers and seniors for medical appointments. The Department's budget is largely contracting with New Bridge, formally the East Madison/Monona Coalition of Aging. Dedicated hours were added for monthly presentations and meetings with seniors. Program fees will be increased. The challenge will be the proposed Recreation Department Summer Camp that will take over the Lounge room, which is used for 40 to 50 senior exercise classes per month, serving 750 visitors. Cancelling for the summer will cause patrons to go elsewhere. She is researching School District building space but is concerned about accessibility. Storage is also a concern because of moving bulky weights. Community and City facility options were discussed.

Media Director Nimmow reported there is a \$3,000 to \$4,000 franchise fee revenue decrease expected each year; not many new users are anticipated. Part-time hours were cut due to cancelled meetings. He is requesting a \$2.00 wage increase for the Media Coordinator based upon area comparibles. The current

overtime after 8 hours in a day is changed to after 40 hours per week. He is working with Director of Administrative Services Leah Kimmell about considering three part-time staff rather than one full-time, which would avoid paying benefits.

Finance Director Houtakker reported changes in the Parks budget include a new staff member and a staff member that went from family to single health insurance coverage. Recreation Director Anderson reviewed fund increases and reported shelter rental and lake access fees will increase. Boat launch permits were sold at the now closed Ace Hardware. He will look for a new partner and will advertise that a permit purchased in Monona keeps the funds in Monona. He added a portable toilet at Arrowhead Park; eventually there will be toilet enclosures at each park. Oak wilt, for which treatment works if caught right away, and emerald ash borer tree loss were discussed.

There is a decrease in Community Center rental revenues; some groups have left and the building isn't desirable for weddings and events. Unexpected and unbudgeted building repairs have occurred. Building policies will be reviewed. Using the building as back-up space in case of rain for the Oneida Park and other summer programs was discussed. Members agree coordination and a solution is needed with the Senior Center's program needs. Finance Director Houtakker reported a decrease in Professional Development and an increase in Maintenance and Repair accounts based upon actual use.

Recreation Director Anderson reported he will email his budget notes to members. Changes in the Recreation budget are the Afterschool and Summer Camp programs and Riverfront park revenues. He is confident in the offerings there but will need a year or two to see how it actually performs. There is a 12 student wait list for the Afterschool program; he anticipates this will increase. Adult program fees will increase. Canoe and kayak rentals will increase; he wants to see if kayaks can be used at the Riverfront. Park field rentals have decreased; heavy rains and decreased participation have an impact. Finance Director Houtakker reported park field maintenance is decreased. Riverfront staffing was discussed.

Recreation Director Anderson reported a swimming pool's lifespan is usually 30 years, which is the age of the City's pool. Fees will increase. He wants to contract for evening cleaning due to the younger age of lifeguards which limits how many hours they can work. Dane County, with the City of Madison Public Health Department, inspections were paid for but not done until the last week of the season. He appreciates their confidence in the pool's operations, but that should be done at the start. They can't be scheduled because of staffing issues and they want to be unannounced. Beaches were tested. Lifeguard wages were discussed and won't be increased. Certification is free to staff and done in-house by Aquatic Director Missy Kedzorski. The City of Madison pays more but staff work less.

Finance Director Houtakker reported sustainability initiatives and interns are in their own line item and intern wages were reduced by \$3,000. Project Manager Bruun reported the Sustainability and Planning Interns were combined into one position which is common in other municipalities. By 2040 – 2050, the goal is 100% renewable energy use in the City. Alder Grupe stated the budget should allow for costlier sustainable product use.

City Administrator Gadow reported Legal Retainer was reduced based upon his attempt to reduce use by starting the work on Resolution and Ordinance drafting. The above reported Intern position is in his budget to ease oversight. Time efficiencies will be gained with the increased workload and clear schedule. In Personnel the FMLA Paid Family Care policy is still being worked on. Merit Pay is reduced by \$5,000. Mayor O'Connor reported it was increased last year because of the flooding. City Administrator Gadow reported IT services are used judiciously. There is not enough work for full-time in-house staff. Cyber security was discussed; the advice he's received is not to pay ransom. He is confident in the City's firewalls and staff training is planned. There is a placeholder in the budget for an

Assessor. A Resolution choosing one of the two respondents will be presented at the Finance & Personnel Committee for Council approval in November. Insurance costs remain almost unchanged with a decrease health insurance and an increase in property insurance due to new structures. CDA expenses, staff time, and support are paid from the General Fund and TIF.

City Clerk Andrusz reported the only change in the Clerk budget is Professional Development is increased to reflect actual use; Deputy Clerk Alene Houser will be completing her 3<sup>rd</sup> year of the UW Green Bay Institute to be a Wisconsin Certified Municipal Clerk. She requests an increase in Election Inspector salaries to \$10 for Inspectors and \$12 for Chiefs. Salaries have never risen above minimum wage except for an extra \$1.00 for Chiefs. The City of Madison pays more, but Monona poll workers are focused on service to their community and neighbors, not on supplementing their income. However, they are being asked to provide a higher level of expertise with the electronic poll books. Finance Director Houtakker reported Election Salaries are kept even in the budget from year to year because they fluctuate based on how many elections occur in a year.

Finance Director Houtakker distributed and reviewed a report of revenue changes. Personal Property Tax is now a set amount distributed by the state. Right-of-way permit revenues have increased due to TDS work and a Public Works staff member dedicated to capturing more revenues through enforcement; work being done without a permit is caught. Room tax is now a transfer from Tourism and is decreasing each year. It will level off at \$190,000, the maximum amount the City can retain, at the end of 5 years. The rest is for tourism initiatives. In Finance, audit and service contracts have a small increase.

In TIF, the increment is adjusted based on the equalized values, property taxes, and the final figures from the taxing districts. Alder Thomas asks for a report of salaries charged against TIF. Finance Director Houtakker reported the state is catching up on TIF 4, Monona Drive, because they missed removal of some properties that were removed because of their negative effect on the TIF. TIF 5, Garden Circle, will need a donor district; TIF 6, the Meriter and UW Clinics, are doing great so will be proposed as this donor. Infrastructure there was very low for the City. Treysta on the Water, now Yahara Terrace, is the best TIF and can be paid off early if needed. Debt Service has a larger increase. There is no more Fund Balance there. The General Fund Balance may want to be used to pay some of this off. This will increase with the Public Safety building. He wants to wait and see how the Capital Budget projects go. The City is not at the 15% debt limit, but a gap is desired because of the Public Safety building plan.

#### ADJOURNMENT

A motion by Alder Wood, seconded by Alder Grupe to close the Committee of the Whole, was carried. (8:09 p.m.)

Joan Andrusz  
City Clerk