

MONONA COMMITTEE OF THE WHOLE MINUTES
Review of 2013 Executive Operating Budget
October 24, 2012

The special Committee of the Whole meeting of the Monona City Council was called to order by Mayor Miller at 5:31 p.m.

Present: Mayor Robert Miller, Alderpersons Brian Holmquist, Jim Busse, Kathryn Thomas, Doug Wood, Chad Speight, and Mary O'Connor

Also Present: City Administrator Patrick Marsh, Finance Director Marc Houtakker, Senior Director Diane Mikelbank, EMMCA Director Sonja Lindquist, Recreation Director Jake Anderson, Police Chief Walter Ostrenga, Police Lieutenants Sara Deuman and Frank Fenton, Fire Chief Scott Sullivan, Cable Coordinator Andrew Hagen, Library Director Erick Plumb, Public Works Director Dan Stephany, Public Works Supervisor Mark Modaff, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLIGENCE

COUNCIL REVIEW OF 2013 EXECUTIVE OPERATING BUDGET

Finance Director Houtakker provided an overview of the budget. Personnel costs were affected by a substantial health insurance savings. Mayor Miller stated there will be a 3% salary increase for all non-represented staff. The goal of staff was to keep changes in non-personnel costs at zero. There is a \$217,530 tax levy increase. On an average home of \$239,000 the mil rate will increase \$1.12. For commercial properties the increase is \$565.66. Fund balances in ambulance and cable can be used for Capital or Operating items. Library funds are designated. Stormwater is the only utility that can be increased.

Alder Thomas suggested a newsletter article informing residents that transportation aids are based upon where a vehicle is registered. Sharing zip codes with Madison may affect this. Mayor Miller requests use of the plus-4 numbers in zip codes be investigated to make sure vehicles are correctly placed.

Finance Director Houtakker provided further information throughout the Department Head's presentations.

Senior Director Mikelbank reported an increased transportation budget due to gas price increases. Ms. Linquist discussed the request for an additional \$2,420 for case management hours due to increased need.

Recreation Director Anderson highlighted budget changes. Park field rental will be a separate fee that will be used for maintenance. The goal will be to eliminate chemical weed control. A volunteer does the diamond grooming. Cosmetic, at least, updates are desired for the Community Center, which is too small for large events. Recreation and Senior programming take up the space, leaving less for the public. Mayor Miller reported wedding rentals are down in the area. Members complimented the Recreation programs and increased building use by the community. A pool fee increase of \$3 is needed due to increased chemical expenses and the need for three Head Guards and Lifeguard wage increases.

Police Chief Ostrenga outlined the department's activities, service plan, and goals, including consolidating costs and improved training. Traffic control efforts continue. Policies and procedures will be updated, and senior outreach increased. A dispatch study is underway to consider staying the same,

consolidating with other municipalities, or go to the County's service. It would cost an additional \$30,000 to consolidate because records would still have to be maintained. A draft Ordinance is in process to fund \$1,750 per year for the Leads on Line service which requires secondhand article and jewelry dealers to keep electronic records so police can look up information in crime investigations. This has helped solve burglaries. A study is underway reviewing school crossings for a safety evaluation for County recommendations.

Remaining Agenda items were taken out of order to accommodate those present.

Public Works Director Stephany distributed an outline of budget highlights and he and Public Works Supervisor Modaff provided information. An LED lighting savings graph was displayed. There have been gas use savings from the City Hall upgrades, but MG&E will be raising rates. Highway Street Administration and Engineering will be combined in future. Increases are based on history. The Department Head training classes are higher level and cost more. Members request a report of the percentages of each of the salary splits between four budgets. The Street Maintenance & Construction safety training program will be revised up to current standards. Lake weed spraying was paid for but was not done. The City will get a refund or a credit for next year. Mayor Miller requests recycling barrels at the parks. After discussion, gypsy moth spraying funds will be moved and re-named to a general tree issue line item to serve as a place holder for any future tree problems. Public Works Supervisor Modaff reported that even if a park shelter is rented, it is open to the public until the time of rental, so may not be clean when the renter arrives. Public Works staff is not able to keep up with this. Mayor Miller reported there has been improvement in this area. Solid waste disposal may be increased next year after a year of studying demand. Seventeen businesses were using the City's services that shouldn't have been.

Finance Director Houtakker requests Vierbicher Associates give a presentation on stormwater and wants a change in this account. The City's method is different than other community's. The City is losing revenue by not catching new construction. Public Works Director Stephany reported the Ordinance needs updating and a rate increase is expected in the next year or two. Mayor Miller supports this review but is not convinced change is needed. The Public Works Committee should review this first before Council consideration.

Mayor Miller stated he may amend the budget to increase leaf pick-up and street cleaning. The goal is to decrease phosphorus in the lakes by 50%. Public Works Supervisor Modaff reported he uses orange door-hanger cards that remind residents of Ordinance requirements to keep leaves out of the street.

Finance Director Houtakker reported water usage tripled due to the drought. Revenues won't be as high next year.

Fire Chief Sullivan reported the department will be paramedic as of July 1, 2013, which will result in higher fee recovery from Medicare, Medicaid, and insurance companies. Fees will be reviewed after a full year of paramedic history. Budget increases include uniform allowance, physicals, and length of service awards (volunteer retirement). Overtime and expense increases due to paramedic requirements were discussed.

Cable Coordinator Hagen reported cable customers have increased. A server will be built by City staff to connect to AT&T. Finance Director Houtakker reported this department is not funded by property taxes, but by cable franchise fees and the School District.

Library Director Plumb reported a fiber network project ("MUFFIN") will occur in 2013 and the City pays for the connection fee only. Ebooks will increase and DVD's will need replacement. The fund

balance was discussed. Alder Thomas requests a newsletter notice that where books are checked out and fines are paid affects the library's revenue.

City Administrator Marsh reported the only change in the Planning budget is the Fall Festival will not be included. This will be moved to Parks & Recreation or Marketing. The salary budget will be impacted but should be left as a placeholder. Replacement of the Planner won't be sought until the first quarter of 2013.

City Clerk Andrusz reported the budgets for this department and Elections is largely confined to statutory requirements, and changes were made based upon history.

Finance Director Houtakker reviewed revenue increases and decreases in the Administration budget. Fund transfers were discussed, including that other expenses are included in these balances. He will email members a report of what is included in these balances. These funds can be used to pay down debt, but City policy is to maintain an approximately 17.5% balance.

City Administrator Marsh reported there was no change in the Legislative budget and a slight salary increase in the Judicial budget. The Legal budget was decreased due to in-house negotiations.

Mayor Miller outlines three changes to the Executive Office budget:

- Strategic Planning – The public should be included in discussions on the City's future growth along with professional advice. There should be a clear plan with progress checked and results measured. There should be documentation for future referral.
- Monona's 75th Anniversary – Alder Thomas will head this committee to plan a celebration.
- Marketing Fund – This was in the CDA, but should be under the control of the Administrator. There is a possible matching grant from the Community Foundation. Projects don't always have to be accomplished by staff; citizens can do things, too.

There is \$5,000 budgeted for the Chamber of Commerce's Monona Directory and \$5,000 for the Build Monona gatherings. The room tax from the two hotels is supposed to be used for marketing but goes into the General Fund. The City is grandfathered in for permission to use them this way, but it is not the fund's intent. Alder Thomas noted the City has done other marketing such as the sails entry feature.

Finance Director and City Administrator Marsh noted there was no change in the Finance Budget. In Personnel, staff changes were reviewed and non-represented staff salaries are now in each affected department. Debt Service is not included and will be distributed among accounts. These were displayed on-screen and discussed. Special assessments were reviewed. In two years Tellurian will be paid off. TIF 2 tax increments were reduced. The actual figures won't be known until February. Library debt was previously discussed. TIF 4 has no more expenditures because they are not allowed in the last five years of a TIF. TIF 2 donor district funds will be added to TIF 4 revenues. TIF 5 (senior housing project) interest payments are the only activity. TIF 6 (clinics sites) surplus funds will accumulate and by 10 years there will be approximately \$2 million, without taking into account future developments. No funds were shown in Parkland in error, needs a \$220,000 amendment, and a decision will have to be made on how to use these funds. There is a \$50,000 balance now, managed by the Park Board, except the funds from Treysta, \$150,000, which are dedicated to that area but could be shifted to another park. Transit hours were added this year but the City won't be billed this year because of a lack of publicity and notices on the route. State aids pay for 58% of costs. The newsletter will have information on the new route.

City Administrator Marsh and Mayor Miller reported the CDA budget was not changed and marketing was zeroed out. Finance Director Houtakker stated most projects are TIF and are allocated. Alder Busse reported the CDA can charge fees that can be used to pay any expenses. Staff salaries are allocated here if they qualify.

Mayor Miller reported Monona resident Jerry Chapa is looking at upgrades for the City's website to bring it into current technology. Staff members also have ideas for improvement.

Mayor Miller advised members to give Operating Budget amendments to City Administrator Marsh by October 31 if they want packet inclusion. Working on the Capital Budget first seemed to give it the additional attention that was desired. Members agreed they would prefer two nights for Operating Budget consideration as has been done in the past.

City Administrator Marsh suggested the first reading of the Operating Budget be held on November 19, not in the same meeting as the second reading of the Capital Budget on November 5. Finance Director Houtakker confirmed the second reading of the Operating Budget on December 3 meets the timing requirement.

ADJOURNMENT

A motion by Alder Busse, seconded by Alder Wood to adjourn, was carried. (11:04 p.m.)

Joan Andrusz
City Clerk