

MONONA CITY COUNCIL COMMITTEE OF THE WHOLE MINUTES  
Review of 2014 Operating Budget  
October 30, 2013

The special Committee of the Whole meeting of the Monona City Council was called to order by Mayor Miller at 5:32 p.m.

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

Also Present: City Administrator Patrick Marsh, Finance Director Marc Houtakker, Senior Director Diane Mikelbank, Cable Coordinator Andrew Hagen, City Planner Sonja Reichertz, Public Works Director Dan Stephany, Project Coordinator Janine Glaeser, Jeron Abegglen from Lantech Services, Fire Chief Scott Sullivan, Recreation Director Jake Anderson, Library Director Erick Plumb, Police Chief Walter Ostrenga, Police Lieutenant Frank Fenton, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLIGENCE

COUNCIL REVIEW OF 2013 EXECUTIVE OPERATING BUDGET

Mayor Miller explained the budget process and announced \$98,000 in savings for tax payers which results in only an \$8 increase in the City's portion of property taxes on an average \$240,000 home. He concedes the need for a 20<sup>th</sup> Police Officer. A 2.5 % across-the-board staff salary increase was well-deserved. The reserve fund was filled and requires reduction by \$10,000. Financial consultant Jeff Belongia recommended that be applied to debt service.

City Administrator Marsh reported Department Heads were directed to outline increases and decreases based upon operations staying the same as this year with no new staff or programs.

Finance Director Houtakker distributed an amended Swimming Pool budget and narrated a slide presentation. The levy limit of 1.44% is based on new construction and debt service is exempt. The tax rate of 6.11% is a .01% increase from last year. Commercial taxes increased more than residential. Expenses were reviewed, including a 6.67% health insurance increase, along with revenues. The expenditure restraint program had an unusually large increase to \$64,000 from \$5,000 or \$13,000 which alternates every year. Dividends are received from CVMIC because the City is a founding member. Upcoming challenges include a decrease in room tax and the requirement the funds are used for tourism only. Transportation aids will decline in 2016. Water rates won't increase but sewer and stormwater will.

**Senior Director Mikelbank** reviewed budget changes including a \$400 decrease in newsletter advertising that was guaranteed from the advertising salesperson. The East Madison/Monona Coalition of the Aging required cost of living increases for the Case Management and Home Chore coordinator. RSVP mileage reimbursement increased to \$0.54 per mile. Alder Holmquist reported that after investigation no duplication of services with the Dane County Aging Center and EMMCA was found.

**Cable Coordinator Hagen** reviewed budget changes including a \$10,000 increase in Franchise Fees and that overall non-personnel expenses decreased. Alder Holmquist questioned whether some services will be needed once the improved website is in operation. Alder O'Connor stated the Broadband Communication Committee will review this budget on November 7.

**City Planner Reichertz** reviewed budget changes including a \$4,000 wage increase for the part-time Administrative Assistant Intern to reflect actual usage of the position and additional help needed for the comprehensive plan update that is done every 10 years. Professional development was increased, some of which was based upon CDA recommendation, and participation in meeting presentation is planned. Alder Busse requests coordination of duties and training with the City Administrator. City Administrator Marsh reported staff is urged to attend CVMIC's free management training whenever possible.

**City Clerk Andrusz** reviewed Clerk and Elections budget changes including a \$1,600 Postage increase because all City departments' postage is now included. Expenses were increased to fund more accurately.

Mayor Miller reported he wants the 60% use of the Building Inspector the City shares with McFarland reduced and code enforcement increased.

**Public Works Director Stephany** reported that throughout the budget Gas and Electric expenses have been decreased based upon projected solar energy savings at the Public Works Committee's and Mayor's request. Effective January 1 staffing will change. Two divisions will be created: Street Operations, which will be led by the current Assistant Director, and Utilities, which will be led by a current staff member. Fuel costs were re-balanced throughout the budget as more accurate gas cards are now used. Alder Wood requests a report of total fuel costs across departments. Mayor Miller reported there may be a fund balance reduction after the Strategic Plan is reviewed. Broadway tree trimming has been added. A cost estimate for LED retro-fitting of Phase I Monona Drive lighting will be obtained.

Members discussed the proposed change of moving Parks Operation to the Recreation Department, which includes five part-time staff and one full-time staff member who would still do snow plowing and other work as needed. The Public Works Committee has not approved this yet. Lake weed spraying is verified by the DNR. Most trees on Monona Drive won't require trimming for years. Mayor Miller stated the detailed documentation clearly supports the costs of recycling.

Finance Director Houtakker reported the Stormwater Fund is low at 15%. Monona is one of the first cities to address stormwater. The complex rate calculations make it difficult to increase charges. Public Works Director Stephany reported the Ordinance will be re-written to correct this. The largest water customer will be leaving in 2015, with projected decreases over 2014. Alder Thomas suggested the revenue loss may be offset by the clinics and apartments.

**Project Coordinator Glaeser** and Mr. Abegglen reviewed budget changes and will provide members with more information on the Internet line before the next meeting. Alder Wood requests a report of how many hours are spent by Police Lieutenant Sara Deuman, Director of Administrative Services Leah Kimmell, and Project Coordinator Glaeser to provide IT support and the impact it has on their other duties. City Administrator Marsh reported full time IT staff is not needed but current levels should be increased. A better estimate will be possible after next year.

**Fire Chief Sullivan** reviewed Fire and EMS budget changes and corrected the Ambulance Fee Increase revenue to \$22,218, which in turn increases the billing contract expense. Changes include a Fire Fuel increase of \$1,432 to reflect actual use, a \$5,000 increase to improve volunteer recruitment, and an increase of \$11,640 for 3 EMS Interns to attend the paramedic class.

**Recreation Director Anderson** distributed budget reports and reviewed changes. Members expressed the need for staff to achieve projected revenues. Mayor Miller requested a program review next year for both financial and community successes. Recreation Director Anderson wants more time to market programs, and requests a 9-month position covering March through November, an increase from the

current 5-month position. Training of a new staff member each year takes 2 weeks. Alder Thomas stated the Recreation Department work is highly valued, with great programs and energy.

The Parks Operations becoming part of Recreation and removed from Public Works was discussed. The request is to extend 2 of the 5 part-time workers to 7-month positions to do spring mowing and get shelters ready. New, larger shelters take more time. Staff would plow with Public Works as usual, including the City campus area, sidewalks, and lagoon.

**Library Director Plumb** reviewed budget changes including a \$4,863 increase for a service contract with Bibliotheca for RFID equipment maintenance, an increase of \$1,871 for South Central Library Membership, and a new expense for a SCL statewide e-book buying pool of \$2,013. Materials were reduced. Revenue issues were discussed, including that the County reimbursement has decreased for the first time and the fund balance is not an option to use anymore. Other donations and grants will be used. Fines are still collected for lost or damaged materials and overdue fines owed to other branches but collected in Monona can be kept.

**Police Chief Ostrenga and Lieutenant Fenton** reviewed budget changes, including a new category for grant revenues. The proposed 20<sup>th</sup> officer's duties were outlined. Monday through Thursday, 2:00 p.m. to 7:00 p.m. is a high call volume period. The officer would do community policing part-time and then assist with patrolling with the 3:00 p.m. to 11:00 p.m. shift.

The findings of an expert were discussed, which included an increase of 5 officers over the next several years. Mayor Miller stated he was against adding the 20<sup>th</sup> officer, but the study convinced him there was a clear need. However, he didn't agree with all the findings and only one year of data was reviewed. Members request the study for review. Lieutenant Fenton reported the population standard for officer staffing levels doesn't work anymore. The number should be based on the goal, which is officer time free for patrolling. The international standard is 33%.

Alder Speight questioned the City's increased costs for calls due to proximity to Madison. Police Chief Ostrenga reported insurance is available to cover injuries and aid is mutual between municipalities. In the past, when too many calls went to a problem area, Madison was advised Monona could no longer help to the previous extent. Mayor Miller reported the Citizen Police Academy showed him officers have broad experience, not specialized duties as Madison does, and that Madison benefits the City in terms of training and assistance.

Members discussed the high volume of retail theft calls, particularly at Wal-Mart (75%-80%). Lieutenant Fenton reported work with retail establishments has yielded frustrating responses. City Administrator Marsh stated businesses have budgeted for losses, but the City has to expend time and effort, as well as officer safety, to appropriately respond. Police Chief Ostrenga reported businesses don't call, thieves learn they can get away with crimes so incidences increase, then the businesses start calling more often.

Police Chief Ostrenga reviewed Emergency Communications budget changes including the Dispatch policy manual is being re-written with CVMIC paying half the \$3,000 cost. Finance Director Houtakker reported the average Dispatcher salary is \$40,000, and turnover is low.

**City Administrator Marsh and Finance Director Houtakker** reviewed Other Operational Budget Highlights, including:

- Legal Expenses increased by \$15,000 to fund more accurately.
- \$10,000 each eliminated for Strategic Planning and 75<sup>th</sup> Anniversary.
- General Property Taxes were increased by \$43,852 to reflect expected revenue.

- Principal Redemption increased by \$110,000 and Interest on Debt increased by \$113,000 to reflect expected expense.
- TID #2 (Pier 37/River Place) will transfer \$167,000 as a Donor District to TID #4 (Monona Drive Broadway to Nichols Road).
- TID #5 (Garden Circle/Anthony Place/Bowling Alley) and TID #6 (Health Clinics on Broadway) and Transit were discussed.

Alder O'Connor reported the Sustainability Committee asked for \$10,000 (\$5,000 is budgeted) and will meet next Thursday and follow up with a report to the Council. City Administrator Marsh reported Financial Consultant Jeff Belongia will be at the November 18 Council meeting to discuss his recommendation that high interest debt be paid off. Mayor Miller stated he can find no fiscal reason to justify continuing to provide transit services to only 22 people. Alder Speight stated such a limited service will have limited riders and area municipalities cover the cost of City residents using their services. Alder O'Connor reported the Transit Commission has used many surveys and tried many ways to increase ridership with no results.

#### ADJOURNMENT

A motion by Alder Speight, seconded by Alder O'Connor to adjourn, was carried. (10:18 p.m.)

Joan Andrusz  
City Clerk