

FINANCE, LICENSE & REGULATION COMMITTEE BUDGET WORKSHOP
MONDAY, SEPTEMBER 30, 2013 - 10:00AM
COUNCIL CHAMBERS, CITY HALL

Chair Hill called the meeting to order at 10:01 a.m.

Roll Call. Present: Aldermen Kupsik, Lyon, Hougen and Hill. Absent: Alderman Mott. Also Present: City Administrator Jordan, Comptroller Pollitt and City Clerk Hawes. Other staff were in attendance during budget presentations.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. None.

Review/Discussion of departmental budget requests submitted for Budget Year 2014

Comptroller Pollitt said staff is using the same process for developing the budget requests as the last few years. She said department representatives have an opportunity to present their budget requests in the budget workshop meetings. Ms. Pollitt noted that many of the salaries are not included in the budget at this time. Today's meeting is scheduled to include budget presentations for Library, Parking, Court, Building Inspection and Public Works.

Andrea Peterson and Larry Kundert presented the proposed 2014 budget for the Library. Ms. Peterson said the proposed budget includes a tax levy request of \$418,000.00, a 0% change over 2013. The proposed budget includes reductions in total part-time wages, general admin expenses, office supplies, telephone, continuing education, computer hardware and contingency. There are increases in full-time wages, building repairs and SIRSI. Mr. Kundert said they are budgeting for a contingency fund in the case there is a need for building repairs. The Committee discussed whether Library building repairs should be included in the City's capital budget. Chair Hill recommended the Library prepare an inventory on expected building repair needs and submit it to the City.

Kerri Johnson presented the proposed Parking Fund budget. Comptroller Pollitt noted that parking revenues have not been compiled yet. She noted the proposed budget includes an increase in credit card fees because more people are using credit cards. Ms. Johnson said the budget includes an additional cell phone for 2014. The 2014 budget also includes the parking shuttle in the miscellaneous account. Chair Hill said the parking budget is expected to be impacted by recommendations coming from the parking study, which will be discussed at the Committee of the Whole meeting on October 7.

Deeanna Crisman presented the Municipal Court budget requests. Ms. Crisman said due to a new law, they cannot receive interest for citations that are in collections. She reported that fines and penalties are down for 2013 compared to this time last year. Chair Hill expressed concern in the number of non-meter related parking citations issued by the Police Department.

Ken Robers presented the proposed Building/Zoning Department budget. Mr. Robers said the budget includes an increase in the weights and measures contract with the State due to new businesses on Edwards Blvd. In addition, the budget includes \$1,200.00 for contracted commercial electric inspections. He said there would be an expected decrease in mileage and memberships. Mr. Robers requested \$500.00 for three new office printers. Chair Hill suggested only one printer be purchased and that it be shared by the other two people in the department. The Committee discussed the idea of purchasing a tablet to allow Mr. Robers to enter data in the field. The Committee also discussed the need for Plan Commission members to have zoning maps. City Clerk Hawes commented that the zoning map is on the City website, but the City could purchase hard copies from Crispell-Snyder. There was a brief discussion on staffing levels for the department. Mr. Robers suggested that maintaining the full-time administrative assistant and part-time code enforcement inspector was important.

Dan Winkler and Ron Carstensen presented proposed 2014 budget for DPW/Streets/Parks. Mr. Winkler provided a summary of budget item changes of over \$500. The proposed budget included a 1.92% decrease compared to 2013, largely due to WRS contributions and reductions in street light maintenance and weed spraying. The budget included a \$5,000 increase in tree replacements, mainly due to the emerald ash borer and loss of maple trees. Mr. Winkler distributed the 2014-2018 capital improvement program. He said if the City will be doing another borrowing that investments in the streets would be dollars well spent. The Committee discussed whether park impact fees could be used to fund certain capital items. Mr. Winkler said the Board of Park Commissioners is interested in using impact fees on the proposed dog park. Chair Hill asked if there any staffing concerns with the street department. Mr. Carstensen commented that the City might benefit from having an in-house mechanic. He said the position could also serve as a back-up for snow-plowing. There was general agreement that it would be worth

exploring adding a mechanic position. Alderman Kupsik asked Mr. Winkler and Mr. Carstensen to prepare a proposal and job description for the position. Mr. Winkler noted the DPW budget included a 2% increase for the street superintendent but did not include wages for other employees at this time per the administrator's instructions.

Adjournment

Hougen/Kupsik motion to adjourn at 11:50 a.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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BY THE FINANCE, LICENSE & REGULATION COMMITTEE**