

FINANCE, LICENSE & REGULATION COMMITTEE – BUDGET WORKSHOP
THURSDAY, OCTOBER 4, 2012 - 5:00PM
COUNCIL CHAMBERS, CITY HALL

Chairperson Hill called the meeting to order at 5:07 p.m.

Roll Call. Present: Aldermen Kupsik, Krohn, Tolar, Hougen and Hill. Also Present: Alderman Mott, Administrator Jordan, Comptroller Pollitt, Treasurer Klein and City Clerk Hawes.

Comments from the public limited to 5 minutes. None.

Review/Discussion of departmental budget requests submitted for Budget Year 2013

Treasurer Klein presented the 2013 budget requests for the Treasurer's Office. She said there is an increase in mileage since she began delivering coins to Walworth State Bank in Delavan. Comptroller Pollitt said the City is saving a considerable amount of money on bank fees by using this bank, even after reimbursing the Treasurer's mileage. The Committee discussed the possibility for the Treasurer to use a City-owned vehicle to drive to the bank. Comptroller Pollitt suggested that a car be shared between the Building Inspector, Code Enforcement Officer and Treasurer.

The Committee reviewed the proposed budgets for the Mayor's Office and Common Council. Comptroller Pollitt reported there are no considerable changes for either budgets.

Administrator Jordan presented the 2013 budget requests for the City Administrator's Office. He noted there are no considerable changes from the 2012 budget. Mr. Jordan said he would like to purchase a new fire-proof file cabinet for storing personnel files in the basement.

City Clerk Hawes presented the requested budget the City Clerk's Office. Mr. Hawes said the biggest variable in the budget is how many elections are scheduled. Although there are only two elections scheduled in 2013, Mr. Hawes suggested budgeting for almost three elections in case of a recall or special election. He also recommended increasing the pay for chief inspectors from \$107.00 per day to \$118.00 per day because they have more training and responsibilities than the regular election inspectors. The Committee discussed the budget requests for staff wages, seasonal wages, postage and conferences.

Comptroller Pollitt introduced the requested 2013 budget for the Finance Department. Ms. Pollitt said the budget includes wages for seasonal help at the front-desk which is funded on an as-needed basis. She explained that this summer was busier than normal due to the new parking system and parking permits. The Committee also discussed auditor fees, continuing education and data processing.

Comptroller Pollitt presented the budget for City Hall maintenance. She noted that telephone expenses have decreased at City Hall due to savings realized from a telephone audit. The Committee discussed the need for purchasing a new chiller for City Hall.

George Hennerley, President of Geneva Lake Area Chamber of Commerce, approached the Committee to present the 2013 budget request for the Chamber. He discussed the different events and services offered by the Chamber of Commerce and the Convention and Visitors Bureau. Mr. Hennerley said he will issue the City a formal request for 50% of room tax revenue for the last four quarters. He suggested the return-on-investment for the City is very good in terms of parking and lakefront revenue.

The 2013 budget request from the Geneva Family YMCA was presented by Mike Coolidge, Sports Director, and Mike Plouch, YMCA Board President. The YMCA requested a 5% increase over 2012 for a total of \$48,111.00. Mr. Coolidge says the funding would help keep costs down for recreation programs offered to the community. The Committee discussed YMCA program fees and participation rates. The Committee asked Mr. Coolidge and Mr. Plouch to provide a copy of the YMCA's audit to the Administrator Jordan.

Sam Frederickson, Mickey Tolar and Clearance Read presented the 2013 budget requests on behalf of the Cemetery Commission. Mr. Frederickson said the cemetery is requesting an increase from \$160,000.00 to \$166,000.00. Mr. Frederickson said the request is due to increases in road maintenance, insurance and wages. Ms. Tolar commented that most of the budget is made up of wages and benefits. There is an increase in wages due to longevity. Mr. Frederickson said the Cemetery has two

full-time employees and one part-time employee. The Committee discussed whether it would make sense to include the cemetery roads with the rest of the City roads improvement program.

Ted Peters, Director of the Geneva Lake Environmental Agency (GLEA), presented the GLEA's 2013 budget request. Mr. Peters spoke about the history and purpose of the GLEA, which is to educate people, protect the lake and monitor the lake. He said a 1% wage increase is budgeted for GLEA staff in 2013. The GLEA is requesting \$20,000.00 from each of the municipalities it serves for 2013. This amount has not changed for five years.

Larry Larkin, representative from the Geneva Lake Level Corporation, addressed the Committee to discuss the Corporation's \$2,500.00 budget request. Mr. Larkin explained that the DNR directed the Corporation to release water from the Geneva Lake to the White River in order to address ecological concerns of the White River. As a result, the level of Geneva Lake is about a foot lower than where it normally is this time of year. Mr. Larkin said the Corporation hired an attorney and hydrologist to review the situation, which has resulted in unanticipated costs. He said that hopefully the situation will be resolved at a meeting next month. Mr. Larkin said he hopes they will only have to request \$2,500.00 for three years until the loans are paid off.

Comptroller Pollitt provided the budget requested by the Historic Preservation Commission. She reported the Commission is requesting \$6,500.00 compared to \$6,000.00 in 2012.

Ms. Pollitt presented the proposed debt service budget for 2013. She provided information on the City's bond issues. She said the City will be making its final payment on a note issued in 2003. Ms. Pollitt emphasized that the City's debt is very low for a City its size. At the end of 2012, the City's outstanding debt is \$6.4 million. She said the City does not have any water, sewer or TID debt.

Comptroller Pollitt said she does not expect that the full draft budget will be ready for the full Council budget workshop scheduled for October 16. She suggested the meeting be changed to a Committee workshop and the full Council meeting be rescheduled to a later date.

Adjournment

Hill/Krohn motion to adjourn at 7:56 p.m. Unanimously carried.

Transcribed from audio recording.

/s/ Michael Hawes, City Clerk

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BY THE FINANCE, LICENSE & REGULATION COMMITTEE**