

CITY COUNCIL WORKSHOP MINUTES

CITY COUNCIL WORKSHOP: General Fund FY14 Budget

Date: December 10, 2012

Place: Municipal Center – Council Chambers

Councilmen Present: Councilman Doug Krause, Councilman Judy Brodhead, Councilman Steve Chirico, Councilman Paul Hinterlong, Councilman Robert Fieseler, Councilman Kenn Miller, Councilman Joseph McElroy and Mayor A. George Pradel

Mayor A. George Pradel left early at 7:30pm. Councilman Miller filled in as Mayor Pro Temp for the remainder of the workshop.

Staff Present: Doug Krieger, (City Manager), Marcie Schatz (Deputy City Manager), Robert Marshall (Police Chief), Bill Novack (Director of TED), Margo Ely (Director of Legal/Human Resources), Mark Puknaitis (Fire Chief), and Dick Dublinski (Director of DPW), Pam Lafeber (Director of City Clerk/Information Technology)

City Manager began presentation at 5:00PM

GAP Update and FY14 Budget

The fund balance has stayed consistent at \$5M. Finance has already discussed the FY13 update and revenue outlook, five year plan and tax levy. Today is the General Fund FY14 Budget. Upcoming workshops:

- CIP in January,
- Utilities and other funds in February
- Final budget workshop is scheduled in March

Council questioned the use of the \$5M and whether or not the available balance should be used towards capital projects or towards pension funding.

City Manager will provide options for the available fund balance at the February 25th workshop. Three potential options should be available such as reduce borrowing, fund public safety pensions, or property tax abatement.

At the March 11th workshop it can be decided how to use the available balance.

Council questioned the zero based budget versus the priority based budget shown last year. City Manager explained the presentation is based on change based budgeting by activity for each department.

The fund balance has moved up from \$5.0M to \$5.2M

Revenues are still higher and permit fees are exceeding expectations.

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City Manager is for the first time in many years requesting new positions

General Fund Overview

- Vast majority of expenses are salaries and benefits
- Salaries include a 2% increase
- Increase in public safety pension based on actuarial report
- Good news in safety with reductions shown across the board in workers compensation, auto liability, and general liability
- Increase in funding for roadways since no longer have impact fees, lack of fund balance, and less available grant funding
- Increase in vehicle replacements due to delaying new vehicle purchases by extending mileage to the point we are now required to purchase to offset costly expense
- Increase in vehicle maintenance costs such as gasoline

Council requests the FY08 headcount for General Fund.

General Fund graph shows public safety and public works as the largest share of the General Fund Budget

Department Summaries

TED

Director Bill Novak presented TED's FY14 Budget

Highlights

- No new personnel in FY14
- No new vehicles in FY14
- Improved safety record with 361 days without an accident
- Continuing with the Ogden Avenue site improvement grant
- Requesting a replacement printer that has been deferred since FY12
- Shift consulting dollars for traffic counting evaluations

Fire

Fire Chief Puknaitis presented Fire's FY14 Budget.

Highlights

- Overtime savings by reducing ambulance down from eight to five per shift
- Decrease in response times
- Video conferencing purchased in part through a federal grant

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- Awarded new ambulance billing vendor

Council asked about charging surrounding communities for Fire Services but Fire Chief explained that we have a mutual aide agreement.

65% of calls are emergency medically related calls whereas less than 5% are for bonafide fire structures.

Police

Chief Marshall presented the Police's FY14 Budget

Highlights

- Department had to adjust to headcount reductions
- Salary and benefits includes 2% increase and the dollar amounts for the new 4.5FTEs
- Increase for the Harris radio maintenance contract
- Implementation of digital in-car video systems
- Education programs to address youth issues, illicit drugs, and suicide along with community partners
- Reorganization to enhance services levels to the community via the additions to the department civilian headcount
- Enhance department resources for concerns in the downtown

Requesting 4.5 new FTEs in FY14. Civilian Crime Scene Technician, 2 Civilian Front Desk Assistants, Civilian Investigator, and a part time Crime Prevention Specialist

Council asked for the dollar amount spent on providing aid to other communities and if we are reimbursed. Police Chief stated that we are not reimbursed.

Council asked what the additional cost was to send officers to cover the downtown area.

Council asked how much is billed back to the other departments for the radio contract.

Public Works

Dick Dublinski presented DPW's FY14 Budget

Highlights

- Increase in vehicle replacements
- Increase in the overall cost of doing business
- Treatment for the Emerald Ash Borer is working

Items to come in later discussions with Council

- Recycling cart program

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- LED street lights, \$515K in savings
- Alternate fuels under consideration

Council asked if the indoor storage has proven to increase the life of vehicles.

Finance

Doug Krieger presented Finance's FY14 Budget

Highlights

- Remote deposit to make deposits more timely
- Reduction in headcount since FY08
- 26% of residents using electronic billing
- 70% of finance activity is supported by the utilities or other funds
- 3 RPS to coordinate banking services

Council asked what percentage of payments are uncollectible and or late.

Legal

Margo Ely presented Legal's FY14 Budget

Highlights

- Conviction rate in excess of 80%
- Obtained judgments in the City's favor amounting to \$730K
- Represented the City in over 25 civil cases
- Legal and HR will be teaming together in labor negotiations

Council asked how the 80% conviction rate compares to benchmarks.

Human Resources

Margo Ely presented Human Resource's FY14 Budget

Highlights

- Reorganize to develop strong linkages between Human Resources and Legal
- Implement an application tracking system
- Negotiate new insurance broker agreement
- Provide financial analysis for 10 collective bargaining agreements
- Recruit and fill positions as needed

City Clerk

Pam Lafeber presented City Clerk's FY14 Budget

Highlights

- More than 900 FOIAs

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- Processed more than 2,500 Will county early voters
- Process more than 3,600 licenses and permits

Council asked how much spent on FOIAs.

Information Technology

Pam Lafeber presented Information Technology's FY14 Budget

Highlights

- Remote access software will be implemented
- Implement mobile device management software
- Citywide Strategic Technology Plan will be conducted in FY14
- Reduction in the telecommunication costs
- Develop City works Server Software applications to complete GIS based asset management solution for the City

Requested 1 new FTE for FY14. Network Security Engineer

CMO

Doug Krieger presented CMO's FY14 Budget

Highlights

- Increase to provide for a Fraud/IT Audit of the City
- Comprehensive update to the Strategic Plan

Community Relations

Doug Krieger presented CR's FY14 Budget

Highlights

- Decrease for the removal of the citizen survey since it will be completed in FY13
- Mass notification system will be purchased in FY13

Mayor and Council Budget

Doug Krieger presented Mayor and Councils FY14 Budget

Highlights

- Increase in Springfield drive down since it's an election year
- Decrease in IT replacement chargebacks

Council discussed the internet and phone reimbursements

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Doug's closing comments informed council that options for the \$5.2M available fund balance will be given to council at the February 25 workshop after the CIP workshop in January.

Motion to adjourn workshop 8:32 PM.

Minutes taken by Heather Knight
Ex 5363