

COUNCIL WORK SESSION MINUTES

**May 6, 2021 – 4:00 p.m.
Council Chamber - City Hall**

A Council work session was held to discuss the City Manager's proposed 2021-2022 Fiscal Year budget.

Attending: Mayor Bill McMurray and Councilmembers Brenda Blessing, Madison Davis, PJ Kovac, Russell Moore, Brian Myers, Marty Novak, Kent O'Dell and Gary Roach.

Bryan Carter, Interim City Manager/City Attorney; Chuck Kempf, Parks, Recreation & Civic Facilities Director; Andy Clements, Public Works & Transportation Director; Amy Cohorst, Human Resources Director; Debra Bradley, Health Director; Clint Thompson, Planning & Community Development Director; Tom Mahoney, Interim Administrative Services Director; Chris Connally, Police Chief; Mike Dalsing, Fire Chief; Brady McKinley, Asst. Public Works & Transportation Director; Eric Protzman, Detective Division Commander; Judy Hovey, Associate Director of Finance & Revenue; Rich Karleskint, Budget & Financial Analyst; Mary Robertson, Asst. to the City Manager/Communications & Public Relations Manager; Ed Schilling, Multimedia Planner; Cindy McDermott and Kitty Karr, Accountants; Emily Wearing, Communications Coordinator; and Paula Heyde, City Clerk.

Mayor Bill McMurray called the meeting to order at 4:00 p.m.

Bryan Carter, Interim City Manager/City Attorney, went through a power point presentation on Work Session #1 follow up on Water Protection pickup truck purchases and the following Fiscal Year 2022 budget proposal topics: 1) Personnel requests, 2) Supplemental Requests/Cell Phone Program, 3) Employee Pay and 4) Lease Purchase overview.

The following department budgets were reviewed:

Mayor and City Council – Discussion on conference training and travel funds. Based on the number of Councilmember wanting to attend the MML conference and Washington Fly-In this fall, Mayor McMurray proposed increasing the budget to ensure there are enough funds for new councilmember training next spring.

City Clerk – Discussion on staffing levels. Mr. Carter said he and the City Clerk will discuss increasing temporary and/or part-time staffing funds.

Mr. Carter briefly reviewed the City Attorney and City Manager budgets.

Communications & Public Relations – Discussion on using a cleaning service to clean City Hall due to the retirement of the part time custodian on a trial basis. An update was requested on energy savings due to improvements made by Schneider.

Administrative Services - Tom Mahoney, Interim Administrative Services Director, reviewed this budget.

Planning & Community Development - Clint Thompson, Planning & Community Development Director, reviewed this budget.

Councilmembers requested the following: 1) additional funding for abatements; 2) update on the vacant residential and rental property programs within the next two months; and 3) adding an additional inspector.

Human Resources - Amy Cohorst, Human Resources Director, reviewed this budget.

The meeting adjourned at 5:30 p.m.

A handwritten signature in blue ink that reads "Paula Heyde". The signature is written in a cursive, flowing style.

Minutes transcribed by Paula Heyde, CMC, City Clerk.

FY 2022 Budget Proposal

WORK SESSION #2

Work Session #1 Follow-Up

- Water Protection Pickups

- Positives: Diesel gets better gas mileage, has a longer life with fewer repairs, produces more torque, and functions better when required to idle.
- Detrimental aspects: Model must be upgraded, increasing costs; vehicle bodies do not hold up well at the Water Protection Facility and may not meet the lifespan of the engine; major maintenance is ordinarily performed by specialized mechanics.
- Funds are tightly budgeted in the operating account.
- Staff recommendation: Proceed with gasoline engines on the basic vehicles for Water Protection.

Personnel Requests – Proposed

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Position	Department	Salary/Total	Need
Assistant Director	Administrative Services	\$76,460 / \$106,013	<ul style="list-style-type: none"> • Key leadership position; vacant for 1 ½ years.
Accountant	Administrative Services	\$50,850 / \$73,859	<ul style="list-style-type: none"> • Fills position that has been vacated for multiple years. • Increased oversight over expenditures.
Senior Work Leader	Parks, Recreation, and Civic Facilities	\$42,695 / \$63,229	<ul style="list-style-type: none"> • Primary staff member responsible for new river bluff trails. • <i>Authorized to be advertised.</i>
Equipment Operator 4 (x2)	Public Works & Transportation/ Landfill	\$38,500 / \$57,962	<ul style="list-style-type: none"> • Meet increased demand.
Equipment Operator 1 (x3)	Public Works and Transportation/Streets	\$32,107 / \$49,936	<ul style="list-style-type: none"> • Restores funding for positions that were not funded in previous budgets.

Supplemental Requests/Cell Phone Program

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- **General Governmental & Cell Phone Program:**
 - Proposed Revenue: \$57,076,000
 - Proposed Expenditures: \$56,177,000
 - Net Balance Increase: \$899,000
 - *Excludes Computer Escrow, Riverfront Development/Hotel-Motel Tax, Street Enhancement Use Tax, Vacant Structure Program, Land Bank, Emergency Reserve, and 27th Payroll Reserve.*

Employee Pay

- Increases implemented January 2021:
 - General employees: 2% COLA
 - Eligible Commissioned Police Department Employees: 3% Step Increase + 2.5% Decompression Increase (for employees with more than 3 years service as of October 7, 2020).
 - Eligible Fire Department Employees: Base adjustment increase + 2% COLA + 1/3 of Longevity Increases.
- FY2022 Budget does not include wage adjustments.
- Proposal: Visit wage adjustments at mid-year.
 - Remains annual.
 - Provides understanding of impact from mid-year adjustments in January 2021.
- Pay Study Update.

Bargaining Unit Pay Plans

- Eligible Commissioned Police Department Employees:
 - 3% Step Increase (annually) + 3.5% Decompression Increase (for employees with more than 3 years service as of October 7, 2020).
 - Additionally, 1.5% Decompression Increase is anticipated (for employees with more than 3 years service as of October 7, 2020).

- Eligible Fire Department Employees:
 - 1/3 of Longevity Increases.
 - Requested 3% COLA (the pay plan matches the COLA percentage to the COLAs provided to general employees).

Difficult-to-Fill Positions

- Staff is evaluating positions.
- Working to identify strategies to improve recruitment and retention.
 - Recruitment activities.
 - Wage and salary evaluation.
 - Non-monetary methods of adding value to the position.

Lease-Purchase Overview

- City leases new equipment and pays for it over time.
- Advantages:
 - Financially feasible way to acquire equipment.
 - Functions well for equipment that wears out quickly or when technology evolves quickly.
 - Technically, the City can get out of agreements.
- Disadvantages:
 - Lose “equity” in equipment if appropriations are not available.
 - Less budget flexibility because there is no option to remove the purchase from the budget for a single year.
- Impact:
 - Potential future funding mechanism for rolling stock.

Lease-Purchase Overview

Equipment	Inception Year	FY2022 Cost	Last Payment
Mailing Machine	2021	\$6,319	2024
Copier Lease	2021	\$47,525	2024
Energy Improvements	2019	\$190,923	2033 (FY2034)
Golf Carts	2018	\$22,480	2022; new lease will begin
Golf Sprayer	2018	\$6,789	2022
Landfill Excavator	2020	\$37,543	2024
Landfill Motor Grader	2020	\$32,910	2028
Folder/Insertter	2021	\$4,966	2024

Departmental Discussions

- Focus:
 - Changes to departmental programs.
 - New departmental needs or challenges.
 - New departmental expenses.
- Shortened (compared to previous years); but if additional information is needed, it will be provided.

Departmental Discussions

- Mayor and Council: Page 3-7
- City Clerk: Page 3-8
- City Manager: Page 3-11
- City Attorney: Page 3-21
- Administrative Services: Page 4-1
- Planning & Community Development: Page 5-1
- Human Resources: Page 3-18

Additional Information?
