**MINUTES**

**FOR THE CITY COUNCIL BUDGET WORKSHOP OF JULY 22, 2021**

The budget work session of the Mandeville City Council was called to order by the Council Chairman at 5:00 p.m.

**ROLL CALL - present:** Jason Zuckerman, Rick Danielson, Rebecca Bush, Skelly Kreller

**Absent**: Jill McGuire

**Also present:** Mayor Madden, Keith LaGrange, Director Public Works, Cara Bartholomew, Dir. of Planning, Kathleen Sides, Finance Director, Elizabeth Sconzert, City Attorney

Mr. Danielson explained this is the first budget work session. This is strictly just an overview of the budget, and no votes will be taken.

Mrs. Sides explained the exhibits the council has are on the City’s home page. She also reviewed the digital budget book which is almost complete.

**Fund Summary**:

Ad valorum tax is up 5%, Sales tax is projected to be $2.5 million higher than last year’s budget. Other revenues and total operating expenditures are about the same. The other revenue in special funds is a substantial decrease and that is interest income. Capital outlay total is $21 million, last year was $19 million and then we must add $1 million with budget adjustment. The increase governmental general fund is mostly land acquisitions. Street construction and Water & Sewer are requests for new equipment.

**Operating Highlights**:

There is a big increase in student resource income. The reason is we are budgeting for 6 this year per contract with STP School Board as opposed to 3 FY21. Miscellaneous Income – is down because SRO payments used to be posted here, also reflects fluctuations in LWCC rebates. Contractor Licenses – decreased due to increase in building materials. Building Permits – decreased due to increase in building materials. Zoning Fees – decreased due to increase in building materials. Sales of Plots & Crypts – we have 5 left @ $6,000 each. Convenience Fees – was actual bank fees – moved to Miscellaneous Income account and renamed Bank Charges.

Trailhead Revenues – reflects additional revenue from the city running the market. FY21 only included concert series income. Community Center – decreases due to Covid.

* 1. Mr. Zuckerman asked for clarification on the header 2021 budget revised vs fy22 in progress. Mrs. Sides explained 2021 budget revised includes last year’s budget plus all budget adjustments to date. FY22 In Progress is proposed.

**Wages:**

* 1. Last year we had budgeted 120 positions and this year we are proposing 125 positions.

The proposed salaries for FY 2021 were current base + 2.5% merit increase and are again this year current base + 2.5% merit increase for all employees except Directors and Executive Assistant, who are mostly new to those positions.  The other differences include a net of 5 new positions:

* Defunding 1 Senior Accountant, General Government
* Defunding 1 Clerk I, Mailroom, General Government
* Addition of 1 Clerk I, Planning & Development, General Government – that job description may be changes so may have to go to civil service first.
* Addition of 1 Grants and Contracts Administrator, General Government
* Addition of 1 Police Officer, Police Department – this will be used for code enforcement and possible security at City Hall.
* Addition of 2 Dispatchers, Police Department, already approved in Budget adjustment this year.
* Addition of 1 Engineering Assistant, Streets Department
* Addition of 1 Student Worker, Sewer Department

Mrs. Sides explained the first 5 digits of the account numbers, which are sequential, on the Operating Budget, Exhibit D:

* 10000 – General Fund Revenue
* 10100 – General Government (including Finance, Planning & Development, Human Resources, Cultural Development, Community Center and City Council) Expenditure
* 10110 – Police Department Expenditure
* 10120 – Streets & Grounds Department Expenditure
* 20000 – Enterprise Fund Revenue
* 20211 – Water Department Expenditure
* 20212 – Sewer Department Expenditure

Dr. Kreller asked on Exhibit “B” what is the difference between a clerk and clerk 1. Mrs. Sides stated those two should be combined, there is only a clerk 1 and clerk 2, she thinks there are only 4 clerk 1’s. Mrs. Sides will make the adjustment.

Mrs. Sides explained in each department there is a line 40400 Health, life, dental benefits. This year the city offered 3 different plans, so the costs vary based upon the employee selections. Mrs. Sides explained they are asking for a 7% increase for premiums so the city could bear the brunt of a 6% increase.

Retirement in the police department – MPERS decreased their employee %.

Computer, Supplies & Programs – this is for new software such as electronic notification system for citizens and employees, work order software, police digital ticket system, Munis utility systems. Mrs. Sides divided the cost among all departments.

Mr. Danielson asked Mrs. Sides if she could put titles on the exhibits because different pages have the same descriptions. She will work on this for next week.

Dr. Kreller asked for clarification on Exhibit “B”. There is a dollar amount for benefits/retirement for student workers – why is that listed? Mrs. Sides explained that should not be there so she will make the adjustment.

Mr. Zuckerman has questions about the funds page. Last year’s revenues under water & sewer were about $4 million, and expenditures were $5 million. This year’s revenues are $4.6 million but expenditures are $5.4 million. Mrs. Sides stated she needs to look at the entire enterprise department, planning & development department and courts, the city’s fees have not been adjusted in a long time. Mr. Zuckerman just wonders how it is growing and what is the cause of the $1.7 million short fall. Mrs. Sides will get back with the Council on the reduction. Mr. Zuckerman stated on the fund page pretty much everything on the expenditure side is same as last year except this year we have $4 million more in operating expenditures – he would like more detail on this increase.

Mr. Zuckerman asked for an explanation on exhibit “A” the difference between budget requested and prior year’s funding. Mrs. Sides explained the budget requested is what the administration is requesting for this year. Prior year’s funding is what encumbered last year’s budget, so you basically add the two columns together for the total project funding request.

Dr. Kreller inquired about the funding for Harbor Field. This year the administration is requesting an additional $20K to the already allocated $100K. Mr. LeGrange explained they need the additional money to finish the design and to include inspection fees. The construction cost will be requested in FY2023. Dr. Kreller inquired about the lights at Harbor. Mr. LeGrange stated they will be looking at a different type of fixture but the council always shas the right to limit the use to daytime hour only.

Mr. Zuckerman inquired how prior years funding ties into the fund balances. Mrs. Sides will get back with the Council on this issue.

**ADJOURNMENT:**

Mrs. Bush made a motion to adjourn the meeting, seconded by Mr. Zuckerman. Mr. Danielson adjourned the meeting at 5:50p.m.

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Kristine Scherer Rick Danielson

Council Clerk Council Chairman