

**SPECIAL CITY COUNCIL BUDGET WORK STUDY SESSION
FOR FY 2010/2011**

March 30, 2010

The Clinton City Council was called to order at 6:10 p.m.

Mayor Adams called for a roll call of all those present

Present were: Mayor L. Mitch Adams
Councilmember Blair Bateman
Councilmember Joanne Hansen
Councilmember Anna Stanton
Councilmember Cheri Reed
Councilmember David Pearson

Also present were: City Manager Dennis Cluff, Recreation Director LeeAnn Powell, City Treasurer Carla Parsons, Fire Chief Floyd Petersen, Community Development Director Lynn Vinzant, Police Chief Bill Chilson, and Lisa Titensor recorded the minutes.

A. WORKSHOP ON FY 2010-11 PROPOSED TENTATIVE BUDGET

JUDICIAL DEPARTMENT:

Mr. Cluff reported on the proposed budget for Judicial Administration

The Council had a discussion on benefits including increases in health care premiums, retirement, annual leave and sick leave.

Councilmember Reed commented she thinks that a portion of the increased cost of health insurance should be passed onto the employees.

Mayor Adams added that he has always said that the City would not always be able to cover the entire cost of health care. He explained that over time, with the increases in health care, the benefits have been modified down to accommodate the increases.

Councilmember Bateman said that he feels the City has done an excellent job in maintaining healthcare for families, but it may be time to look at temporarily reducing the benefit for employees.

Recreation Director LeeAnn Powell explained that comparatively to other cities, Clinton City employee's salaries are less due to the overall benefit's package.

Mr. Cluff explained that the City has had to drop out of some insurance programs due to escalating costs.

Councilmember Hansen commented that the package here at the City is as good as it probably gets.

RECREATION DEPARTMENT:

Recreation Director LeeAnn Powell addressed the Council and explained that the Recreation Budget is broken down into the following three areas:

- Administrative
- Programs
- Heritage Days

She asked that Council review a packet prepared by the Recreation Department for the City Council.

Councilmember Pearson questioned Sam's Club and Costco memberships for Recreation.

Miss Powell replied that purchasing supplies for concessions at these two stores is much more economical.

He then asked about training.

Miss Powell replied she feels training is essential to provide the best service. She said that her staff only attends what training is necessary.

Councilmember Pearson then asked about Building and Grounds Maintenance.

Miss Powell replied it covers cleaning supplies, and maintenance.

Miss Powell then addressed the lighting costs and explained that she has tried to absorb the cost of electricity into the fees that are charged to the teams that play on the fields and use the lights. She said based on estimations it may average out to added revenue.

The Council then discussed the cost of uniforms and if it may be more cost effective to use them for several years.

Ms. Powell responded that the Recreation Department has tried this in the past and it has not worked out that well.

Ms. Powell and the Council then discussion the slight increase in fees and all expressed a desire to keep them as low as possible so more children have the opportunity to participate.

Councilmember Reed asked about tracking equipment.

Ms. Powell replied that a lot of resources are spent in getting equipment back and accounted for. She said she is confident that the equipment is kept and used as long as possible.

Heritage Days

Ms. Powell reported that she is under negotiations with the Carnival to increase the revenues for the City.

She went onto explain that Recreation is also working on sponsorship programs with local businesses.

Ms. Powell closed by saying that the Recreation Department wants to serve the City to the best of their ability.

TREASURER DEPARTMENT:

City Treasurer Carla Parsons addressed the Council regarding the Treasurer budget.

She identified the personnel in her department. She said over the past few years she has decreased hours in her department significantly. She explained that part of the reason is due to the decline in in-office payments due to online payments and the Court taking over their payments.

There was a discussion on credit card fees. Ms. Parsons reported she is seeking another bid on credit card transaction fees to compare with what the City is being charged now.

Mayor Adams asked if the office personnel have been able to be decreased in part due to using the credit card payment option.

Ms. Parsons replied that yes it has helped.

There was a discussion on postage expenses. Ms. Parsons explained that the postage machine comes out of reserve account.

Councilmember Bateman pointed out that the Treasurer budget is mainly for collecting utilities.

CITY BUILDING

Ms. Parsons reported she currently supervised two custodians. One works in the Police Department and another does City Hall and Recreation.

POLICE DEPARTMENT:

Police Chief Bill Chilson reported that he currently has 15 officers on 24/7 shifts. He has had one police officer retire and one resign. He identified that it is in the budget to hire one new officer. He identified that he has all the necessary equipment so the expense will not be as high as it usually is.

He explained that Police Department seeks grants for equipment as much as possible. He identified that two new cameras were received this year from grants.

Chief Chilson stated that the Police Department has cut the budget where they can.

He then explained he is looking into a program call Fat Pot which is less expensive and works along with Spillman. He and Spillman will be meeting with a new company to look at saving money.

He then discussed the need for printers because they tend to wear out quickly and the lap tops are beginning to have issues.

Councilmember Reed asked about benefits

Mr. Cluff responded that the retirement is a substantial amount which is required by State law.

Councilmember Reed suggested filling vacancies with part-time employees.

Chief Chilson replied that he doesn't think part time is cost efficient due to the cost of training and equipment. He said that he has experienced this issue with reserve officers and doesn't feel it would be beneficial to the City.

CROSSING GUARDS

Councilmember Hansen stated that if there is no bussing next year if there will be one or two crossing guards needed at 1800 N & 2000 W.

DUI

Pass through from liquor sales.

Mayor Adams said that he is concerned that the economy will only get worse and he needs City personnel to cut costs wherever possible.

Chief Chilson invited the Council to ride with the police officers when ever they would like.

Councilmember Reed asked if there has been an increase in commercial business robberies.

Chief Chilson replied that the majority of robberies occur after school is let out. It also depends on the time of year.

Councilmember Bateman asked for a monthly report on calls.

Chief Chilson responded that he would be happy to give the Council a regular report.

FIRE DEPARTMENT:

Fire Chief Floyd Petersen and Assistant Chief Guido Smith addressed the City Council regarding the Fire Department and Ambulance.

Chief Petersen reported is budget consists of 80% Fire and 20% Ambulance.

He explained that for training purposes some books & memberships are necessary for the Fire Department.

Assistant Chief Smith responded that there are a lot of updates taking place and it is important to stay up on the information.

A discussion on equipment took place and Chief Petersen said the Fire Department is operating at the minimum.

He identified that Ambulance calls are anticipated to increase with an aging city.

Councilmember Hansen praised the Fire Department for the professionalism of their EMT's.

Chief Petersen responded that customer service is important to both he and Assistant Fire Chief Smith.

Mayor Adams commented the City has an excellent Fire Department.

Councilmember Reed asked if it is possible that too many people are responding to calls.

Chief Petersen responded that the majority of the time two people respond. Sometimes during a more serious call, there could be more respond.

Mayor Adams said he realizes that even in this economy, the City cannot cut back on ambulance services.

Chief Petersen addressed the make up of the Fire Department. He said that most other departments have captains and Clinton has lieutenants. He asked if the Council would consider allowing the Fire Department to change their structure for three lieutenants to become captains. He said he has explained to the individuals that there would not be a compensation increase with the raise in rank at this time.

He asked if he and Assistant Chief could put together a program to allow individuals in the Department to become captains. He said it would help reduce turnover.

There was a discussion on the potential cost increase.

Chief Petersen said he feels it would be a positive move for the Fire personnel. He said there would be a program in place to make sure they are properly trained.

Mayor Adams said that in any other economy he would be all for it, but right now the City is looking at a reduction in sales tax revenue as it is.

He then said that he sees the benefit when communicating between cities.

Assistant Chief Smith said that if they started developing a program, it could be postponed for six months to a year, and still provide employees with the knowledge that this may be an option.

Chief Petersen said he wanted to address the Council before spending more time on the issue.

Councilmember Reed added that by increasing the personnel with the grant a few years ago, the City will be paying out more every year as the grant depletes. She said the City does not have the funds.

Mayor Adams commented that cuts have been made to other departments and that as a City Council; they have to determine the greater good and make sure that the right decisions are made.

The Council agreed that a proposal may be in order, but made it very clear that it may not be an option based on budget concerns.

Councilmember Reed expressed concern over employees becoming disgruntled if they do not receive a raise for becoming a captain.

COMMUNITY DEVELOPMENT:

Councilmember Reed questioned if Community Development needs as many employees as they have.

Mr. Vinzant replied that he does need all his employees. He reviewed his department employees, their responsibilities and the Department functions with the City Council.

Mr. Cluff explained that Mr. Vinzant also deals with engineering programs, projects, committees and planning issues.

PUBLIC WORKS DEPARTMENT:

Public Works Director Mike Child addressed his budget responsibilities.

He identified that meetings and trainings are down as well as office supplies.

He said that temporary employees and overtime is also down.

He said he is personally over the following projects along with one other full time employee and a temporary employee:

- Weed control
- Community dumpsters
- Maintains the yard
- Recycling
- Odds & ends
- Trail maintenance

STREETS AND ROADS

He reported that 76 miles of pavement is maintained in the City.

He identified that temporary employees are down and overtime is up.

There was a discussion on the cost of maintenance.

PARKS

He said that the Parks Department is making the best with what they have. They will have an additional 25 acres to mow this year. There may be some additional maintenance this year.

CEMETERY

Work is as minimal as possible. Staff is holding back on expansion.

MOTOR POOL

He reported that temporary employees down.

The Council directed Mr. Child to investigate replacing the temporary Mechanic helper with two 20 hour part time employees.

Mr. Child reported that sometimes when a vehicle breaks down, if it is not essential it is parked until the end of the fiscal year to see if funds are still available to get it fixed.

ENTERPRISE

There was a discussion on the meter reader expense.

The Council directed Mr. Child to put the meter reader position out for bid or look into hiring a part time employee. – ACTION ITEM

The City Council expressed appreciation to Mr. Child for his service.

WATER

Mr. Child reported that the system is aging and maintenance costs are increasing some.

SEWER

Mr. Child asked to start planning to purchase a new sewer truck.

STORM DRAIN

Mr. Child identified that the land drain maintenance may run short.

He identified that this includes the pond maintenance costs.

He identified he is also over the following budget accounts:

SOLID WASTE

CEMETERY PERPETUAL CARE

HOUSING

CAPITAL IMPROVEMENT PARK CONSTRUCTION PROJECTS

Councilmember Hansen expressed concern over Meadows Park not being completed and is now going down hill.

The Council asked Mr. Child to look into Councilmember Hansen's concerns.

RDA

The Council reviewed the RDA Budget.

SANITARY SEWER SPECIAL SERVICE DISTRICT

Mr. Child identified the lift station is included in this budget.

The Council expressed appreciation to Mr. Child for his hard work.

CITY MANAGER REPORT:

Mr. Cluff identified for the City Council that there will be some changes necessary for the employee's medical insurance benefit.

The City Council discussed employees taking home city vehicles. They expressed concern over potential abuse and additional cost to the City as a result.

The majority felt that the Police cars should continue to be taken home under current policy.

The majority also felt that the Fire personnel should continue to take their vehicles home for now so they can respond more efficiently to emergency calls.

Mr. Cluff reported that the Public Works and Recreation employees that use City vehicles live in Clinton.

Councilmember Reed questioned Mr. Cluff on his monthly car allowance.

Mr. Cluff responded that the car allowance was part of his compensation package as the City Manager/Recorder.

Councilmember Reed said she thinks that reevaluating the car usage would save the City a significant amount of money.

Councilmember Pearson commented that he feels that public image is a concern in the City. He expressed concern that Police Chief Chilson lives too far away and citizens are upset about that.

Councilmember Stanton disagreed and said she feels that the Police Department and Fire Department should keep their vehicles

Mayor Adams commented that he feels the Fire Chief and Deputy should have City vehicles. He said that although it may not be a significant cost savings, Public Works and Recreation could be required to drive their own cars to and from work. He said that may help with the image concern.

Councilmember Hansen commented she does not feel that City vehicles are being misused and it is not an issue at this time. She said she feels the employees are trustworthy individuals.

Councilmember Pearson and Councilmember Reed disagreed with Councilmember Hansen.

Councilmember Pearson made a motion to tentatively approve the tentative budget put it on the website and set a public hearing for May 11, 2010 at 7 p.m. Councilmember Hansen seconded the motion. Voting by roll call is as follows: Councilmember Bateman, aye; Councilmember Hansen, aye; Councilmember Stanton, aye; Councilmember Reed, no; because there is no public and she would like to address more issues; Councilmember Stanton, aye.

The Council directed staff to:

- Look at part time employees and how much it will save the City if they do not receive benefits.
- Look into making more cuts to the Recreation Budget.

Councilmember Bateman made a motion to adjourn the meeting. Councilmember Pearson seconded the motion. All voted in favor of the motion.

The meeting adjourned at 12:55 a.m.