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BUDGET REVIEW SESSION MINUTES
FEBRUARY 8, 1992, 8:00 AM
CITY HALL CONFERENCE ROOM

The budget review session for February 8, 1992, was called to order at 8:10 AM in the City Hall Conference Room. Present were Council Members: Dan Gray, Phil Fitzgerald, Larry Kemp, Ralph Freese, Gary Gray, and Glenn Moench. Also present were City Administrator A.J. Johnson and Finance Director David Casstevens.

The City Administrator outlined the proposed budget review schedule for council members. The schedule was to review all General Fund activity first, then proceed through the other funds--Enterprise, Special, Debt Service, etc. Also, in advance of any review, the City Administrator noted that the department heads submitting budgets presented very conservative figures which has assisted in the review process.

The first General Fund item to be reviewed was that of the Mayor/Council budget. Two questions emerged for discussion. The first was the 1% sales tax and its possible use and the second was the possible establishment of council rules regarding travel and training. Johnson is to draft one for their consideration.

The second item reviewed was that of Legal Services. It was noted that the city attorney would have the codification of the city's ordinances completed by the end of June, 1992. If at that time the codification is not completed, then an outside service will be solicited to complete it.

The third item for review was the City Administrator's budget. An overview of the goals and objectives was presented to City Council. This was followed by a review of the Finance Department. The question was raised as to the extension of auditing services to the current city auditors of McGladrey and Pullen but no final decision was made. Staff will present City Council with a recommendation as well as options on this matter following the budget review sessions.

The next item for review was the computer hardware budget. The discussion centered on the ever increasing need to review the possibility of the creation of a programming position to look after all the city's computer needs.

This was followed by discussion under Risk Management. Issues raised here concerned training of employees, meeting MSDS standards, OSHA standards, and other insurance related programs.

This was followed by a review of Buildings and Grounds. There were recommendations for certain improvement projects to be taken care of at various City buildings.

Public Safety issues were reviewed next. The first was the Police Department operations. It was noted that the DARE program and the Canine Unit were two of the most recently added operations within the Police Department. Other issues discussed concerned the development of "chargebacks" to various offenders to cover police costs associated with processing them, requests for escorts, and doors needing to be unlocked for the public. It was noted that they take a large number of man hours per year to conduct and the option of whether or not to charge or to discontinue these services was reviewed. Staff will come back to Council with a recommendation at a future date based on the number of hours of service that are provided.

It was also noted that the City Council seemed to be in favor of the special events ordinance which had previously been prepared by the Police Chief. This will be presented to City Council at a future date.

Finally, there was a computer review of the Police Department inasmuch as the largest single purchase in the department's activity for next year will be the implementation of a computer program.

The next item discussed was the Animal Control budget. This was followed by a review of Communications and the Fire operations. Under the Fire operations it was noted that the City needs to be reviewing possible site locations for a new fire station to be considered in the future. Also, a discussion of the purchase of a new fire truck was reviewed. The City Administrator noted that the fire chief had presented within the last 24 hours a proposal for a reorganization of the department. Johnson stated that the reorganization proposal had some merit but he had not had the opportunity to fully evaluate it; therefore, he could not comment effectively on the proposed changes. At this time, the Fire Department's budget is being reviewed and recommended for passage based on a status quo operation.

This discussion was followed by Civil Defense. There was discussion concerning the number of hours that the Civil Defense Director puts in for Civil Defense activities as opposed to E911 activities currently. The formula for funding of the Civil Defense on a county-wide basis was discussed and it was determined that the City should pare back its contribution because of the projected 19% raise that the Director had requested for himself. The pare-back resulted in a more modest raise equating to approximately 4%. Notification of this action will be sent to the other participants in the program. There was also question as to whether or not the City could do the Civil Defense function in-house. This matter will be reviewed with officials of the fire department.

The next items to be reviewed were the Library operation and the Art Center.

The meeting was adjourned at 3:40 PM.

Respectfully submitted,


A.J. Johnson
City Administrator