



CITY OF FLORISSANT
BUDGET MINUTES
OCTOBER 13, 2018



The City Council met on Saturday, October 13th, 2018 for a budget work session on the Fiscal Year 2018-19 proposed Budget at 8:00 am in the Council Chambers at 955 rue St. Francois. Council members in attendance included: Schildroth, Henke, Pagano, Parson, Siam, Harris, Eagan, Caputa and Jones. Also in attendance were Mayor Thomas P. Schneider, Director of Finance Kimberlee Johnson and City Clerk Karen Goodwin. Council President Caputa stated that a quorum was present and the meeting was brought to order.

Council President Caputa stated that the first item on the agenda was an introduction and revenue review by the Finance Director.

Finance Director, Kimberlee Johnson provided some background and overview of the budget process. She stated that she reviewed the budget with the department heads and worked with each of them regarding the costs to run the departments. She advised them not to add cushions to their budgets.

Mrs. Johnson stated that because of the downward trend in revenues the projections for the last 2 years have been very conservative. The revenues have increased and the Ameren UE revenues that were being held back are now coming in as well as an increase in receipts for cell phone taxes.

Councilwoman Pagano asked about the Mayor's message and he said the utilities were down \$220,000. Mrs. Johnson explained that the time crunch to get the budget out may have produced some inconsistencies. She explained some of the challenges the finance department was faced with when she took the position and at the current time.

Mrs. Johnson stated that she will be reviewing the budget monthly with the departments and there will be quarterly reports going forward.

The council discussed the additional \$1.2 million in revenues and asked if that was a combined number with utilities and cell phones. Mrs. Johnson answered that it was.

Councilman Eagan asked what is expected to dip into the reserves. Mrs. Johnson answered that the current figure is approximately \$500,000. She explained the discussion she had with the auditor and that the city has a healthy reserve balance. She stated that after this budget closes the reserve will be at 22%.

Mrs. Johnson explained her methodology on the review of the budget numbers and into the future. She explained that she has discussed her findings with the auditor and he agrees with her findings.

Mrs. Johnson discussed her ideas regarding the handling of purchase orders and encumbrances at the end of the year. She said that at the end of the year, they will compile the encumbrances that are not used and bring it to the council to be approved as a supplemental budget. This is a transition year tat they will need to approve a supplemental. This practice will eliminate the need to have 2 audit statements.

Mrs. Johnson discussed some other changes the finance department is working on to include more detail on the reports. For example, salaries and benefits will be in the same line

item and residency incentive will be included in the benefits. Mrs. Johnson continued to provide examples of changes that could be made to streamline and make things more understandable.

Councilman Parson asked who the auditors were. Mrs. Johnson answered Hothschild Bloom, and stated that they have a long history with the city.

Councilman Henke thanked Mrs. Johnson.

Councilman Jones asked about the funds that are separate from the other funds. Mrs. Johnson stated that she is not doing anything different with them at this time but has ideas and would like more dialog on this issue.

Councilman Harris stated that he likes the idea of having written policies that everyone can see. He also discussed capital assets. He asked about the software and whether it will be able to track capital assets. Mrs. Johnson stated that she is looking into software that could help to track more than the current system provides.

Mrs. Johnson stated that new programs and services require more resources.

Mrs. Johnson explained that she would like to detail professional services more so they can review and understand what is being spent and what needs to be moved or removed.

Mrs. Johnson discussed some details of items she has reviewed. She discussed the deposits for the rentals. She suggested not having a deposit for rentals for pavilions in the parks department because the process is cumbersome and not cost effective.

Councilman Harris asked if the revenue from certain accounts goes back into that particular account.

Councilman Eagan explained the methodology that the council has had with respect to the funds from taxes they have promoted. He said that the residents are afraid that there will be less spent from the general fund with new funds from a tax increase.

Mrs. Johnson stated that she feels that the city needs to educate people on what the funds are needed for. She feels that the terms we use are broad and need to be defined.

Councilman Jones stated that if the public does not trust the council the public will not approve any additional taxes.

Mrs. Johnson discussed the senior department moving to the dining center.

Human Resources - Sonya Brooks-White, Human Resources Director.

Mrs. Brooks-White stated that staffing for the Human Resources Department will not be changing.

Councilman Caputa asked about the advertising for jobs. Mrs. Brooks-White stated that some of the budgeted amount is for the Applicant Pro software and other advertising.

Councilman Siam asked about the funds budgeted for drug and alcohol testing. Mrs. Brooks-White added that the applicants pay for the background checks but not the drug and alcohol testing.

Councilman Harris asked how the software changes will affect their department. Mrs. Brooks-White stated that the system makes it easier for the department heads to review applicants.

Mrs. Brooks-White stated that the health insurance renewal initially came back with 10% increase. The insurance broker reworked the numbers and they came back with a 0% increase. She stated that they would like to look into tiered coverage instead of just employee and family.

93 Mayor Schneider thanked Mrs. Brooks-White for her efforts over this past year to rebuild
94 the departments after all of the changes and retirements.

95 Mrs. Brooks-White discussed the part time and seasonal employees. She said that it has
96 been difficult to get part time employees and would like to increase the rates. She mentioned
97 that some of the classified employees are topped out in their salaries. She would like to give a
98 2% increase to those who have topped out. There are 21 employees who have topped out and
99 the estimated cost is between \$20-25,000.

100 Councilman Schildroth asked about a salary study.

101
102 The Council took a 10 min break

103
104 **Police Department - Chief Tim Lowery and Captain Randy Boden.**

105
106 Chief Lowery explained the changes in the police department. They would like to
107 increase the number of park police positions to 4.

108 Chief Lowery stated that the overtime is increased from \$309,000 to \$335,000 because
109 they have more events to cover and higher salaries from Proposition P.

110 Chief Lowery noted that the uniform budget has an increase of \$3000 for uniform and
111 badge replacement

112 Chief Lowery stated that account no. 4935, Armory Supplies and Guns, has an increase
113 for new range and it will be used more. Council discussed the use of the new range and whether
114 or not they would charge for it.

115
116 4942 – Dues, Travel and Training – Chief described the changes in the training budget.

117
118 **1761 -Capital Additions.**

119
120 Chief Lowery stated that he included a drone this year, the estimated expense includes
121 training.

122 Chief Lowery stated that they would like to purchase a drug incinerator and that this
123 could be supplemented by a potential grant.

124 Councilwoman Pagano questioned whether or not upkeep and maintenance is appropriate
125 for coming out of Proposition P funds. Chief Lowery stated that in his opinion it is appropriate.

126
127 ** Discussion of where the maintenance for the flooring replacement in Prop P.

128
129 **Courts – Judge Boyle and Todd Marner Protecting attorney**

130
131 Judge Boyle thanked the Council and the administration for all their efforts in make the
132 new court building a reality.

133 Judge Boyle explained his budget and the changes that are being required of the courts.

134
135 **4150 – Professional services: Need an additional \$10,000 on professional services for a new
136 required “show me courts” system.

Council and Judge Boyle discussed the system upgrades and what they will be capable of providing.

Councilman Caputa asked why the budget was down from last year. Mr. Marler stated that the fines are the same as last year. Collection is always an issue. Because of the new regulations it is more difficult to get people to pay the fines that are assessed.

Judge Boyle explained the differences in the court finances. He explained that it is going to be more expensive to run the court in the future.

Judge Boyle stated that every person who comes into the court is treated fairly. The court revenues do not matter to the court. People cannot be jailed if they cannot pay.

Council discussed the fines associated with housing issues.

****Councilman Jones requested a work session regarding housing maintenance with Prosecuting Attorney, the Judge and public works.**

Councilman Harris stated that he is interested in education outreach about how to access court and court services. Judge Boyle stated that they do have in-house processes to help the residents and they are working on updating the website.

Prosecuting Attorney - Todd Marler

****Professional services 3550 – Mr. Marler stated that the contract services increased due to more dockets.**

Councilman Parson asked if any other municipalities have been interested in using the new facility. Mayor Schneider stated that he has approached other municipalities. Council discussed.

Media Department - Kerry Luster - Manager

Mr. Luster requested an additional full time employee.

0361 – Capital Additions –

**** Add 40,000 for closed captioning.**

Mr. Luster discussed the franchise fees and ideas for revenue from social media. Council President Caputa stated that this is a topic for a future discussion.

Housing and Community development – Carol O'Mara, Director.

Carol O'Mara explained what the Housing and Community Development Department does.

She explained the programs provided by the department and the misconceptions regarding the funding. She discussed volunteer hours and the value to the city.

Council discussed the salary allocations for Community Development. Mrs. O'Mara stated that the program costs the city 39% of what is needed to run the program. She is requesting the current part time positions in her department be made full time.

184
185 **Senior Citizen Department - Peggy Hogan, Director**
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187 Peggy Hogan, Director explained the funding for the various programs in the senior
188 department. She stated that she wants to share a big change to the department. They feel they do
189 not need the lunch program that is currently held at the Dining Center. She is proposing to stop
190 the lunch program Monday – Thursday. She would like to keep one day a week for lunch. She
191 would like to move the senior office to the dining center and wants to offer more health and
192 wellness classes. She would like to partner with Oasis to offer the classes. She said that some of
193 the class fees are based on community ability to pay. She feels that in order to do the classes on
194 a regular basis they move the office down to the senior center. She feels they could offer more if
195 the lunch program is eliminated.

196 Mrs. Hogan stated that Oasis wants a North County Presence so they have made
197 concessions to make that happen.

198 Councilman Harris stated that he would caution that we make sure the public knows that
199 the city does not have control over these programs.

200 Discussion of the extra expenses for having the dining center open for more hours than it
201 is now.

202
203 **Theater – Sean Robertson, Director**
204

205 Mr. Robertson reviewed his proposed budget and addressed any changes from last year.
206 Council discussed the entertainment offered by the theater department.

207
208 096143-Capital Additions. -Park improvement fund
209

210 Mr. Robertson requested an additional \$10,000 to purchase a light board for the theater.
211 Mr. Robertson gave n overview of upcoming shows.
212

213 **Golf Course, Cheryl Thompson, Acting Director, Don Ryan, Clubhouse Manager, Andy**
214 **Sprunt, Golf Course Superintendent.**
215

216 Ms. Thompson stated that they are looking to increase grades for the Golf course staff. They
217 discussed possible increases for the part time staff as well.
218

219 ** 0627 Gas and Oil: Increased to \$18,000 but they could live without increase.
220

221 Mr. Ryan discussed the areas he has repaired and updated in the club house. They are
222 proposing to increase charged for a round by \$1.

223 Council discussed revenues for the golf course.
224

225 **Parks department, Cheryl Thompson, Acting Director, Kevin Green, Parks**
226 **Superintendent.**
227

228 Ms. Thompson reviewed her proposed budget and outlined the new or increased items.
229

**0942-Dues travel training summer camp. Mrs. Thompson stated that this should be changed go \$4,500.

The Council discussed tree removal in the parks.

*** Potential increase in 47 parks tree removal (pg 84)

** Councilman Jones asked about a grant to remove ash trees.

Discussion about the lake cleaning and dredging.

**Replacement of the Zamboni ...discussion of replacement or lease??

Zero turn mowers and replacement trucks. To be used for trade in vehicles. Discussion of maintenance and upkeep of the vehicles.

**Fence for Koch Feld 1 -Mr. Green explained that the fence would go all the way down Charbonier not just Koch 1. Councilman Jones asked about looking at rubberized fencing and would like to know the difference in pricing.

Discussion was had regarding a design build for the splash pad.

Break. 4pm.

Public Works - Health Department

Todd Hughes, Director of Public Works, Kevin Podmore, Health Department Foreman, Dave Klaus, Parks Foreman

Mr. Hughes provided an overview of the public works budget.

Mr. Hughes stated that they are asking for 2 additional summer laborers in the Health Department.

**. Councilwoman Pagano asked how many lawns were cut by the city this year. Mr. Podmore answered that 681 properties were cut this year. The city billed \$135,650 for grass cutting. Council asked how much was received from the county for the bills.

Discussion of overtime increase.

Discussion of a contractor for cutting grass. Mr. Hughes is asking for 2 full time Class C employees to cut grass and supplement other duties.

***4200 – Overtime from 25,000... maybe to 15,000

Discussion of how many lawns could be done in a day. Discussion of bidding on the cutting contract.

Public Works

Mr. Hughes is asking for 3 employees and one reduction. He wants to add a commercial inspector because they do not have one person who can perform an entire commercial inspection. Mr. Hughes stated that this position should be a pay grade 8.

Mr. Hughes is asking for 2 additional code enforcement officers for exterior noncompliance, complaints. Councilwoman Pagano stated that there are 100 employees on the street any any given time. She asked Chief Lowery about the code enforcement officer streamlining the process of reporting issues with housing.

Councilman Jones asked how far behind they are on inspections. Mr. Hughes stated that they are a week and a half back.

Councilman Harris asked about training the current inspectors to be a commercial inspector.

Streets

Discussion about salt and calcium chloride.

Capital Improvement Fund, Capital Additions

Discussed the reduction in the slurry seal request. Mr. Hughes wants to research new options for the streets and will revisit in next years budget.

Health Department – Mr. Hughes stated that they are asking for the replacement of the senior van. Discussion about renting a bus for outside trips. Councilwoman Pagano asked how many people use the bus.

Street Fund

Asking for salt and calcium chloride from the street fund as well as other street improvements. Councilman Jones stated that he doesn't want the expenses shifted out of the Prop S funds when it was something that was in the budget before.

Councilman Schildroth agreed that he is not comfortable with salt and calcium chloride coming out of Prop S. Mayor Schneider stated that he does not agree. He does not feel that Prop S was sold that way and feels it is appropriate to take street maintenance items from Prop S funds.

Sewer Lateral Fund

Discussion on how the time is tracked for an employee to spend on an activity. Question of how many vehicles are in the sewer lateral fund.

Property Maintenance fund

**Councilwoman Pagano questioned the 2 Police Officers. She said there should have only been one.

** Breakdown on administrative cross charges. Also the number of rental property owners who have gone through the program and those who have not.

Mr. Hughes stated that he wanted to give the council a heads up that they are nearing the completion of the roof study and fuel tank storage so they will be bringing numbers to them soon.

Information Technology, Steve Weiersmueller.

He presented their mission statement. They have 3 and 5 year goals. He provided a handout and reviewed their proposed budget. He outlined the reasoning for the request for the IT Technician to be raised to a higher grade level.

Councilman Schildroth moved for a closed session to discuss personnel in accordance with the 610.021 (3) of the Missouri State Statutes, seconded by Harris on roll call the council voted: Harris yes, Jones yes, Eagan yes, Caputa yes, Schildroth yes, Henke yes, Pagano yes, Parson yes, Siam yes. Motion Carried and the Council proceeded into closed session at 6:34 pm.

The Council discussed personnel issues

Councilman Schildroth moved to open closed meeting, seconded by Henke. On roll call the council voted: Harris yes, Jones yes, Eagan yes, Caputa yes, Schildroth yes, Henke yes, Pagano yes, Parson yes, Siam yes. The Council returned to open session at 6:36 pm.

Council discussed the date for the next budget meeting which was scheduled for Tuesday October 23rd, 2018 at 6pm.

There being no further items to discuss Councilman Schildroth moved to adjourn the meeting, seconded by Pagano. On voice vote, the motion carried and the meeting was adjourned at 6:42pm.

Karen Goodwin, MPPA/MMC/MRCC
City Clerk

**Requests for more information

*** Motions made