

FINANCE COMMITTEE MEETING BUDGET REVIEW SESSION

The Finance Committee of the City of Norfolk, Nebraska met in the Council Chambers, 309 West Madison Avenue, Norfolk, Nebraska, on Tuesday, July 29, 2008, beginning at 8:00 a.m.

Mayor Gordon D. Adams called the meeting to order.

Roll call found the following Committee members present: Mayor Gordon Adams and Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke (8:04 a.m.) and Wilson.

Absent: Saunders.

Staff members present were Interim City Administrator Gary Miller, Public Works Director Dennis Smith, City Attorney Clint Schukei, City Clerk Beth Deck, Fire Chief Shane Weidner, Human Resources Director Sheila Schukei, Housing Director Sheila Miller, Finance Officer Randy Gates, Transportation, Building & Grounds Director Jim Koch, Police Chief Bill Mizner and Park Superintendent Pat Mrsny.

The media was represented by Greg Wees, Norfolk Daily News, and Jim Curry, WJAG/KEXL.

Notice of the meeting was given in advance by publication in the Norfolk Daily News, and notice of the meeting was given to the Mayor and all members of the Council prior to the meeting.

The Mayor presided and the City Clerk recorded the proceedings.

The Mayor informed the public about the location of the current copy of the Open Meetings Act posted in the meeting room and accessible to members of the public.

Fire Division

Fire Chief Shane Weidner provided information to elected officials on the proposed FY 2008-2009 Fire Division budget. Level III estimated expenditures include personnel costs, \$2,714,275; operating supplies & materials, \$45,801; other operating costs, \$1,750; utilities & maintenance, \$76,852; legislative affairs, \$38,884; administration & overhead, \$59,720; governmental subsidies & transfers, \$123,565 and capital outlay, \$7,000 for a total of \$3,067,847. The only item included in the Level III 84 account is \$7,000 for bunker gear. Weidner requests approval to hire a firefighter to replace one who received a severe back injury and is no longer able to perform the duties of a firefighter. That person has been placed in the Permits & Codes Division and kept on staff. Another firefighter received a severe injury but is recovering and expected to return to work shortly. The estimated initial cost of hiring one additional firefighter is \$49,703. Weidner stated the Fire Division has received a grant to cover the cost of bunker gear but really needs the following Level IV items: hose replacement, \$5,000; computer replacement, \$9,000; thermal imaging camera, \$6,000; hydraulic cot (R4), \$12,500; and hydraulic cot (R2), \$6,500. Weidner stated a citizen is paying for one-half the cost of the hydraulic cost (R2).

General consensus of the elected officials is to consider the Level IV items at a later date with the exception of the one additional firefighter.

Councilperson Fauss moved, seconded by Councilperson Wilson to approve Level III of the FY 2008-2009 Fire Division budget with the addition of one firefighter from Level IV. Roll call:

Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor.
Nays: None. Absent: Saunders. Motion carried.

Region 11

Fire Chief Shane Weidner provided information to elected officials on the proposed FY 2008-2009 Region 11 budget. Region 11 provides emergency management services for Antelope County, Madison County and Pierce County. Weidner stated the Training Tower maintenance is now part of the Region 11 budget. Estimated beginning fund balance is \$439,079 with intergovernmental revenue, \$353,377; other interest income, \$8,800 and non-revenue receipts, \$37,115 for total funds available of \$838,371. Estimated expenditures are personnel costs, \$75,026; operating supplies & materials, \$4,740; utilities & maintenance, \$15,420; legislative affairs, \$2,100; administration & overhead, \$1,900; and capital outlay, \$300,754 for total expenditures of \$399,940 and an ending balance of \$438,431.

Councilperson Van Dyke moved, seconded by Councilperson Fauss to approve the Level III FY 2008-2009 Region 11 budget as presented. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

911 Fund

Finance Officer Randy Gates provided information to elected officials on the proposed FY 2008-2009 911 Fund budget. Gates explained the 911 Fund is money generated from a \$1.00 per month surcharge on each local exchange access line which physically terminates within the City of Norfolk's designated E-911 telephone service area. The fund also receives 2/3 of the revenues from the expanded telecommunications occupation tax approved by elected officials last year. The estimated beginning fund balance is \$33,800 with revenue from taxes, \$276,400 and other interest income, \$343 for total funds available of \$310,543. Estimated expenditures include utilities & maintenance, \$4,000 and government subsidies, \$306,000 for a total of \$310,000 and an ending balance of \$543.

Councilperson Fauss moved, seconded by Councilperson Van Dyke to approve the FY 2008-2009 911 Fund as presented. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

Police Division

Police Chief Bill Mizner provided information to elected officials on the proposed FY 2008-2009 Police Division budget. Level III estimated expenditures include personnel costs, \$3,864,399; operating supplies & materials, \$154,664; operating supplies & materials, \$61,243; utilities & maintenance, \$107,844; legislative affairs, \$67,432; administration & overhead, \$164,194 and capital outlay, \$174,626 for a total of \$4,594,402. Mizner stated the uniform allowance for officers was increased from \$400 to \$500 per year. Major capital outlay includes 3 cruisers, \$69,000; 9 PCs, \$16,650; 4 digital in-car cameras, \$18,800; 6 stop sticks, \$2,844; SuperVision night vision system, \$1,399; 5 portables radios, \$19,000; security interview digital video system, \$35,000; and eye ball video surveillance, \$4,850.

Mayor Adams questioned whether the Police Division will consider the use of motorcycles because of the increased cost of fuel.

Mizner stated most motorcycles are not water-cooled and can't idle for any length of time. Motorcycles are not practical to use in cold or rainy weather.

Councilperson Fauss suggested the Police Division look into the option of using motorcycles during the summer months.

Councilperson Fauss moved, seconded by Councilperson Van Dyke to approve the Level III FY 2008-2009 Police Division budget as presented. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

Specialized Narcotics Abuse Reduction Effort (SNARE)

Police Chief Bill Mizner provided information to elected officials on the proposed FY 2008-2009 SNARE budget. The SNARE budget is funded by a federal grant through the Nebraska Crime Commission, as well as with local match monies. Mizner stated the federal funding for the future doesn't look promising and staff and elected officials will need to look at other options for funding the SNARE program. The estimated beginning fund balance is \$83,656 with intergovernmental revenues, \$66,497 and rent & other revenue, \$15,000 for total funds available of \$165,153. Estimated expenditures include personnel costs, \$15,656; other operating costs, \$14,400; utilities & maintenance, \$2,500; and other administration & overhead, \$109,048 for a total of \$141,604 and an ending balance of \$23,549.

Councilperson Fauss moved, seconded by Councilperson Wilson to approve the FY 2008-2009 SNARE budget as presented. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

Auditorium

Park Superintendent Pat Mrsny provided information to elected officials on the proposed FY 2008-2009 Auditorium budget. Level III estimated expenditures include personnel costs, \$105,366; operating supplies & materials, \$9,188; other operating costs, \$900; utilities & maintenance, \$37,966; legislative affairs, \$600; and administration & overhead, \$800 for a total of \$154,820.

Councilperson Van Dyke moved, seconded by Councilperson Fauss to approve the Level III FY 2008-2009 Auditorium budget as presented. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

Park Division

Park Superintendent Pat Mrsny provided information to elected officials on the proposed FY 2008-2009 Park Division budget. Level III estimated expenditures include personnel costs, \$498,449; operating supplies & materials, \$43,005; other operating costs, \$11,480; utilities & maintenance, \$212,219; legislative affairs, \$4,832; administration & overhead, \$11,916; and capital outlay, \$164,480 for a total of \$946,381. Capital outlay includes a 6' front end mower, \$9,500; new radios, \$14,000; 12 picnic tables, \$6,400; Liberty Bell scoreboard, \$6,000; campground upgrades, \$108,580 and entrance sign, \$20,000. However, Mrsny would like the Level IV campground upgrades at a cost of \$150,000.

Gary Miller stated the Park Division Level IV capital outlay items are based on the projected \$400,000 revenue from Keno proceeds.

Mrsny stated the Level IV Park Division items don't require a property tax increase and the items would only be purchased when Keno funds are available. Mrsny requests the immediate hiring of an additional full time employee. Mrsny stated the Level IV items the Keno funding will be used for are as follows:

Personnel:

Hire a full time supervisor, another full time employee (to be hired immediately) and another seasonal crew of two to the workforce at a cost of \$128,616. The full time person would also help the Recreation Division's flower program to better stay on top of that program.

Utilities and Maintenance:

Agrilime for 4 ballfields and a stockpile, \$35,000
Bleacher and seat repairs, increased by \$9,000.

Capital Outlay:

Dump box with Lifter - \$10,900
4WD Pickup - \$19,000
Utility Pickup - \$15,000
Snow Plow - \$4,000
Trash Carts (15) - \$1,000
Campground Upgrades - \$41,420 more than level III (for a total of \$150,000)
Park/Playground Development - \$55,318
Ballfield Lighting Upgrade, Field #4 - \$25,000
Ballfield Lighting Upgrade, Field #5 - \$25,000
Youth Complex Shade Structures - \$25,000
Dugout Covers for #4, #5 & L/B - \$6,000

Mrsny stated Ta-Ha-Zouka Park, with the exception of the Elkhorn and Woodland cabins, will be on City water within a couple of weeks. However, there is a flow problem with sewer which will probably require construction of a lift station before the park can be connected to the City's sewer system.

Councilperson Van Dyke moved, seconded by Councilperson Wilson to approve Level IV of the Park Division budget. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

Street Division

Transportation, Building & Grounds Director Jim Koch provided information to elected officials on the proposed FY 2008-2009 Street Division budget. Level III estimated expenditures are personnel costs, \$1,335,018; operating supplies & materials, \$307,555; other operating costs, \$20,100; utilities & maintenance, \$398,625; legislative affairs, \$12,080; administration & overhead, \$13,905; governmental subsidies & transfers, \$10,275; and capital outlay, \$226,900 for a total of \$2,324,458. Koch requests approval of hiring an additional maintenance worker from the Level IV

budget at an additional cost of \$43,073 to replace the worker who retired 1 ½ years ago. Capital outlay includes a truck, \$65,000; snow blower, \$60,000; radios, \$30,000; snow plow, \$7,000; 2 computers, \$3,700; sidewalk core drill, \$1,200; and landscape plan implementation, \$60,000.

Councilperson Van Dyke moved, seconded by Councilperson Brenneman to approve Level III of the FY 2008-2009 Street Division with the additional of a maintenance worker from Level IV. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

Storm Water Management

Transportation, Building & Grounds Director Jim Koch provided information to elected officials on the proposed FY 2008-2009 Storm Water Management budget. Storm water management is a grant funded program with a local match. The fund has only one level. Estimated beginning fund balance is \$75,575 with intergovernmental revenues, \$51,373; other interest income, \$1,000; and non-revenue receipts, \$10,275 for total revenue of \$62,648 and total funds available of \$138,223. Estimated expenditures include personnel costs, \$55,921; operating supplies & materials, \$5,000; utilities & maintenance, \$1,200; legislative affairs, \$27,464; administration & overhead, \$16,130; and capital outlay, \$32,000 for a total of \$137,715. Capital outlay includes pickup, \$22,000; wet weather monitoring equipment, \$5,000; laptop computer, \$2,200; desktop computer, \$1,800; and camera, \$1,000.

Councilperson Fauss moved, seconded by Councilperson Van Dyke to approve the FY 2008-2009 Storm Water Management budget as presented. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

Engineering

Public Works Director Dennis Smith provided information to elected officials on the proposed FY 2008-2009 Engineering budget. Level III estimated expenditures include personnel costs, \$427,702; operating supplies & materials, \$8,286; utilities & maintenance, \$13,591; legislative affairs, \$9,369; administration & overhead, \$48,834 and capital outlay, \$9,200 for a total of \$516,982. Capital outlay includes radios, \$5,000; CAD computer, \$2,350; and computer, \$1,850.

Councilperson Van Dyke moved, seconded by Councilperson Wilson to approve Level III of the FY 2008-2009 Engineering budget as presented. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

City Highway Allocation Fund (CHAF)

Public Works Director Dennis Smith provided information to elected officials on the proposed FY 2008-2009 CHAF budget. The CHAF budget accounts for capital construction projects for streets. Estimated beginning fund balance is \$3,304,979 with intergovernmental revenues, \$2,243,600 and interest income, \$39,000 for a total of \$2,282,600 and total funds available of \$5,587,579. Estimated expenditures include other operating costs, \$10,000; other administration & overhead, \$35,000; government subsidies, \$415,000 and capital outlay, \$4,536,000 for a total of \$4,996,000.

Councilperson Fauss moved, seconded by Councilperson Van Dyke to approve the FY 2008-2009 CHAF budget as presented. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

Vehicle Parking District

Public Works Director Dennis Smith provided information to elected officials on the proposed FY 2008-2009 Vehicle Parking District budget. The Vehicle Parking District comprises 1st Street through 8th Street and Madison Avenue to Braasch Avenue. Estimated beginning fund balance is \$22,516 with taxes at \$81,746; rent and other revenue, \$12,400; interest income, \$600; other interest income, \$1,100; and non-revenue receipts, \$305,000 for a total of \$400,846 and total funds available of \$423,362. Property tax requested is \$81,396. Assuming a 1% collection fee and a 5% delinquency rate, it is necessary to levy property tax of \$86,280 which results in the maximum levy rate of 35 cents per \$100 assessed valuation. Estimated expenditures include operating supplies & materials, \$200; other operating costs, \$110,500; utilities & maintenance, \$24,168; legislative affairs, \$44,100; administration & overhead, \$10,905; capital outlay, \$121,000; and debt service, \$24,073 for a total of \$334,946.

Councilperson Brenneman moved, seconded by Councilperson Wilson to approve the FY 2008-2009 Vehicle Parking District budget as presented. Roll call: Ayes: Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor. Nays: None. Absent: Saunders. Motion carried.

Councilperson Fauss moved, seconded by Councilperson Wilson to adjourn the meeting at 10:36 a.m. Roll call: Ayes: Council members Brenneman, Coy, Fauss, Lange, Reeder, Van Dyke, Wilson and Mayor Adams. Nays: None. Absent: Saunders. Motion carried.

Gordon D. Adams
Mayor

ATTEST:

Elizabeth A. Deck
City Clerk

(S E A L)