



CITY OF VERONA
FINANCE COMMITTEE
MONDAY, AUGUST 26, 2019 – 6:15 P.M.
VERONA CITY CENTER – Conference Room D110
111 LINCOLN STREET

AGENDA

1. Call to order.
2. Roll call
3. Public Comment
4. Discussion and Possible Action re: Recommended Approval of the August 19, 2019 Finance Committee Minutes
5. Discussion and Possible Action re: Updates on the 2020 Budget, Budget Presentation Police Department, Emergency Preparedness and Common Council
6. Discussion and Possible Action re: Payment of Bills
7. Adjournment.

Chairperson Chad Kemp

POSTED: Verona City Hall
Verona Public Library
Miller's Market
City Web Page at www.ci.verona.wi.us

8/23/2019

Notice is hereby given that a quorum of the members of the City Council or other standing committees of the City Council may be present at the meeting of the Finance Committee to gather information about a subject over which they have decision-making responsibility. The City Council and any other standing committees will not take formal action at this meeting

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETINGS, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.



City of Verona

Finance Committee
City Hall – 111 Lincoln Street
Verona, WI 53593-1520

MINUTES
FINANCE COMMITTEE
AUGUST 19, 2019

The meeting was called to order by Chairperson Chad Kemp at 5:00 p.m. in Conference Room D110

Roll Call: Chairperson Chad Kemp, Alder Kate Cronin and Alder Christine Posey were present

Also present: Mayor Luke Diaz, Interim City Administrator Adam Sayre, Finance Director Brian Lamers, Library Director Stacey Burkart and Building Inspector Larry Turner.

Public Comment: None

Discussion and Possible Action regarding approval of August 12, 2019 Finance Committee minutes: Motion was made by Kemp, seconded by Cronin to approve the August 12, 2019 Finance Committee minutes with no changes noted. Motion carried 3-0.

Discussion and Possible Action regarding Updates on the 2020 Budget and Budget Presentation Senior Center, Buildings and Grounds, Library, Administration, Council, Cable (BTRB) and Building Inspector: Building Inspector Larry Turner talked to the Committee about the current workload including some of the projects currently going on such as EPIC, the new High School, Festival Foods, the 90 unit apartment complex on Lincoln Street and approval of a condo for Sugar Creek Commons. Turner explained that the expenditures decreased in the budget. He stated he had increased expenses by \$700 for clothing allowance and \$100 for meals at conferences. Turner explained one of the 2 vehicles was returned back to Public Works and he is utilizing his own vehicle and turning in miles so gas and repairs shifted to mileage reimbursements. Lamers explained that the projected revenue for 2019 will be changed because the projection will be less than the actual budget. Sayre stated that there is a more conservative approach to the revenue budget for the proposed 2020 budget, which there is a significant decrease in revenue. In 2019 the projections included Sugar Creek Commons development that is on hold at the moment. Lamers stated that there was a significant reduction in Health Insurance due to an employee not taking the City insurance coverage. Cronin inquired about the office supply budget of \$1,800, and the 6 month actual being only at \$300. Staff will look into the possibility of a reduction in the office supply budget. Library Director Stacey Burkart handed out a sheet that had the 2020 Library Budget Request. She stated that the minimum allocation has not been released yet but is hoping to get it in the next couple days. The biggest request is increasing staff to open Sundays during the summer and increase in cleaning cost. Burkart stated that there are only 2 other Library's in the area that are open on Sundays and that is McFarland and Deforest. The total cost is \$110,121 for staffing and \$5,175 for cleaning. Burkart went through the additional staffing including 1 full-time Reference

Librarian/Communications Coordinator position, three additional part-time Library Assistants and 2 additional pages. There would also be changes of hours to current Library Assistant positions. Burkart explained included in the budget was increasing Page I from \$9.50/hour to \$10.50/hour and Page II from \$11.50/hour to \$12.50/hour to remain competitive with other entry level wages in the area. Burkart stated there was an increase for English as a second language classes at a cost of \$4,350 and the other half would be paid by United Way funding. There is extra shelving for \$4,500, reupholster furniture for \$4,000, increase print and collections \$11,075, wireless access point upgrades \$4,000 and 5 additional WIFI hotspots for \$2,500. Lamers pointed out that the operating levy as is goes from \$910,829 from 2019 to \$1,038,941 and the debt levy went from \$330,244 in 2019 to \$264,719 if we keep things as proposed. Lamers explained that the debt reduction was due to utilizing impact fees of \$97,000 in the 2020 budget from the \$25,000 that has currently been used due to the balance in the fees, but once we get the minimum allocation we may be looking at adjusting that. Sayre went through the Senior Center budget and pointed out the revenue for meals on wheels was reduced by \$1,000 because we cannot charge for meals on wheels and can only suggest a payment. He stated for expenditures that once the hiring is complete on the openings we may have to adjust the personnel cost. He pointed out there was \$3,000 for exercise equipment which is a bike and may be paid by the Friends of the Senior Center. The other change was an increase in the Rendever virtual reality subscription which is budgeted for the full year as compared to 2019 which was a partial year funding with the rest paid by Friends of the Senior Center. Lamers went over the Cable (BTRB) budget and stated that there may be a change to the revenue source with part of it moving from fees to state funding that is in the works with the State Department of Revenue. It was stated that there really is no changes and there is \$5,000 in Equipment Capital for anything that may come up. Lamers stated this is non levy supported budget and the estimated fund balance at the end of 2020 is approximately \$629,000. Lamers stated there was talk about replacing the podium in the Council Chambers and may be added to this budget. Lamers stated in the Common Council budget there is a 2% increase in Salaries and Wages as in all budgets for COLA. Sayre stated that funding for Dane County Cities and Villages has been removed for \$3,515. It was discussed there had been 3 additional items which include a study for Fire Department consolidation for \$40,000, Diversity Assessment and Training for \$30,000 and Sustainability Initiative for \$30,000. Discussion took place as if staff could possibly do the study for the consolidation of the Fire Departments. The sustainability funding would be used for projects and ideas that may be needed. The Diversity study the Committee wanted more information on and what training if any would be offered by out insurance carrier CVMIC. The Committee asked to put this onto a future agenda to be discussed. Lamers went through the Buildings and Grounds budget and stated there was really only one change and that was a reduction of \$10,000 from the 2019 budget that was for repairs and maintenance of the City hall parking lot. The decision for cost purposes was to just fix the whole parking lot in 2019 and utilize the capital revolving fund to fund the remaining cost. Sayre brought up the roof and columns on the old library to be repaired and replaced and the question of the future of the old library. Lamers stated that there is \$75,000 in the 2020 capital budget right now utilizing funds that are being held from the rent. It was explained that the rent pays for all the utility bills and \$30,000 annually goes towards debt payment on the new library. Lamers stated that currently in the balance is approximately \$56,000. Discussion took place that the City just invested money for the parking lot to be redone last year. Lamers passed out a list of potential reductions in the Administration budget and went through the budget by line item. Some of the cuts would be \$2,100 in the document management for Cities Digital for Laserfiche, other IT initiatives for \$3,725, staff mileage from \$1,200 to \$1,000 and reduction of all other education. Lamers stated

there are funds of \$1,300 to send one of the Finance staff to the Treasurer's Institute that could be eliminated if cuts were needed.

Adjournment: Motion was made by Posey, seconded by Cronin, to adjourn the Finance Committee Meeting at 6:15 p.m. Motion carried 3-0.

Respectfully submitted,
Brian Lamers CPA
Finance Director