

City Council

Special Meeting Minutes

Monday, September 21, 2015
City Hall, Council Chambers
749 Main Street
7:00 PM

Call to Order – Mayor Muckle called the meeting to order at 7:00 p.m.

Roll Call was taken and the following members were present:

City Council: *Mayor Robert Muckle, Mayor Pro Tem Hank Dalton.
Council members: Ashley Stolzmann, Susan Loo,
Jay Keany, Chris Leh and Jeff Lipton*

Staff Present: *Malcolm Fleming, City Manager
Heather Balsler, Deputy City Manager
Kurt Kowar, Public Works Director
Kevin Watson, Finance Director
Dave Hayes, Police Chief
Chris Neves, IT Director
Aaron DeJong, Economic Development Director
Troy Russ, Planning and Building Safety Director
Beth Barrett, Library & Museum Director
Joe Stevens, Parks & Recreation Director
Kathleen Hix, Human Resources Director
Meredyth Muth, Public Relations Manager
Carol Hanson, Deputy City Clerk*

PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

ITEMS NOT ON THE AGENDA

Mayor Muckle had sign up cards from residents concerning trains and quiet zones.

Tom Pathe, 901 Rex St., Louisville, CO had questions on the quiet zones. He asked what they are, the cost, why they are needed and what is the obstruction for having quite zones. As a 20 years resident he noted the trains have always been here, but now he finds the noise intolerable.

Mary Clough, 508 Lincoln Avenue, Louisville, CO noted she had been in touch with Council member Stolzmann and understood the money could be pushed off to 2018. She also found the noise from the trains very loud. She asked for the budget dollars to be allocated in 2016.

Jeff Meier, 470 County Road, Louisville, CO supported quiet zones. He asked what had happened to the 2014 report and what the City has done with it. He recommended the City decide what action should be taken and put out requests for proposals to see what could be done soon. He suggested at least doing the Pine Street crossing.

Mayor Muckle noted the trains are louder by federal requirement. Quiet zones are physically designed so a car cannot cross the track if a train is present. This allows the trains to be able to pass without using their horn. He noted the north area study looked at the intersections and costs from Westminster to Longmont. There is not an RFP that can be issued; it is a matter of getting on BNSF's schedule. There are parts the City can control and he as Mayor supports getting those done. All the north area municipalities have to reach consensus to get it done.

Mayor Pro Tem Dalton thanked Deputy City Manager Balsler for the clear email concerning how the timing laid out and noted residents could see that email.

Council member Stolzmann noted the cost wouldn't be known until there is an agreement with the railroad. The study was done in 2014 and it reports the cost as \$1.1 to \$1.6 million and seeing what some communities have paid, costs are going up. She was concerned if this kept getting pushed out because of the flood and other infrastructure issues, it might never get done. She supported doing it as soon as possible and having the funding in place.

Deputy City Manager Balsler shared Stolzmann's concern over the flood causing distraction from the quiet zone project. She noted the communities along the corridor are now looking at when the DRCOG money is available and are continuing to work to finalize how dollars get distributed.

Tom Pathe, 901 Rex St., Louisville, CO asked if this would take five years. Mayor Muckle noted the Council is discussing moving this to 2016.

Mary Clough, 508 Lincoln Ave., Louisville, CO asked if the budget could move to 2016 and if the DRCOG money didn't come in, modifications could be made at that time.

Jeff Meier, 470 County Road, Louisville, CO asked how Westminster got money if the other communities had to approve it. Deputy City Manager Balsler explained the funds are for the Northwest Rail and Westminster was the first stop on the rail line and Adams County used a portion as well. There is \$6.8 million left to be allocated to the rest of the communities along the corridor.

Mayor Pro Tem Dalton asked what those who would like to see quiet zones in 2016 would suggest moving out of the budget.

Council member Keany noted there were other things needing to be done and he was hesitant to move other projects out of the budget for something he saw as an amenity not a need.

Council member Lipton cautioned Council to move deliberately and noted real construction could likely not happen until 2017. He did not suggest the City go this alone, there should be collaboration.

Council member Leh noted on social media this had been a lively discussion. He spoke to the road conditions and the priority in getting those out of disrepair. He encouraged residents to keep the conversation going.

Council member Loo asked why staff scheduled quiet zones for 2018. Deputy City Manager Balser stated they were trying to be realistic about actual construction and ability to cluster them with surrounding entities to be most efficient.

Council member Loo asked if the money was received in 2017 would \$1.2 million dollars be available in the City budget.

City Manager Fleming looked at different scenarios and there could be money available. If no money was available from DRCOG there was money to fund quiet zones in 2016 without shifting funds as long as Council was comfortable with the low reserve that would leave in the Capital Projects Fund.

Council member Loo noted government moves slowly for a reason. She was in favor of getting as much money from elsewhere as possible. She was comfortable with leaving this scheduled for 2018 with the understanding to move it up if monies are received.

Michael Menaker, 1827 W. Choke Cherry, Louisville, CO noted this is not a matter of money, but of waiting for BNSF. He pointed to the wait for BNSF approval for the South Street underpass and suggested a letter writing campaign to BNSF asking them to move this along.

Mayor Muckle agreed but wanted to get the items the City can control in line to be ready.

Council member Stolzmann noted the money is in the budget to design this project for next year. The Capital Improvement Plan sheet should state our plan to move forward on this project with the railroad as soon as possible and the City will do a budget amendment. This would provide the expectation of executing it as soon as possible.

Mayor Muckle and Mayor Pro Tem Dalton agreed this was a good plan.

DISCUSSION/DIRECTION 2016 PROPOSED BUDGET

City Manager Fleming stated staff listed the topics Council members raised at the last meeting. The issues could be discussed in any order Council wished.

Mayor Muckle was satisfied with the draft policies, but asked if Council members had questions they would like to address.

Council member Lipton noted only a couple of the policies affect the ability to put together a budget for this year. He asked for a conversation on the reserve policies and how the numbers were determined and how those would be met. He wanted to look at resident and non-resident fees at the Recreation Center.

City Manager Fleming noted two sets of policies in the packet; current and proposed. He asked Finance Director Watson to go over the reserve policies.

Reserve Policies

Finance Director Watson stated some changes have been made based on what staff heard at the Budget Retreat. The General Fund Reserve was set with a minimum fund balance of 15% with an added target of 20% of current operating expenditures. Open Space & Parks Fund reserves are set at a minimum of 15% of current operating expenditures within the fund; additionally a targeted higher fund balance including the amount sufficient to cover the City share of the three highest priority properties. The Cemetery Fund minimum reserve was defined because this fund receives an ongoing subsidy transfer from the General Fund and administratively, it makes sense to have a minimum amount in the fund. The Combined Utility Fund has the biggest jump to 25% of current operating expenditures; current policy is 15%. Taken out were the provisions for the City Manager to lower the fund balance down to 20% and a Council action requirement to go below 15%.

City Manager Fleming noted a change in the Open Space and Parks Fund reserves; as the highest priority properties are purchased, the amount necessary to reserve will be adjusted.

Mayor Muckle asked if language needs to be added to the utility reserve for bond repayment. Finance Director Watson felt it was covered in some of the debt policies where it talks about full compliance with all covenant on bond issues.

Council member Lipton had suggested on the General Fund Forecast a percentage scale and he would like to see that information. He would like a higher reserve target, 22-23%, as prior to the flood.

Council member Stolzmann asked if GFOA (Government Finance Officers Association) had a recommended target for sales tax dependent cities. Finance Director Watson

noted there was a minimum recommendation; then the City has to look at their revenue structure and determine their comfort and risk profile in the reserves.

Mayor Muckle was comfortable with the 20% target as was Mayor Pro Tem Dalton. Council member Lipton was okay with 20% for 2016 but wanted to see it increased in years to come. Mayor Muckle agreed the reserves needed to at least stabilize if not grow in 2019 and 2020.

Council member Stolzmann felt, as a target, 20% was appropriate but each year the budget should be reviewed to try to increase that percentage.

Council member Lipton felt this was a very subjective way of determining the Open Space & Parks Fund reserves. The top three properties for purchase are grouped, but a property further down the list could become available. As the valuation of the top three properties has not been discussed and the value undetermined, he was unsure what the reserves should be. He questioned since there was no math behind it, whether money from the General Fund should be transferred to the Open Space & Parks Fund reserve as opposed to keeping the dollars in the general fund reserve where there is flexibility to allocate where needed.

Mayor Pro Tem Dalton agreed and stated if the top three properties are not available, another property may rise to the top of the list. He agreed once funds are in the Open Space & Parks Fund they are restricted, but if the funds are earmarked in the General Fund, open space purchases can be made from the General Fund.

Council member Stolzmann took exception to the financial policy relative to the Open Space & Parks Fund with respect to the General Fund "subsidizing" everything. She noted the General Fund can pay for anything. The definition of the targeted fund balance didn't mean anything. With the current operating expenditures discussion, there is a large General Fund transfer into the Open Space & Parks Fund to pay for all the services offered. With respect to parks maintenance she felt the transfers should be described as to what they were paying for. She noted the introduction refers to the Open Space & Parks Fund transfer paying for 50% of the Parks operations, but there is not a matching financial policy. She recommended a policy be written and the expenditures identified according to a set of principles.

City Manager Fleming noted there is some analysis on what the minimum fund balance should be. It is approximately 350 acres of property valued at just over \$35,000 per acre to roughly coincide with other Boulder County properties and any participation from other communities that might partner. That is how the \$3.5 million dollar proposed minimum balance comes from. The key issue is whether Council wants to keep the dollars in the General Fund and only transfer when properties become available.

Mayor Muckle felt citizens want an acquisition reserve. Mayor Pro Tem Dalton did not believe it mattered if there aren't any properties available. The money in the General

Fund is still available.

Council member Stolzmann noted operating costs have drawn down the fund balance. There is a need to address the entire issue, not just the reserves.

Council member Lipton felt there needed to be a focused discussion and analysis and didn't want to draft policy on the fly to get the budget done. He asked to spend more time on policy issues in the future.

Mayor Muckle supported Council member Stolzmann's position. He felt staff did a good job of sorting out where the money in the Open Space & Parks Fund was spent. He stated the Council must decide if they would maintain an acquisition reserve for 2016 or not.

Council member Lipton stated his understanding of the question as follows: Should General Fund reserves be transferred to the Open Space & Parks Fund or should General Fund reserves remain in the General Fund or should there not be any transfers at all until next year because there is not any pressure to purchase property.

Council member Loo noted she was initially okay with having the open space acquisition dollars in the General Fund. She thought the policy was drafted to address residents' concern. She supported open space acquisition funds in the General Fund, but felt a policy should be in place concerning having available funds when open space properties become available.

Mayor Muckle noted this was a recently crafted policy. Will we spend below minimum reserves if there are not enough dollars for an acquisition in the General Fund or would it create a policy to maintain acquisition money in the General Fund, in which case it might as well remain in the Open Space & Parks Fund?

Council member Leh commented the Open Space & Parks Fund is there because we have taxed ourselves to have those funds and are we doing what is required by the ballot issue.

Council member Loo felt citizens perceived there was too much money from the Open Space & Parks Fund being spent on maintenance of park land and not on acquisition of open space.

Mayor Muckle noted there were three top properties listed for future acquisition, but that didn't mean the City should be not be pursuing other properties on the list. He supported the idea of having money in the Open Space & Parks Fund for one acquisition.

Council member Stolzmann felt the discussion should start on the operating expenditures and how those should be funded. Is it appropriate to fund 100% of the

parcs operating expenditures out of the Open Space & Parks Fund, or 50% from the General Fund and 50% from the Open Space & Parks Fund? It is the biggest expense and if the percentages for operating are determined, the reserve balance would shake out.

Council member Loo felt 50% was appropriate. Mayor Pro Tem Dalton stated the Council could determine the right amount of money from Open Space & Parks Fund for parks maintenance and operations after this budget cycle. He suggested 50% for this year and then having the discussion of what is appropriate in years to come.

Mayor Muckle asked for the fiscal policy on what Council wanted as the targeted fund balance of a required reserve.

Council member Lipton inquired whether the number of acres and dollars per acre for the top three properties was the correct target. City Manager Fleming noted the acre number is based on the top three properties.

Council member Loo was in favor of the Mayor's suggestion of having funds for one property.

Mayor Muckle suggested a reserve for purchase of 200 acres. He supported 50% this year and staff coming back with a suggested reduced reserve.

Council member Stolzmann suggested leaving the reserve policy in place if there was going to be discussion of changes soon. Mayor Muckle agreed there should not be extensive work on the subject.

DAILY FEES AND PROPOSED RESIDENT DISCOUNTS

Council member Lipton inquired if Section 4.7 of the Financial Policies, assumed the 75% subsidized fees for operation services of direct/indirect costs was just for children's programs.

Council member Stolzmann noted Section 4.6 stated costs will be recovered with fees on numerous things. Children's services are called out because the City is not recovering 100% cost.

Council member Lipton suggested a new title for Section 4.7 to show it is for children's programs. Council member Stolzmann noted the reason it was titled "Fees for Recreational Services" was it also contained the phrase concerning non-residents paying regular fees plus an additional 25% or \$5.00, whichever was higher.

Council member Lipton noted if \$5.00 is the fee for daily membership for residents, non-residents would have to pay an additional \$5.00.

Council member Stolzmann confirmed that is what this financial policy would result in. She noted the analysis from the recreation center does not bridge back to the financial policy. She wanted analysis to show what it would like if the financial policy was followed.

Council member Lipton asked how the additional \$5.00 was determined. Mayor Muckle noted it was likely a carry-over from previous policies. He suggested taking out the exact numbers.

Finance Director Watson noted this was current policy but Finance Committee wanted it left in for discussion.

Mayor Muckle wanted the amount for non-residents removed, but not the children's program recovery number.

Council member Lipton suggested the guiding principle should be non-residents should pay more because residents already pay through taxes. Mayor Pro Tem Dalton suggested 25% be the guide to determine additional non-resident cost.

Mayor Muckle noted the reason for not having a specific number between resident and non-resident was the declining usage because of surrounding opportunities. The fundamental principle of residents paying less because they already support the recreation center makes sense, but a specific number for non-residents should not be in the policy.

Council member Leh supported not having the policy contain specific numbers.

Council member Stolzmann wanted a future update showing subsidizing children's activities and non-residents paying more. She had no strong feelings about language.

Parks and Recreation Director Stevens addressed the proposed fee schedule. The resident/non-resident fee structure did not look at 25% as it pertains to daily admissions. The focus was daily admissions to the recreation center, which reflects an approximate 33% discount for residents to acknowledge the other ways they support the recreation center. Further analysis reveals 76% of the 20 visit passes are purchased by Louisville residents. The 10 visit pass was less. The annual monthly pass was where residents really take advantage at 91%. Combined, 77% are Louisville residents and the balance is non-residents. If the resident discount is adopted as presented, Director Stevens didn't see a big impact on non-resident usage.

Mayor Muckle asked whether these fees assumed in the financials Council is looking at for fund balances and the affect to cost recovery. Parks and Recreation Director Stevens noted it would have an impact, but not a dramatic one because of the increase for a non-resident. City Manager Fleming didn't think it would create much impact on overall revenue.

Parks and Recreation Director Stevens addressed fees and cost recovery for Youth versus Adults. The recovery for adults is cost plus, Senior programs are subsidized similar to Youth.

Council member Lipton asked if the proposal is to increase the discount for residents in 2016. Parks and Recreation Director Stevens responded yes, by 33%

Council member Leh suggested additional language in Section 3.4, which is a debt policy. In a previous section, financial advisors are subject to a competitive process. In this section concerning bond counsel, there is no competitive process mentioned and there should be similar language.

PAVEMENT MANAGEMENT SYSTEM AND 5 YEAR RESURFACING PLAN

Public Works Director Kowar explained this was the best estimate for paving statistics for the next five years. The lighter the winter the further the money will go toward streets. The colder and longer winters with lots of freeze/thaw cycles will result in less money for streets. The Plan is based on averages, but may change dependent on the weather. The statistics will provide what is necessary for pavement after this paving season. This represents 64 arterial lane miles, 67 collector lane miles and 132 local lane miles.

Overall Condition Index (OCI): An (OCI) is calculated for each street segment based on the following criteria: Distress Information: Quantity and severity of cracks, patches, etc. Pavement Age: Composition and Age of pavement section, traffic loading, etc. Work History: Patching, sealing, resurfacing, reconstruction, etc. The program is working as streets in the City are moving up in the OCI index. Average System OCI = 72 (2013) 74 (2014) 75.7 (2015).

He demonstrated the conditions by showing slides of the different levels of the OCI index. There was a map to demonstrate the OCI index throughout town. The downtown area has had a program to replace water and sewer lines, which delayed paving repair. Historically the City has not been able to keep up with the maintenance which puts the target OCI behind. He explained the performance of pavement and the proposed 5 year resurfacing plan.

Council member Stolzmann noted there is Council support to continue work to keep the roads in good shape.

Council member Lipton felt the condition of streets was the biggest complaint he receives from residents. He felt averaging the OCI didn't reflect the reality of the conditions. He thought road repair should take priority. Major roads are important, but so are neighborhood streets.

Council member Leh noted the average OCI of the system was reported at 75. He stated the vast majority of failed streets appear to be in Old Town. This is a quality of life issue and some streets near schools look just as bad. He addressed the 5 year booster plan and noted the downtown areas were not in the plan.

Council member Stolzmann looked at the 2015 goals which proposed a 75 OCI by 2019 with a minimum of 35 on all streets. South Street was intentionally delayed due to the underpass. Main Street is the booster street for 2015 and a couple of streets scheduled for 2016. She suggested directing staff to add as many streets as can be budgeted in 2016.

Mayor Pro Tem Dalton supported Council member Stolzmann's suggestion to give specific direction to the Public Works Director. Over a three year period a grid should be done to raise the OCI and make a more substantial gain. Council would need to know what this would cost.

Mayor Muckle noted Council wanted to gain ground on this issue and realized there was no way to do it all immediately.

Council member Lipton thought staff had been told before that Council would accept OCI in the poor category. He wanted to set the bar higher.

Mayor Pro Tem Dalton noted it could not all be done in a year. He suggested reaching for what is possible and if the policy goal is incorrect, it could be changed later.

Public Works Director Kowar noted in this system there has to be a slow and steady approach financially or it will all denigrate at approximately the same time later and you end up having to face the cost all at the same time repeatedly. If you bring it up too fast there will be a deficit later on.

Council member Lipton felt we have been behind the curve and there needs to be a reasonable path to higher standards. He suggested maintenance be sped up in the spring.

Council member Loo agreed with other Councilors' comments. She recognized the cost of construction is escalating. She asked for the worst case scenario on what the cost would be.

Council member Leh expected a refinement on a concentrated effort for the low OCI streets in the downtown area and not being torn up for other projects. He also felt the schedule should be moved up.

Public Works Director Kowar noted he will look at all the lowest OCI streets.

Council member Keany stressed streets are high priority for residents. He did not want to see any black (failed) or red (serious) on the maps.

Mayor Muckle noted some decisions had been made for other things in years past. He asked to be cognizant of a slow and steady approach.

Council member Stolzmann asked for some reconsideration of pushing out some of the neighborhoods and stated some jargon reflects streets are okay, but this is in conflict with how residents view it. She asked the life cycle of chip seal.

Public Works Director Kowar responded chip seal lasts 10 years. Council member Stolzmann asked if there could be a program for getting to each street every 10 years.

Public Works Director Kowar noted the system in place is not perfect but is best practice in the industry; the department is willing to evolve.

PRELIMINARY 2015 ASSESSED VALUATION

Mayor Muckle stated the net assessed valuation has increased in Louisville and there will be more revenue as a result, especially for the Urban Renewal Authority. There is no known number because of the expectation of appeals on the assessments. He suggested leaving this discussion for later.

Council member Stolzmann stated when Council adopts the budget, they set the tax level. She felt an obligation to taxpayers to note the assessed value went up by 18%, but asked the question as to whether the cost of providing service went up a similar amount. Should the tax level be the same, or should some be returned to taxpayers? All the taxing districts have the opportunity to re-look at their mill levy.

Council member Keany recalled a conversation in Finance Committee noting part of the increased valuation is new construction, which should come out of the calculation. Then question then becomes how much of the increased valuation is existing property and what has been the cost of living increase.

Council member Loo inquired if the mill levy was bumped down it would be okay with residents.

Council member Stolzmann noted the City was only one piece of the puzzle.

Council member Loo noted the cost of the City doing business is going up and citizen demand is increasing and was in favor of leaving the mill levy where it is.

Mayor Muckle echoed the cost of significant parts of doing business is going up.

Council member Keany said 14% was new construction.

Council member Stolzmann asked Finance Director Watson if the 14% was applied to the 18%. The answer was yes.

Council member Lipton noted the Fire District gets more than the entire City does. The City was not overtaxing and there was the expectation to handle the money wisely. Council member Stolzmann noted she had heard from several residents feeling their taxes had gone up when the valuation went up. This was the opportunity to take a look at whether the mill levy should be lowered.

Council member Loo noted the Fire District, Schools and the County are likely where the most impact could be made.

Mayor Dalton noted John Leary had made the statement many times regarding the amount of tax revenue collected by the City and that residences cost more in City services than the revenue they provide. The effects of property tax are very small and he was not in favor of changing it.

Mayor Muckle stated it is good to have diversification of revenue and with the changing nature of what the City collects, a constant is good.

BUDGET QUESTIONS/CHANGES

Council member Loo suggested looking at the summary of recommended significant changes - Operating and Budget increases exceeding \$10,000. She asked for a description of the Weed Coordinator position. Council member Stolzmann asked for a future presentation of the Weed Plan. Parks and Recreation Director Stevens said with all the rain this season weeds became prolific. There are different ways to manage weed infestation.

Mayor Muckle asked how many FTE's are proposed in Parks and Open Space. City Manager Fleming noted 3 FTE's and \$30,000 in contract funding for parks and open space programs focused on weed control.

Council member Keany saw Weed Coordinator and Park Technician III as only two positions.

Council member Stolzmann noted two seasonal positions to help maintain Parks and Horticulture/Forestry.

City Manager Fleming said the focus was not just weeds but also landscape maintenance. Parks and Recreation Director Stevens noted some of the unspecified land has been a problem for weeds.

Council member Lipton said Council had received a letter from the Open Space Advisory Board (OSAB) concerning the summer Open Space Ranger. Parks and Recreation Director Stevens noted this was a pilot program this last year and OSAB supported but it is budgeted for seasonal work.

Mayor Muckle wanted this to be a year round position. Parks and Recreations Director Stevens said they had changed the title and duties to Ranger/Naturalist because of the education piece and cooperation with the Police Department. Finance Director Watson noted this is a .5 FTE, the part-time non-benefitted personnel budget works on number of hours.

Council member Lipton noted the OSAB had had good discussion on a number of things this position could do and this position as full time is not expensive to add.

Council member Stolzmann felt the Ranger Position had changed from the original approval. She felt the education piece was good, but not what was funded. She saw scope creep on some of the programming and hikes. She asked if the Arborist Tech III added last year for this year's budget is in the base and if Horticulturist is additional. The answer was yes.

Mayor Pro Tem Dalton was bothered by the feeling of scope creep in the Ranger position. Mayor Muckle noted a kinder/gentler approach was asked for after hearing from the public about some aggressiveness.

Council member Lipton noted the Ranger did a lot and there were a lot of compliments. Parks and Recreation Director Stevens noted it was a pilot project and there was a lot of flex and push to get voluntary compliance.

Mayor Muckle inquired if there was Council support for this Ranger position being full-time. Council member Keany wanted to first see how adding hours to the Ranger position would impact other positions.

Mayor Pro Tem Dalton supported eliminating the Sustainability Coordinator, the CMO Intern, and the Historic Preservation Intern to accommodate a full time Ranger.

Council member Lipton cautioned there could be hidden costs with program development and funding programs, not just adding a full time position.

Mayor Muckle was unsure there would be hidden costs in the Ranger position. He asked about the City Manager's Office (CMO) intern. City Manager Fleming noted there was a request for a social media person and a management analyst and he could not recommend funding those, but thought it appropriate to request a summer intern particularly for social media.

Council member Keany felt the Sustainability Coordinator could support their position with grants. Mayor Pro Tem Dalton wanted some projected return shown and didn't favor funding this position.

Council member Stolzmann felt sustainability should be everyone's job. Council member Loo was not in favor of funding the Sustainability Coordinator position, the CMO Intern or the Historic Preservation Intern. She felt the Historic Preservation Master Plan needed to reduce the number of goals.

Mayor Pro Tem Dalton wanted have HPC vote for the things important to the Historic Master Plan and was not in favor of hiring an intern.

Council member Keany asked about not funding 5 police officers and if adding one or two would help. Chief Hayes noted adding 5 officers would allow one extra officer per shift. Adding one or two officers could help with the night shift. Currently there are five open positions, with 3 in line to go active and 2 going to academy. There is currently a regional shortage and difficulty getting candidates.

City Manager Fleming noted there has been difficulty keeping and recruiting staff in the Police Department. He will meet with the police department soon and share the salary increases available in 2016.

Council member Lipton asked about the PD strategic plan and wanted to see how it would affect positions. He wondered if turn-back could be invested in additional positions.

City Manager Fleming noted the call volume has not necessarily gone up, but the complexity has gone up. Chief Hayes agreed the complexity is up, there is cooperation with surrounding agencies and no lack of personnel for emergency calls.

Mayor Muckle felt the Sustainability Coordinator could be a good addition but agreed it should be everyone's responsibility. He felt the Ranger position was proven and would rather add hours there. He had no strong opinion on the CMO intern. He inquired about the Preservation Planner and what percentage of her time was to be spent on preservation. Planning and Building Safety Director Russ explained responded a third of the Preservation Planner's time is allocated to preservation, but she is in far excess of that time as the Master Plan has been created. It is challenging the Planning Department's ability to implement the Master Plan.

Council member Stolzmann felt the historic documents on funding for a historic planner should be reviewed. She thought the Historic Preservation planner was to be funded 30% from the Historic Preservation Fund, but it was not the amount of staff time allocated to be spent on historic preservation. Building and Safety Director Russ agreed the entire department is supporting historic preservation.

Mayor Muckle wanted to hear more about the needs for a Historic Preservation Planner and whether another part-time planner is needed or whether an Intern would suffice.

Mayor Pro Tem Dalton noted it said the position would implement the items on the preservation master plan and he stated before that he believes this would be a growth of government services he found unnecessary.

Council member Stolzmann did not support funding the CMO intern, HPC intern or the Sustainability Coordinator.

Council member Lipton wondered if the CMO intern was called temporary clerical help would Council even be seeing it. Council member Stolzmann noted there is currently no social media policy and she did not support what this position stands for.

City Manager Fleming noted staff is currently trying to cover all the bases and there just aren't enough hours in the day and this position, for relatively low cost, could help with those things. He stated he included this item for the healthy debate.

Council member Keany supported the Sustainability Coordinator position since he is liaison to that Board.

Mayor Muckle wanted to continue discussion for HPC intern. He found no support for the HPC intern from Council. He inquired if Council was interested in funding the Ranger position.

Council member Leh wanted to see more metrics for the Ranger position; what was funded and how it evolved as well as what the metrics could be over the winter months. Council member Lipton felt it helpful to know what the Ranger would do during winter.

Council member Loo wanted more information on the Weed Coordinator position.

Mayor Muckle supported the CMO intern with four other Council members agreeing; he asked it be brought back.

Council member Lipton noted the Council was considering only these positions when 7.6 were listed. Finance Director Watson said the three listed were new categories of part time non-benefitted positions.

Council member Loo asked staff to bring back the following items: Utility rate update: Wasn't this just updated? Fireside neighborhood plan consulting services and the Front Street Alley Study: She suggested Council stop studying things and just do them. She stated the City knows the problems with the Fireside Neighborhood Plans. She suggested digesting the small area plans first. CIP: If there are changes in numbers from June could staff point out why there is a difference.

Mayor Muckle said the neighborhood plan picked the Fireside neighborhood because of known issues but wanted to solicit information as part of a plan. Planning and Building Safety Director Russ noted because of the legal issues with PUD's, funds have been set aside for legal consultation in dealing with obsolete PUD's.

Mayor Muckle noted the alleys have parking implications and other implications. Planning and Building Safety Director Russ noted it is Front Street and two other downtown alleys. The dollars would be put into the underpass at Front Street north of Walnut and determine how to tie in that design effort as well as look at design around the pavilion. The alleys are tied to the arts district and their vision for tying it together with wayfinding and parking. There have been a number of requests to underground utilities.

Council member Lipton noted he has a number of CIP items. Mayor Muckle asked to address CIP next time.

Council member Stolzmann agreed with Council member Loo's comments on the recommended significant changes. She wanted to address Council work items at a future meeting. With respect to the budget document she requested more concise documents on the summary and CIP match, one page per CIP project and program specific revenue showing specific fees.

Council member Lipton wanted next year to be more program based. City Manager Fleming noted a lot of the program based budget will come with the new ERP and chart of accounts.

Council member Loo asked why the big percentage change in the City Council/legislative budget. She asked about the parking improvement fund fee. City Manager Fleming noted this is funds collected in lieu of businesses providing dedicated physical parking places.

Finance Director Watson stated the City Council budget increased for the citizen opinion survey.

Council member Stolzmann requested more information of the significant changes to the budget: Why City Services Building maintenance including utilities is so much more; downtown flowers and lights matching fund discussion; non-profit grant giving; agenda management software with web streaming and email outreach and grant for Austin-Niehoff, not assuming it will be received and what to do if not granted.

Mayor Pro Tem Dalton wanted consideration of the costs associated with potential for urban renewal at Sam's club.

Council member Stolzmann had questions on programs started last year and how they are going and should funding be continued including: Economic Development –

business development funding, advertising and marketing, printing; Cultural Arts – Events, Cultural Arts, CIP and building increase and DBA request.

Mayor Muckle requested at the next meeting each department be highlighted and reviewed on how programs are going. Council member Lipton asked the City Manager to make the presentation and hit the highlights.

City Manager Fleming said staff will compare notes and get back at the next budget meeting.

CITY MANAGER'S REPORT ADVANCED AGENDA

City Manager Fleming asked Council members to respond to the email to help pin down the date for the Helburg Memorial, either October 27 or 28, 2015.

Concrete work will begin on Main Street this week with re-surfacing scheduled for October.

BUDGET ITEMS FOR SPECIAL MEETING ON OCTOBER 13, 2015 AND POTENTIAL FUTURE AGENDA ITEMS

Mayor Muckle requested departmental report and answers to Questions from tonight's discussion at the next budget meeting.

Council member Stolzmann requested a future agenda items on Policy on Open Space reserve level and Parks operating expenditures.

ADJOURNMENT

MOTION: Mayor Muckle moved to adjourn, seconded by Council member Leh. All were in favor. The meeting was adjourned at 10:31 p.m.

Robert P. Muckle, Mayor

Carol Hanson, Deputy City Clerk