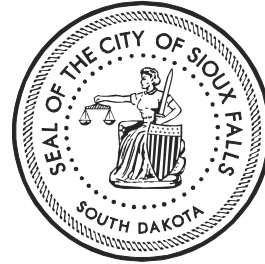


Notes

Wednesday, June 23, 2010



Council Working Session 5:09 p.m. at Carnegie Town Hall
235 West Tenth Street

Council Members

Present: Sue Aguilar, Kenny Anderson Jr., Vernon Brown, Jim Entenman, Michelle Erpenbach, Greg Jamison, and Rex Roling

Council Members

Absent: Bob Litz

Staff Present: Debra A. Owen, City Clerk/Chief of Council Operations, Tamara Jorgensen, CMC, Assistant City Clerk

Guests: Eugene Rowenhorst and Megan Luther

1. Call To Order

Council Chair Jamison called the meeting to order at 5:09 p.m.

Jamison thanked the City Council staff for their assistance in organizing the meeting and thanked the Council Members for making time to attend this meeting.

2. Budget

A. Review of 2009-2010 Budget Presentation Materials

Jamison stated it was the City Council's responsibility to inform the Administration on how they wish to receive the budget both in timeline and in appearance/content of information. By Charter, the Council can direct the administration/Finance Department on how they want the Budget presented. However, a recent change in the Charter, amends the financial reporting structure and the revision is indicated below:

Charter Amendment A

Shall Section 5.04 be amended to read:

The budget shall provide a complete financial plan of all city funds and activities for the ensuing fiscal year and, except as required by law or this charter, shall be in such form as the mayor deems **desirable or the city council may require appropriate. The city council may require additional information or details about the mayor's budget proposal.** The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding two (2) fiscal years. It shall indicate in separate sections:

City Attorney's Explanation of Amendment A:

The proposed change, as approved and submitted by the Charter Revision Commission, clarifies that the mayor will determine the appropriate form or format of the annual budget submission to the city council and also specifies that city council members may thereafter inquire and obtain any necessary information about the mayor's budget proposal.

Rolfing asked about the timing requirements and the timeline for receiving information prior to voting on the CIP and Budget information. Owen distributed copies of past CIP schedules. (*Copies of the calendars are attached at the end of the minutes*). Jamison stated he would like to receive the information in a timely fashion so that the Council has time to review the information.

Discussion was held regarding which format the Council wants to view the budget information. There is a binder called the 2010 Department Details - Internal Planning Document that contains a break out of information by department and there is a binder that contains performance management statistics. Erpenbach stated that, because the Council is such a diverse group, receiving both examples would accommodate how each member reviews and receives information.

Owen showed an example of the line item book with the chart of accounts for 2010. The overview included information regarding how to view the information by classifications i.e. 1000 is wages, 2000 is expenses and 3000 is for CIP items. Discussion also included that 75% of the operational budget is wages and benefits.

Jamison stated that more than one Council Member would want the detailed book. Rowenhorst stated this format will not be generated this year; Finance is primarily using the performance based management method. He stated that the detailed book does not fit very well in determining what you are getting for your money and that the results are hard to track. He stated that there is no use for the detailed book anymore. Owen stated that the detailed budget books are critical for possible council amendments. Once received from Finance, the City Clerks Office will make arrangement for copies through Media Services and will incur all costs for the reprints. Erpenbach stated she would like to see the detailed information and would like a copy in the City Clerk's Office. Anderson Jr. also requested a copy of the detailed budget book. The information contained in the detailed budget books is available off the AS-400 system. After discussion, Rowenhorst stated that spreadsheet information would also be provided to the Council Members as this information is not available online.

Aguilar stated she would like to know what items are being eliminated this year that were on last year's budget. Aguilar asked about the funding for non-profit organizations and how would we know if the information had been eliminated? Rowenhorst responded that the listing of subsidies would show up in other programs. He cited as an example that changes to the Children's Inn information would show up under the Police Department's budget, etc.

Rowenhorst and Brown provided information and examples of performance based results citing the fire department statistics and snow removal data.

5:33 p.m. – Council Member Litz arrived at this time.

Discussion was held regarding the budget and CIP hearing process, the timeline for the proposed working sessions, the timeline for receiving proposed budget amendments and the timeline for presentations to the City Council during City Council Meetings. Rowenhorst explained how the department directors present information and what the Budget codes mean. The Budget and CIP hearing calendars were discussed and the schedules were approved.

6:27 p.m. Rowenhorst left at this time.

B. Council's Recommendations for 2011

- a. Budget hearing content
- b. Printed budget material

The Council reviewed spreadsheet information provided by Finance. Brown stated that this information is provided in monthly reports received from Finance. The biggest challenge for the Council will be to determine what items have been removed that were approved last year.

Owen stated that Council staff could review these sheets and compare them to information received last year. An extra column could be added to determine what items have been removed.

Discussion was held regarding capital improvement plans and the needs of our growing city.

Discussion was held regarding continually advising the public of the availability of all budget information at www.siouxfalls.org. This will assure the citizens of transparency in government and give them access to the same information. The office will review and determine methods of conveying this information either on Channel 16 or on the web-stream.

Owen reminded the Council that changes in state law (effective July 1, 2010) stipulate that public meetings must now contain hard copies of anything that is on the agenda.

C. Set dates for budget hearing and adoption

The calendar is copied at the end of these minutes.

3. Discussion of Council's Resolutions for 2011 goals and objectives

Discussion was held regarding the Council goals and objectives. The Council reviewed handouts showing Resolutions approved in the past. The decision was made to duplicate the Resolution approved in 2007 and move forward with the same objectives.

4. Council Communication Methods

Discussion was held regarding the best method of Council communication among each other and office staff regarding emails and cell phone usage.

7:32 p.m. – Council Member Litz left at this time.

Council Leadership will continue to meet with Mayor Huether on Thursdays after the Director's Meeting and they will provide updated notes to the rest of the City Council.

5. Adjournment

Council Chair Jamison adjourned the meeting at 7:45 p.m. A voice vote was taken and all members present voted yes.

Tamara Jorgensen, CMC
Assistant City Clerk

2010

2011-2015 CIP Budget given to Council

- July 1, 2010

CIP Working Sessions

- July 12, 2010, 3 pm-5 pm
- July 19, 2010, 3 pm-5 pm

Mayor's 2011 Budget Address

- July 22, 2010, 1:30 pm

Budget Hearings

- August 2, 2010, 3 pm-6 pm
- August 9, 2010, 3 pm-6 pm
- August 16, 2010, 3 pm-6 pm
- August 23, 2010, 3 pm-6 pm

Budget Amendments due to City Clerk's Office

- September 1, 2010

Budget Resolution Adoption

- September 13, 2010

Appropriation Ordinance Adoption

- 1st Reading – September 20, 2010
- 2nd Reading – October 4, 2010

**Minutes – Council Working Session
Wednesday, June 23, 2010**

2010

S	M	T	W	T	F	S		S	M	T	W	T	F	S
JULY								AUGUST						
				1 CIP Books Delivered	2	3		1	2 Budget Hearings 3-6 pm	3	4	5	6	7
4	5	6	7	8	9	10		8	9 Budget Hearings 3-6 pm	10	11	12	13	14
11	12 CIP Working Session 3-5 pm	13	14	15	16	17		15	16 Budget Hearings 3-6 pm	17	18	19	20	21
18	19 CIP Working Session 3-5 pm	20	21	22 Mayor's Budget Address	23	24		22	23 Budget Hearings 3-6 pm	24	25	26	27	28
25	26	27	28	29	30	31		29	30	31				
SEPTEMBER								OCTOBER						
				1 Amendments due to City Clerk's Office	2	3	4						1	2
5	6	7	8	9	10	11		3	4 2 nd Reading Appropriation Ordinance	5	6	7	8	9
12	13 Resolution Adoption	14	15	16	17	18		10	11	12	13	14	15	16
19	20 1 st Reading Appropriation Ordinance	21	22	23	24	25		17	18	19	20	21	22	23
26	27	28	29	30				24	25	26	27	28	29	30
								31						