

**CITY OF ROOSEVELT PARK  
CITY COUNCIL WORK SESSION  
MEETING MINUTES**

**February 6, 2012**

A Work Session of City Council was held on February 6, 2012 at 6:15 p.m. in the City Council Chambers located at 900 Oak Ridge Road.

**PRESENT:** Mayor Susan Lumley, Mayor Pro Tem Amber Cahill, Council Members Rod Buikema, Bob Grevious, Thomas Hasper, Allan Lowe and Robert Young

**ABSENT:** None

**STAFF:** City Manager Anthony Chandler and Treasurer/Clerk Tammera Harmsen

**PRESENTATION CITY ATTORNEY**

City Attorney Schier reviewed with Council Members the Open Meetings Act and Freedom of Information Act.

**AUDIT**

The annual audit was completed last week and with the exception of any last minute adjustments, below is a summary of the 2011 Budget presented by City Manager Chandler.

The City did a tremendous job of staying within the adopted budget. 2011 was truly a “hold the line” fiscal year with no significant expenditures. Staffing levels continue to be at an all-time low and no new programs were added in 2011. However the services to the City remained the same as in 2010. The DDA Fund handled most of the large capital projects completed in 2011 that included the former DPW property demo and the purchase of the Wilbur property north of Broadway. The Sewer Fund finally seems healthy after two consecutive years of rate hikes. The 2011 Budget ended with total revenues of \$4,949,448 over total expenditures of \$4,439,386.

**2011 Budget Summary**

**General Fund**

- The 2011 General Fund ended the year with revenues exceeding expenditures.
- Revenues = \$2,233,327.02
- Expenditures = \$2,177,575.45
- Surplus = \$55,751.57
- Tax revenue declined considerably from 2010 (about \$50,000 or 4.5%) and we ended up short \$83,565 from the 2011 budgeted amount.
- Administrative revenue came in at \$42,698 more than budgeted so this helped ease the loss of tax revenue in the General Fund. The COPS grant also brought in \$58,429 of revenue to the General Fund.

- All building permit revenue (building, electrical, plumbing, mechanical) came in under the anticipated amount budgeted in 2011 and was a decline of 27% from 2010. In 2010 all building revenue experienced a 25% decline from 2009. This is not a good trend.

### **Major Streets**

- Revenues came in at \$7,216 over the anticipated amount for 2011 and are a slight increase from 2010.
- Expenditures were \$29,846 over budget due to the engineering costs for Glenside Phase III that was approved for \$45,300 in 2011. As a result the 2011 expenditures increased \$39,854 (38%) compared to 2010.

### **Local Streets**

- Revenues were much lower in 2011 as the grant for the Post Rd. project impacted the revenues in 2010.
- A transfer from the General Fund assisted with the expense to resurface Woodside and Sherwood Roads.

### **RP Day Fund**

- Revenues were lower than expected but the expenditures also came in lower than budgeted. The fund ended 2011 with a \$2,641 surplus.

### **DDA Fund**

- Revenues came in higher than expected due to the \$6,000 insurance claim for the streetlight accident on Broadway.
- Total DDA expenditures were budgeted at \$475,500 for 2011 but ended up much lower at \$430,382.

### **Sewer Fund**

- Revenues were \$107,000 more than anticipated in 2011.
- Revenues from Sewage Service, the largest account increased by \$71,379 (10%) from 2010.
- Expenditures in 2011 increased \$85,000 (13.5%) from 2010. However with the added revenue from the rate increases the Sewer Fund ended 2011 with a surplus of \$67,000.

### **Water Fund**

- Revenues totaled \$743,300 in 2011.
- Expenditures totaled \$535,800 in 2011.
- The Water Fund ended the 2011 year with a nice surplus of \$207,000.
- Revenues declined roughly 3% from 2010 but the expenditures also declined \$64,200 (10%).

### **Equipment Fund**

- Revenues were higher than anticipated in 2011 with an increase from General Fund transfers.
- Revenues in 2011 increased almost \$14,000 from 2010.
- Expenditures in 2011 increased almost \$7,000 from 2010.

- Costs for fuel increased in 2011 by another \$6,000. In 2010 fuel increased \$4,000.

**COUNCIL DISCUSSION**

Council Member discussed Roosevelt Park Day setting the meeting date for February 17, 2012 at 10:00 a.m.

There is a meeting scheduled for Thursday, February 9, 2012 at Ross Park Elementary to review the State of the District with Mona Shores Superintendent Dave Peden.

Mayor Pro Tem Cahill provided Council Members with information she received about dog waste not being cleaned up by owners.

**ADJOURNMENT**

The work session was adjourned at 7:14 p.m.

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Treasurer/Clerk Tammera Harmsen