



**Caucus Meeting
December 6, 2023**

Mayor Heather Jansen called the December 6, 2023 City of Villa Hills Caucus meeting to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky.

Ms. Lipson called the roll. Those in attendance:

**Mayor H. Jansen
J. Cahill
S. Ringo
C. Stover
S. Thompson
S. Wadsworth
K. Walsh**

**Craig T. Bohman, City Administrator
Jennifer Lipson, City Clerk
Matt Hall, Police Chief**

Aaren Meehan, City Attorney

A quorum was present.

The first item on the agenda was a budget discussion:

Mayor Jansen gave a brief overview of the current year budget and anticipated revenue. Mr. Bohman shared a spreadsheet and graph charts showing the trending numbers for the current budget, and projections for the next fiscal year budget. Some revenue that was noted was insurance premium tax, which was budgeted at \$900,000, and based on trends that may surpass \$1 million dollars in revenue for the current budget year.

Payroll is also exceeding current budget, for the year \$475,000 was budgeted, and is based on trend, is now estimated to bring in \$713,500. Payroll is double the 2019 income due to employees working from home. If the work from home continues, this will likely continue to increase, however, if employees return to the office, this number may drop. The amount currently being estimated to budget for 2024/2025 is \$570,000. If Council wishes to raise insurance premium taxes, a decision would need to be made by March, so the rate can be sent to state. Gross receipt taxes are also trending higher than anticipated in the current fiscal year.

Mr. Bohman stated that he would feel more comfortable after a few more months of revenue, before making an official proposed budget.

Council inquired about wish list items for next budget year. Police have submitted a request to add 2 cruisers. Public Works is requesting a new tractor. Currently Capital Fund is budgeted for this fiscal year to have \$240,000.

Raises for next fiscal year are currently being estimated at 4%, and increase for health insurance is currently estimated at 8%. These numbers will not be final until March or April, when cost of living information and health plan information is available.

Budget estimates are showing a decrease for Police – this is based on personnel currently on staff, with new and younger employees that pay based on experience is lower. Crescent Springs' contract will also affect the amount of impact on Villa Hills' budget.

Mr. Cahill suggested that Council plan to take 4% on property tax and wait on other increases, to see what revenue is through February, then determine if there is a need to increase insurance premium tax.

Mr. Ringo verified with Mr. Bohman that the increase for fire authority for payroll was in the current budget proposal. Mr. Bohman stated that they amount was added to the budget expenses.

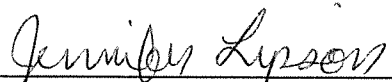
The next item on the agenda was Open Discussion:

- An update was provided on the status of the Vera Cruz property. This property sold at Master Commissioners Sale to an LLC for just over \$60,000. Staff is unsure how this will be divided up amongst current debtors. Current debts on the property include: taxes, code enforcement liens, demolition lien, and mortgage.
- Mr. Thompson informed Council, that there would need to be a December Council meeting, due to two items that require action before the January meeting.
 - Council will need to accept the Bayer Becker bid, so they can move forward on the work for Collins and Amsterdam.
 - Niewahner street program bids were received and Council will need to approve the selected contractor. This project is scheduled to start in the Spring.
- Reminder that Christmas in the Park is Saturday, December 9th from 5:30 – 8:30 pm, at Lou Hartfiel Park.
- Shop with a Cop and Firefighter is next Wednesday, December 13th. Anyone interested in helping with wrapping gifts is asked to be at the firehouse by 5:00.

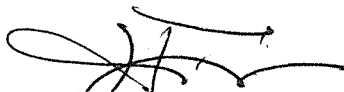
With there being no further discussion or comments, a motion was made by Mr. Ringo, seconded by Ms. Stover to adjourn. Motion carried voice vote all in favor.

Time of adjournment was 7:20 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather H. Jansen, Mayor