



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Finance Committee

Date and Time: Tuesday, July 21, 2020 at 7:00 pm

Location: City Hall, 2000 N Calhoun Rd, Parks and Recreation Activity Room

Members Present: Alderman Scott Berg, Alderman Mike Hallquist, Alderman Mike Jurken, Alderman Jerry Mellone, Alderman Bob Reddin, Alderman Dan Sutton, Alderman Kathryn Wilson

Members Excused: None

Others Present: Director of Finance and Administration Robert Scott, Director of Information Technology Kevin Beck and Alderman Chris Blackburn

### 1. Roll Call

Alderman Scott Berg noted a quorum present and called the Finance Committee meeting to order at 7:01 pm.

### 2. Announcements

The next regularly scheduled meeting will be held on Tuesday, August 18, 2020.

### 3. Minutes of the June 16, 2020 regular Finance Committee meeting.

***Motion by Alderman Dan Sutton, second by Alderman Bob Reddin to approve the minutes of the June 16, 2020 regular Finance Committee meeting. Motion carried 7-0.***

### 4. Unfinished Business

- a) None.

### 5. New Business

- a) Vouchers exceeding \$50,000 requiring immediate action.

***Motion by Alderman Jerry Mellone, second by Alderman Bob Reddin to approve vouchers exceeding \$50,000 requiring immediate action. Motion carried 7-0.***

- b) Resolution approving acceptance of CARES Act sub grant funding from the Wisconsin Elections Commission for unanticipated 2020 elections costs.

***Motion by Alderman Mike Hallquist, second by Alderman Kathryn Wilson to approve the resolution approving acceptance of CARES Act sub grant funding from the Wisconsin Elections Commission for unanticipated 2020 elections costs. Motion carried 7-0.***

- c) Resolution approving 2020 General Fund budget amendment requested by the Director of Finance and Administration: transfer \$45,000 from contingency account 07001700-590000 to various Elections

expenditure accounts, and to recognize related CARES Act grant revenue from the Wisconsin Elections Commission, to provide funding for unanticipated 2020 elections expenditures.

***Motion by Alderman Dan Sutton, second by Alderman Mike Jurken to approve the resolution approving 2020 General Fund budget amendment requested by the Director of Finance and Administration: transfer \$45,000 from contingency account 07001700-590000 to various Elections expenditure accounts, and to recognize related CARES Act grant revenue from the Wisconsin Elections Commission, to provide funding for unanticipated 2020 elections expenditures. Motion carried 7-0.***

- d) Resolution approving professional services agreement with ThirdWave Corporation for enterprise content management solution consulting services for \$50,800.

***Motion by Alderman Kathryn Wilson, second by Alderman Scott Berg to approve the resolution approving professional services agreement with ThirdWave Corporation for enterprise content management solution consulting services for \$50,800. Motion carried 7-0.***

- e) Resolution approving annual support agreement and license agreement for MUNIS software with Tyler Technologies, Inc.

***Motion by Alderman Mike Hallquist, second by Alderman Mike Jurken to approve the resolution approving annual support agreement and license agreement for MUNIS software with Tyler Technologies, Inc. Motion carried 7-0.***

- f) Request of the Police department to purchase replacement forensic computer equipment from Digital Intelligence for \$66,270.

***Motion by Alderman Dan Sutton, second by Alderman Bob Reddin to approve the request of the Police department to purchase replacement forensic computer equipment from Digital Intelligence for \$66,270. Motion carried 7-0.***

- g) Request of the Police department to purchase replacement squad vehicle light bar equipment from General Fire Equipment for up to a total of \$77,000.

***Motion by Alderman Bob Reddin, second by Alderman Mike Hallquist, to approve the request of the Police department to purchase replacement squad vehicle light bar equipment from General Fire Equipment for up to a total of \$77,000. Motion carried 7-0.***

- h) Finance Committee Only Item: Review of City financial policies regarding budget development and risk management.

***Motion by Alderman Bob Reddin, second by Alderman Dan Sutton, to approve the changes to the City financial policies regarding budget development and risk management, and to direct staff to prepare a resolution for Common Council approval of same. Motion carried 7-0.***

- i) Finance Committee Only Item: Status report regarding 2020 budgetary impact resulting from COVID-19 pandemic response and associated economic effects.

Director Scott presented an overview of the status report regarding 2020 budgetary impact resulting from COVID-19 pandemic response and associated economic effects (copy of written report available for review in the Finance department offices or online agenda packet). He noted that the revenue sources at risk from the pandemic (e.g., building permits, court fines, investment revenue and hotel room taxes) continue to track at significantly lower than budget as previously reported, but without further degradation. He further indicated that although investment revenues may appear somewhat stronger than might be anticipated, significant growth in such revenues for the balance of the year is not likely as the yield on allowable

investments has fallen to very low levels. Finally, other minor revenue sources such as Library fines and Park rental fees continue to run behind historical levels due to closures and lower patron usage, but with the lifting of the state restriction on fire inspections, the Fire department is working to complete the inspections to capture the associated revenue.

Director Scott noted that expenditure levels continue to be monitored closely, and that some position vacancy savings have accrued for the public safety departments due to extended hiring or promotional processes. He concluded his summary by discussing the federal CARES Act funding that they City may receive from the State of Wisconsin. The first portion is from the Elections Commission to pay for extraordinary elections expenditures, and the City will receive approximately \$30,000 from this allocation. The second allocation is from the state's "Routes to Recovery" allocation to local governments. The City has been allocated \$649,000 under that program, which cannot be used to offset revenue losses per the federal legislation. Initial indications from the state were that only limited categories of expenditures would be eligible to claim under this program. However, more recent program guidance from the state and the U.S. Treasury appear to indicate that the categories and types of expenditures eligible for reimbursement may be more expansive, including public safety expenditures spent on COVID response that was not anticipated. Staff will continue to seek clarification on eligible expenditures, and in any event will be seeking to maximize the funds claimed under the Routes to Recovery program. Report was for information only – no action required.

## 6. Adjournment

***Motion by Alderman Dan Sutton, second by Alderman Mike Jurken to adjourn the meeting at 7:28 pm.***

***Motion carried 7-0.***

Respectfully Submitted:

Robert Scott

Director of Finance and Administration