



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Finance Committee

Date and Time: Tuesday, September 15, 2020 at 7:15 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 and Police Chief Dan Tushaus

1. Roll Call

Alderman Scott Berg noted a quorum was present and called the Finance Committee meeting to order at 7:15 pm.

2. Announcements

The next regularly scheduled meeting will be held on Tuesday, October 6, 2020.

3. Minutes of the September 1, 2020 regular Finance Committee meeting.

Motion by Alderman Kathryn Wilson, second by Alderman Mike Hallquist to approve the minutes of the September 1, 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 Mike Hallquist, second by Alderman Bob Reddin to approve vouchers exceeding \$50,000 requiring immediate action. Motion carried 7-0.

- b) Resolution approving 2020 budget amendment requested by the City Attorney and Director of Finance and Administration: transfer \$45,000 from contingency appropriation 07001700-590000 to Attorney outside legal services account 02040006-560003, for purposes of funding contracted legal services expenditures.

Motion by Alderman Dan Sutton, second by Alderman Mike Jurken to approve the resolution approving 2020 budget amendment requested by the City Attorney and Director of Finance and Administration: transfer \$45,000 from contingency appropriation 07001700-590000 to Attorney outside legal services

account 02040006-560003, for purposes of funding contracted legal services expenditures. Motion carried 7-0.

- c) Resolution approving extension of service agreement with Elmbrook Humane Society, Inc. for animal control and shelter and humane officer services for the calendar year 2021.

Motion by Alderman Dan Sutton, second by Alderman Mike Hallquist to approve the resolution approving extension of service agreement with Elmbrook Humane Society, Inc. for animal control and shelter and humane officer services for the calendar year 2021. Motion carried 7-0.

- d) Resolution approving lease agreement with Andrew Motor Sales, Inc. for Police HIDTA vehicle lease.

Motion by Alderman Bob Reddin, second by Alderman Mike Jurken to approve the resolution approving lease agreement with Andrew Motor Sales, Inc. for Police HIDTA vehicle lease. Motion carried 7-0.

- e) Finance Committee Only Item: Staff report regarding 2020 budgetary impact resulting from COVID-19 pandemic response and associated economic effects, and staff's preliminary direction regarding 2021 budget strategy, including room tax and property tax levy allocations.

Director Scott presented an overview of the staff report regarding 2020 budget status and 2021 budget strategy (copy of written report available for review in the Finance department offices). He noted that there have been no significant changes in the forecasted 2020 revenue shortfalls in sources susceptible to economic shocks from the COVID-19 pandemic, including room taxes, investment income, building permits, and court fines, and that the change (decline) in budgeted revenues from 2020 to 2021 for such sources totals approximately \$2.5 million. Director Scott highlighted the 2020 general fund projected results included with the report, noting that staff is projecting a deficit (use of general fund balance) of approximately \$1.3 million, and that significant reimbursement from the federal CARES Act through the Wisconsin Routes to Recovery allocation to local jurisdictions is not likely due to a change in the U.S. Treasury's interpretation of eligibility and need for documentation to claim public safety salaries for reimbursement under the CARES Act. He further noted that relative to the 2020 and 2021 budgets, staff is recommending that ½ of the expected room tax collections be allocated to support general fund expenditures, with \$350,000 being allocated to conference center debt service to abate the requirement to provide property tax funding towards those general obligation bonds. The balance of room tax collections would be allocated to the Economic Development fund for economic development activities and payments on the tourism promotion contract with Visit Brookfield. Finally, Director Scott indicated to the Committee that the 2021 budget proposal will include shifting the \$1.9 million in property tax levy currently allocated to the wastewater utility to the general fund, and that the strong (highest ever) new construction value from 2019 (2.39% increase) will provide additional levy flexibility to offset the revenue shortfalls. Report was for information only – no action required.

6. Adjournment

Motion by Alderman Dan Sutton, second by Alderman Bob Reddin to adjourn the meeting at 7:49 pm. Motion carried 7-0.

Respectfully Submitted:

Robert Scott

Director of Finance and Administration