



136 North Monroe Street
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PUBLIC NOTICE OF A COMMITTEE MEETING OF THE CITY OF WATERLOO COMMON COUNCIL

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: June 18, 2020
TIME: 6:00 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street
via remote conference or in-person for participants and public

Remote Access Information

Join by Device: <https://attccasptrial2.webex.com/attccasptrial2/j.php?MTID=ma1f6fa04a2529b29fb0967990f48bb33>

Meeting number: 146 380 4371

Password: 06-18FinComm (06018346 from phones)

Host key: 641051

Join by phone: 1-844-531-0958 United States of America Toll Free

Access code: 146 380 4371

Password: 06-18FinComm (06018346 from phones)

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL – Prior unapproved minutes
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - a. Purchasing And Procurement Policy Review – Draft
 - b. Tax Incremental Finance Districts 2, 3 & 4, Reports With Action Item Consideration (calendar)
5. NEW BUSINESS
 - a. 2020 Projected Year End Revenues/Expenditures Applying Department's June Estimates
 - b. Considering Ordinance Modifications To The Annual Budget Process
 - c. May Financial Statements
 - i. General Disbursements - \$1,601,113.07 *****
 - ii. Payroll – \$66,360.31 *****
 - iii. Treasurer's Report & Budget Reports *****
 - d. Identifying And/Or Addressing Items Raised In Prior Year Financial Audit (calendar)
 - e. Mayor's 2020 Budget Start; Build Council Consensus For Budget Policy Objectives; Practice Two-Year Budgeting (calendar)
 - f. Impact Fee Review (calendar)
 - g. Police Lieutenant Compensatory Time Waiver, Review (calendar)
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

***See Council Packet

**** Digital Version As Stand Alone Document On Webpage

Committee Members: Thomas, Rhynes and Kuhl

Posted, Emailed & Distributed: 06/15/2020

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
June 9, 2020

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 7:00 p.m. Members present Thomas, Kuhl & Rhynes. Absent: none. Those also participating remotely or in-person: Clerk/Treasurer Hansen.
2. PUBLIC COMMENT. None.
3. UNFINISHED BUSINESS.
 - a. Purchasing And Procurement Policy Review – Draft Amendment To Resolution #2009-33. NOTE: Attendees spent the evening working by consensus modifying and marking up Baraboo Purchasing Policy document with text included also originating from Sun Prairie, Watertown and Reed City Michigan. The Clerk/Treasurer was instructed to prepare a draft Waterloo Purchasing and Procurement Policy document incorporating the consensus items identified at this meeting. That draft serves as the work product from this mark-up session.
4. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Rhynes to adjourn. VOICE VOTE: Motion carried. The time was approximately 6:50 pm.



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
May 21, 2020

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 6:00 p.m. Members present Thomas, Kuhl & Rhynes. Absent: none. Those also participating remotely or in-person: Public Works Director Chad Yerges; Library Director Kelli Mountford; Mayor Quimby and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL – Prior unapproved open and closed session minutes. MOTION: Moved by Kuhl, seconded by Rhynes to approve the April 16, April 2, March 19 and January 14 open session minutes and the and April 16 closed meeting minutes. VOICE VOTE: Motion carried with Rhynes abstaining.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS. MOTION: Kuhl/ Rhynes to skip items 4a & 4b moving to New Business and returning to Unfinished Business upon completion of items under New Business. VOICE VOTE: Motion carried.
 - a. Purchasing And Procurement Policy Review – Draft Amendment To Resolution #2009-33 And Examples From Other Communities. DISCUSSION: Thomas confirmed all had read prior documents on this topic. Thomas referenced the concept of different levels of spending requiring different steps prior to the purchase. The consensus was that Baraboo and Sun Prairie each had policy sections which could be incorporated into a Waterloo policy revision. Kuhl said he was interested in fuel cards, credit cards and donations. CONSENSUS ACTION: The body decided to hold on June 9th at 7 pm special meeting to address this agenda item.
 - b. Tax Incremental Finance Districts 2, 3 & 4, Return On Investment Reports. MOTION: Moved by Rhynes, seconded by Kuhl to table the matter due to time constraints. VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. Public Works & Property Committee Recommendation
 - i. Establishing DPW Summer Service Hours And Updating The Employee Handbook (Service Hours: Annually The 1st Full Week In May To Last Full Week In September) Per 5.1 And 5.2 Employee Handbook. DISCUSSION: Thomas described the motion. Quimby asked that it be called DPW seasonal hours, minimum. Thomas not a fan of going to four days, saying status quo was working. Rhynes spoke in favor of the proposal saying 4-ten hour days aided productivity in the hot summer, also minimizing project set-up time involved. Rhynes said other communities did rotating shifts. MOTION: Moved by Rhynes, seconded by Kuhl to approve the changes in hours including the Mayor's suggested updates. VOICE VOTE: Motion carried.
 - b. Outlining Dollar Flow For 2020 Debt Repayment Schedules – Asking for guidance, Hansen directed the Committee to the meeting material packet, describing his memo. Thomas said the intention of his add-on to the debt package was to enable the Parks Department to request a greater amount of tax levy to cover the multi-year cost of borrowing to zero out the 2019 Parks Department deficit. He said tax levy should pay for the debt service, and the Park Department should not be responsible for generating non-levy revenue to pay for this debt service. No formal action taken.
 - c. Resolution #2020-24 Refunding 2019-2020 Liquor License Fee Payments Considering State Shelter In Place Order. DISCUSSION: Thomas said taverns were closed due the Safer At Home order. The Mayor suggested a two month payback for liquor license fees at the time new licenses are issued. MOTION: Moved by Thomas, seconded by Kuhl to recommend to the Council waiving 2/12th of 2020-2021 Class B liquor license application fee for establishments upon the request of the applicants. VOICE VOTE: Motion carried.
 - d. Resolution #2020-25 Authorizing An Expenditure Not To Exceed \$6,500 To Purchase Budgeting Workflow Software And Services From Civic Systems LLC Applying General Fund Contingency Dollars. DISCUSSION: Committee members referenced participation on a Civic System call about the product and spoke favorably of the purchase. MOTION: Moved by Kuhl, seconded by Rhynes to recommend the purchase as described in the agenda title. VOICE VOTE: Motion carried.
 - e. Resolution #2020-26 Authorizing An Expenditure Not To Exceed \$3,200 To Enter Into A Three-Year Website Product And Service Agreement With GovOffice Applying General Fund Contingency Dollars. DISCUSSION: Kuhl spoke in favor or looking broadly for vendors. Rhynes indicated the vendor was not adding value as a municipal website specific firm. MOTION: Moved by Kuhl, seconded by Rhynes to table the agenda item with each requesting more information. VOICE VOTE: Motion carried.
 - f. April Financial Statements – MOTION: Moved by Thomas, seconded by Rhynes to recommend Council approval of disbursements, payroll and the reports as listed below. ROLL CALL VOTE: Ayes: Kuhl, Rhynes and Thomas. Noes: None. Motion carried.
 - i. General Disbursements - \$325,703.93 *****
 - ii. Payroll – \$66,464.00 *****
 - iii. Treasurer's Report & Budget Reports *****

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Items below noted.
 - a. Committee Calendar
 - b. Ordinance #2020-02 Amending Municipal Code Section §53-4 Budget, Revising The Budget Deliberation Sequence
 - c. Website – More information requested.
 - d. Audit review- June

7. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Rhynes to adjourn. VOICE VOTE: Motion carried. The time was approximately 6:50 pm.



Mo Hansen
Clerk/Treasurer

Finance Committee Meeting Material Notes

Draft #1 of Purchasing and Procurement Policy
being draft at the time meeting materials are
posted.

District: TIF 2

Start Year: 1-Jan-11 Last Year Proj Costs 21-Jul-33 Last Year Increment 2039

	Year	Income Fund Source	Expenses Use of Funds	Over/(Under) Revenue	Over/(Under) TIF Life
ACTUAL	2011	\$ 1,000	\$ 23,110	\$ (22,110)	\$ (22,110)
	2012	\$ 1,000	\$ 83,986	\$ (82,986)	\$ (105,096)
	2013	\$ 997,439	\$ 1,211,314	\$ (213,875)	\$ (318,971)
	2014	\$ 9,121	\$ 209,288	\$ (200,167)	\$ (519,138)
	2015	\$ 1,800	\$ 314,413	\$ (312,613)	\$ (831,751)
	2016	\$ 706	\$ 301,700	\$ (300,994)	\$ (1,132,745)
	2017	\$ 525,672	\$ 197,900	\$ 327,772	\$ (804,973)
	2018	\$ 933,660	\$ 196,416	\$ 737,244	\$ (67,729)
	2019	\$ 1,162,915	\$ 148,233	\$ 1,014,682	\$ 946,953
PROJECTED	2020	\$ 236,302	\$ 129,931	\$ 106,371	\$ 1,053,324
	2021	\$ 306,534	\$ 130,000	\$ 176,534	\$ 1,229,858
	2022	\$ 307,586	\$ 130,000	\$ 177,586	\$ 1,407,444
	2023	\$ 308,646	\$ 130,000	\$ 178,646	\$ 1,586,090
	2024	\$ 309,714	\$ 90,019	\$ 219,695	\$ 1,805,785
	2025	\$ 310,789	\$ 89,505	\$ 221,284	\$ 2,027,069
	2026	\$ 311,873	\$ 158,581	\$ 153,292	\$ 2,180,361
	2027	\$ 312,965	\$ 158,581	\$ 154,384	\$ 2,334,745
	2028	\$ 314,065	\$ 158,581	\$ 155,484	\$ 2,490,229
	2029	\$ 315,173	\$ 158,581	\$ 156,592	\$ 2,646,821
	2030	\$ 316,289	\$ 158,581	\$ 157,708	\$ 2,804,529
	2031	\$ 317,414	\$ 158,581	\$ 158,833	\$ 2,963,362
	2032	\$ 318,548	\$ 158,581	\$ 159,967	\$ 3,123,329
	2033	\$ 319,690	\$ 158,581	\$ 161,109	\$ 3,284,438
	2034	\$ 320,840	\$ 26,581	\$ 294,259	\$ 3,578,697
	2035	\$ 321,999	\$ 26,581	\$ 295,418	\$ 3,874,115
	2036	\$ 323,167	\$ 26,581	\$ 296,586	\$ 4,170,701
	2037	\$ 324,343	\$ 26,581	\$ 297,762	\$ 4,468,463
	2038	\$ 325,529	\$ 26,581	\$ 298,948	\$ 4,767,411
2039	\$ 325,529	\$ 26,581	\$ 298,948	\$ 5,066,359	

Parcels in TIF 2: 575 W Madison St, Hawthorne & Stone,

TOTALS THRU 2019 \$ 3,633,313 \$ 2,686,360 \$ 946,953

Notes:

- 2013-Debt Issuane-State Trust Fund Loan - (900K), RR Donn Income - (94 K)
- 2013- Developer and Cap Expense (1.06 m) - H & S, RR Donnelly Bldg
- 2014- Debt payment (104 K), Cap Exp- H& S (52 K)
- 2015- Debt payment (104 K), Monroe St Apt (150 K), Other Façade Grants (52 K)
- 2016-Debt Payment (104 K), Canal & Riverwalk (195 K)
- 2017-TIF 1 Subsidy (404 K), Tax Increment (46 K0, Developer Agreement (74 K)
- 2017-Debt Payment (104 K), 203 E Madison (49 K), Riverwalk (25 K)
- 2018-TIF 1 Subsidy (789 K), Tax Increment (61 K), Flood Grant (22 K), Dev Agree (62 K)
- 2018-Debt Payment (104 K), Redsicover Bldg Imp/HVAC (71 K), CDA (6 K)
- 2019-WEDC Grant (522 K), Dev Agree (61 K), TIF 1 (522 K), Tax Increment (44 K), Impact Fee's (6 K)
- 2019-Debt Payment (104 K), CDA (25 K)

District: **TIF 3**

Start Year: **Jan 1,2012** Last Year Proj Costs **24-Apr-27** Last Year Increment **2032**

	Year	Income Fund Source	Expenses Use of Funds	Over/(Under) Revenue	Over/(Under) TIF Life
ACTUAL	2012	\$ -	\$ 184,822	\$ (184,822)	\$ (184,822)
	2013	\$ -	\$ 5,923	\$ (5,923)	\$ (190,745)
	2014	\$ 5,416	\$ 12,545	\$ (7,129)	\$ (197,874)
	2015	\$ 44,306	\$ 44,694	\$ (388)	\$ (198,262)
	2016	\$ 27,431	\$ 9,340	\$ 18,091	\$ (180,171)
	2017	\$ 1,062,271	\$ 1,004,460	\$ 57,811	\$ (122,360)
	2018	\$ 31,416	\$ 549,546	\$ (518,130)	\$ (640,490)
	2019	\$ 1,021,190	\$ 1,130,172	\$ (108,982)	\$ (749,472)
PROJECTED	2020	\$ 851,472	\$ 1,669,087	\$ (817,615)	\$ (1,567,087)
	2021	\$ 102,403	\$ 650	\$ 101,753	\$ (1,465,334)
	2022	\$ 102,403	\$ 650	\$ 101,753	\$ (1,363,581)
	2023	\$ 102,403	\$ 650	\$ 101,753	\$ (1,261,828)
	2024	\$ 102,403	\$ 650	\$ 101,753	\$ (1,160,075)
	2025	\$ 102,403	\$ 650	\$ 101,753	\$ (1,058,322)
	2026	\$ 102,403	\$ 650	\$ 101,753	\$ (956,569)
	2027	\$ 102,403	\$ 650	\$ 101,753	\$ (854,816)
	2028	\$ 102,403	\$ 650	\$ 101,753	\$ (753,063)
	2029	\$ 102,403	\$ 650	\$ 101,753	\$ (651,310)
	2030	\$ 102,403	\$ 650	\$ 101,753	\$ (549,557)
	2031	\$ 102,403	\$ 650	\$ 101,753	\$ (447,804)
	2032	\$ 102,403	\$ 650	\$ 101,753	\$ (346,051)

Parcels in TIF 3: ABE MFG, REGIS RUBBER, 333 PORTLAND RD

TOTALS THRU 2019 \$ 3,248,308 \$ 4,610,589 \$ (749,472)

Notes:

- 2012-Lot 8/9 Eastside Bus Park-162K of Expense
- 2015-McLain Write off Expense from TIF 1 (41K)
- 2017-ABE, Intial debt issued (1,038 K) and Developer Incentives Expensed (981 K)
- 2018-Krause Excavating (350 K) for Commercial. 333 Portland Rd (110 K). Waterloo Util (13 K) for Comm Ave
- 2019-Paid off 2017 debt issuance (1,038), new debt issuance (919 K), WEDC Grant (62K)
- 2019-333 Portland Rd & Cell Tower Expense (29 K)

District: **TIF 4**

Start Year: **1-Jan-14** Last Year Proj Costs **5-Dec-28** Last Year Increment **2034**

	Year	Income Fund Source	Expenses Use of Funds	Over/(Under) Revenue	Over/(Under) TIF Life
ACTUAL	2013	\$ -	\$ 12,500	\$ (12,500)	\$ (12,500)
	2014	\$ -	\$ 3,000	\$ (3,000)	\$ (15,500)
	2015	\$ -	\$ 650	\$ (650)	\$ (16,150)
	2016	\$ -	\$ 650	\$ (650)	\$ (16,800)
	2017	\$ 16,146	\$ 774	\$ 15,372	\$ (1,428)
	2018	\$ 22,240	\$ 638	\$ 21,602	\$ 20,174
	2019	\$ 21,491	\$ 249	\$ 21,242	\$ 41,416
PROJECTED	2020	\$ 22,236	\$ 650	\$ 21,586	\$ 63,002
	2021	\$ 22,236	\$ 650	\$ 21,586	\$ 84,588
	2022	\$ 22,236	\$ 650	\$ 21,586	\$ 106,174
	2023	\$ 22,236	\$ 650	\$ 21,586	\$ 127,760
	2024	\$ 22,236	\$ 650	\$ 21,586	\$ 149,346
	2025	\$ 22,236	\$ 650	\$ 21,586	\$ 170,932
	2026	\$ 22,236	\$ 650	\$ 21,586	\$ 192,518
	2027	\$ 22,236	\$ 650	\$ 21,586	\$ 214,104
	2028	\$ 22,236	\$ 650	\$ 21,586	\$ 235,690
	2029	\$ 22,236	\$ 650	\$ 21,586	\$ 257,276
	2030	\$ 22,236	\$ 650	\$ 21,586	\$ 278,862
	2031	\$ 22,236	\$ 650	\$ 21,586	\$ 300,448
	2032	\$ 22,236	\$ 650	\$ 21,586	\$ 322,034
	2033	\$ 22,236	\$ 650	\$ 21,586	\$ 343,620
	2034	\$ 22,236	\$ 650	\$ 21,586	\$ 365,206

Parcels in TIF 4: Dollar General

TOTALS THRU 2019 \$ 104,349.00 \$ 19,761.00 \$ 41,416.00

PROJECT PLAN EST. \$ 1,063,433.00 \$ 1,031,850.00

OVER/(UNDER) PLAN \$ (959,084.00) \$ (1,012,089.00)

If district closed in 19. Dollars to Taxing Authority

City	MATC	School	Jefferson County
\$ 15,324	\$ 1,657	\$ 17,809	\$ 6,627

GENERAL FUND (100) - CT OFFICE - 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

FUND-100CT-REVENUES	JAN - MAY 20	BUD YR 20	YR 20 PROJ
TAXES	816,173.81	1,198,085.00	1,198,085.00
IG REV	11,516.58	499,372.54	501,393.12
LIC & PERMITS	18,946.48	30,321.00	22,362.00
FINES & FF	7,580.62	15,082.00	12,160.00
PUBLIC CHARGES	78,375.00	216,991.00	213,435.00
MISC REV	15,772.32	18,000.00	21,763.00
OTHER FINAN	0.00	4,200.00	4,200.00
TOT FUND 100-CT REV	948,364.81	1,982,051.54	1,973,398.12
CT OFFICE DEPT 22% OF FUND REV	208,640.26	436,051.34	434,147.59

FUND-100CT-EXPENSES			
CITY COUNCIL	3,876.32	15,071.00	15,571.00
LEGIS/ATTNY	1,907.23	6,250.00	6,250.00
MAYOR	1,554.52	6,706.00	6,706.00
CLERK	99,009.03	233,868.01	228,812.00
ELECTIONS	2,792.11	4,025.00	4,700.00
SP ACCT/AUDIT	25,046.00	28,400.00	27,000.00
PROP ASSESMENT	4,510.32	10,770.00	10,770.00
MUNI BLDG	4,911.78	18,295.00	14,607.00
MISC GOVT	1,861.00	43,540.00	43,540.00
PROP INS	21,190.72	41,459.00	40,047.00
BLDG/OTHER INSP	3,458.74	11,000.00	5,000.00
TOT FUND 100-CT EXP	170,117.77	419,384.01	403,003.00
NET REVENUE OVER/(UNDER) EXP	38,522.49	16,667.33	31,144.59

FUND BALANCE:

AUDITED FUND BAL
AS OF 1/1/20
1,132,538.01

PROJECTED FUND BAL
AS OF 12/31/20
1,157,920.74

REVENUE

EXPENSES

GENERAL FUND (100) - DPW - 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

<i>FUND-100 DPW-REVENUES</i>	JAN - MAY 20	BUD YR 20	YR 20 PROJ
TAXES	816,173.81	1,198,085.00	1,198,085.00
IG REV	11,516.58	499,372.54	501,393.12
LIC & PERMITS	18,946.48	30,321.00	22,362.00
FINES & FF	7,580.62	15,082.00	12,160.00
PUBLIC CHARGES	78,375.00	216,991.00	213,435.00
MISC REV	15,772.32	18,000.00	21,763.00
OTHER FINAN	0.00	4,200.00	4,200.00
TOT FUND 100-DPW REV	948,364.81	1,982,051.54	1,973,398.12
DPW DEPT 37% OF FUND REV	350,894.98	733,359.07	730,157.30

<i>FUND-100 DPW-EXPENSES</i>			
DPW WAGES	112,571.62	301,503.08	291,503.08
ENG FEES	1,840.00	5,000.00	5,000.00
M & E	13,068.05	49,400.00	47,400.00
GARAGE & SHED	5,933.96	16,700.00	16,700.00
ST REPAIRS	4,765.52	17,500.00	15,500.00
SNOW & ICE	23,951.00	42,000.00	42,000.00
ST LIGHT	20,002.22	61,467.00	61,467.00
SIDEWALKS	0.00	1,000.00	14,607.00
STORM SEWER	0.00	1,500.00	1,500.00
TRAFFIC CONT	289.39	6,600.00	6,600.00
BRIDGES	0.00	225.00	225.00
TREE & BRUSH	397.13	9,400.00	9,400.00
REFUSE	71,986.34	171,840.00	171,840.00
SANITARY SEWER	72.50	0.00	72.50
ANIMAL CONT	4,651.72	4,386.00	4,651.72
CEMETARY	0.00	250.00	250.00
CELEBRATION	10,197.60	4,500.00	4,500.00
WEED CONTROL	227.07	2,600.00	2,600.00
PLAN COMM	5,584.50	6,187.33	6,187.33
TOTAL FUND 100-DPW EXP	275,538.62	702,058.41	702,003.63

NET REVENUE OVER/(UNDER) EXP	75,356.36	31,300.66	28,153.67
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FUND BALANCE:

AUDITED FUND BAL AS OF 1/1/20
1,132,538.01

PROJECTED FUND BAL AS OF 12/31/20
1,157,920.74

**PROJECTED NOTES:
REVENUE**

EXPENSES

GENERAL FUND (100) - POLICE - 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

FUND-100 POLICE-REVENUES	JAN - MAY 20	BUD YR 20	YR 20 PROJ
TAXES	816,173.81	1,198,085.00	1,198,085.00
IG REV	11,516.58	499,372.54	501,393.12
LIC & PERMITS	18,946.48	30,321.00	22,362.00
FINES & FF	7,580.62	15,082.00	12,160.00
PUBLIC CHARGES	78,375.00	216,991.00	213,435.00
MISC REV	15,772.32	18,000.00	21,763.00
OTHER FINAN	0.00	4,200.00	4,200.00
TOT FUND 100	948,364.81	1,982,051.54	1,973,398.12
POLICE DEPT 45% OF FUND REV	426,764.16	891,923.19	888,029.15

FUND-100 POLICE-REVENUES			
POLICE ADMIN	122,755.04	329,009.84	319,909.84
POLICE PATROL	174,872.43	525,473.92	516,473.92
CIVIL DEFENSE	4,722.39	6,625.00	6,625.00

TOTAL FUND 100-POLICE EX	302,349.86	861,108.76	843,008.76
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NET REVENUE OVER/(UNDER) EXP	124,414.30	30,814.43	45,020.39
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FUND BALANCE:

AUDITED FUND BAL
AS OF 1/1/20
1,132,538.01

PROJECTED FUND BAL
AS OF 12/31/20
1,157,920.74

REVENUE

EXPENSES

CABLE (200) 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

<i>CABLE - REVENUES</i>	JAN - MAY 20	BUD YR 20	YR 20 PROJ
LIC & PERMITS	10,252.87	42,507.00	42,507.00
PUBLIC CHARGES	0.00	1,150.00	0.00
MISC REV	669.00	4,025.00	1,606.00
OTHER FINAN	0.00	31,966.00	32,000.00
TOT DEBT REV	10,921.87	79,648.00	76,113.00
<i>CABLE - EXPENSES</i>			
CATV	22,048.72	62,837.67	62,837.67
TOTAL DEBT EXP	22,048.72	62,837.67	62,837.67
NET REVENUE OVER/(UNDER) EXP	(11,126.85)	16,810.33	13,275.33

FUND BALANCE:

AUDITED FUND BAL AS OF 1/1/20
168,237.00

PROJECTED FUND BAL AS OF 12/31/20
181,512.33

PROJECTED NOTES:

FIRE (220) 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

<i>FIRE - REVENUES</i>	JAN - MAY 20	BUD YR 20	YR 20 PROJ
TAXES	292,787.64	455,614.00	455,614.00
IG REV	0.00	18,500.00	18,500.00
PUB CHARGES	86,204.48	131,000.00	131,000.00
MISC REV	4,228.97	1,000.00	4,228.97
OTHER FINAN	0.00	33,000.00	33,000.00
TOT PARK REV	383,221.09	639,114.00	642,342.97

<i>FIRE - EXPENSES</i>			
ADMIN WAGES	2.04	13,813.00	13,813.00
ADMIN OFFICE	7,598.15	29,590.00	29,590.00
UTILITIES	5,722.95	15,790.00	15,790.00
MEMBER WAGES	90,740.67	254,091.44	237,196.76
EDUCATION	5,921.75	21,300.00	21,469.00
EQUIPMENT	17,058.17	57,500.00	58,784.00
TRUCKS	11,258.99	38,250.00	38,186.75
SP ACCT/AUDIT	8,451.49	9,000.00	12,520.96
UNIFORMS/INSP	431.94	2,770.00	2,770.00
FIRE STATION	2,773.12	20,740.00	20,740.00
INSURANCE	25,416.23	25,930.00	25,416.23
CAP PROJ	0.00	33,000.00	31,323.00
TRUCK REPLACE	1,192.50	0.00	727,663.00
TOTAL PARK EXP	176,568.00	521,774.44	1,235,262.70

NET REVENUE OVER/(UNDER) EXP	206,653.09	117,339.56	(592,919.73)
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FUND BALANCE:

AUDITED FUND BAL AS OF 1/1/20
864,496.00

PROJECTED FUND BAL AS OF 12/31/20
271,576.27

**PROJECTED NOTES:
REVENUE**

EXPENSES

TRUCK REPLACE-DELIVERY OF FIRE DEPT TRUCK. PREPAID IN 2019, EXPENITURE IN 20

PARKS (225) 2020 YEAR END PROJECTION

UPDATED

6/16/2020

PARKS - REVENUES	JAN - MAY 20	BUD YR 20	YR 20 PROJ
TAXES	62,510.29	84,000.00	84,000.00
COMP AID	0.00	207,653.00	207,653.00
LIC & PERMITS	210.00	650.00	300.00
RENTAL CHARGES	14,576.50	94,000.00	49,200.00
MISC REV	1,276.50	7,700.00	4,500.00
OTHER FINAN	67,862.00	25,000.00	92,862.00
TOT PARK REV	146,435.29	419,003.00	438,515.00
PARKS - EXPENSES			
SALES TAX	668.12	1,500.00	1,500.00
M&E	380.03	5,250.00	5,250.00
ADMIN	4,856.20	7,075.00	7,009.00
FP	14,088.92	76,600.00	61,350.00
WRT	3,230.43	9,150.00	5,393.00
WAGES	30,433.88	79,250.36	77,751.00
PARKS OTHER	8,314.54	8,674.00	8,665.00
CAP PROJ	122,713.60	145,000.00	145,000.00
TRANS TO DEBT	0.00	0.00	488.75
TOTAL PARK EXP	184,685.72	332,499.36	312,406.75
NET REVENUE OVER/(UNDER) EXP	(38,250.43)	86,503.64	126,108.25

FUND BALANCE:

AUDITED FUND BAL AS OF 1/1/20 (154,366.00)

PROJECTED FUND BAL AS OF 12/31/20 (28,257.75)
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PROJECTED NOTES:

REVENUE

RENTAL CHARGES - HALF OF BUDGETED REV - (44K)

MISC REV- NO 4TH OF JULY FUNDING - (7.5K)

EXPENSES

FP EXP-ALCOHOL EXP LESS (6.5K), CONCESSIONS (7.5K)

FP EXP-FIREWORKS ON W/K DAY (8.5), INCLUDED

WRT-CLEANING EXP LESS (2800)

DEBT (300) 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

<i>DEBT - REVENUES</i>	JAN - MAY 20	BUD YR 20	YR 20 PROJ
TAXES	376,300.05	505,664.00	505,664.00
DEBT PROCEEDS	4,938.10	0.00	4,938.10
TRAN FROM FUNDS	1,449,710.67	208,258.00	1,468,796.36
TOT DEBT REV	1,830,948.82	713,922.00	1,979,398.46
<i>DEBT - EXPENSES</i>			
DEBT SVC PRIN	1,404,557.91	713,922.00	1,669,557.91
DEBT SVC INT	57,765.26	0.00	89,488.45
INT & FISCAL CHARGES	475.00	0.00	475.00
TOTAL DEBT EXP	1,462,798.17	713,922.00	1,759,521.36
NET REVENUE OVER/(UNDER) EXP	368,150.65	0.00	219,877.10

FUND BALANCE:

AUDITED FUND BAL AS OF 1/1/20
0.00

PROJECTED FUND BAL AS OF 12/31/20
219,877.10

PROJECTED NOTES:

PROJ REVENUES INCLUDE TRAN FROM FUNDS OF P&I DUE IN AUG/NOV 20

PROJ EXPENSES INCLUDE PRIN/INT DUE IN AUG/NOV OF 2020

CAP PROJ (400) 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

<i>CAP PROJ - REVENUES</i>	YTD Act	Budget	YE Proj
TAXES	0.00	0.00	0.00
IG REV	208,330.91	509,090.47	615,470.47
MISC REV	12,549.34	0.00	12,548.75
OTHER FINANCING	1,199,651.00	795,593.00	1,266,151.00
TOT TID-2 REV	1,420,531.25	1,304,683.47	1,894,170.22
<i>CAP PROJ - EXPENSES</i>			
ENG FEES/LEGIS PR & PUB	14,523.90	0.00	20,120.00
LEAD SERVICE	35,715.00	0.00	40,000.00
CAP PROJECTS	654,196.35	1,129,430.00	1,108,558.00
SPEC FUNDS	0.00	75,000.00	75,000.00
TRANS TO DEBT	395,033.76	0.00	395,033.76
TRANS TO OTHER DEPT	0.00	25,000.00	25,000.00
TOTAL TID-2 EXP	1,099,469.01	1,229,430.00	1,663,711.76
NET REVENUE OVER/(UNDER) EXP	321,062.24	75,253.47	230,458.46

FUND BALANCE:

AUDITED FUND BAL
AS OF 1/1/20
473,639.06

PROJECTED FUND BAL
AS OF 12/31/20
704,097.52

PROJECTED NOTES:

TID 2 (412) 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

<i>TID 2 - REVENUES</i>	YTD Act	Budget	YE Proj
TAXES	38,137.55	60,894.00	60,894.00
STATE AID	2,036.19	0.00	2,036.19
DEBT PROCEEDS	0.00	0.00	0.00
TOT TID-2 REV	40,173.74	60,894.00	62,930.19
<i>TID 2 - EXPENSES</i>			
DOR FEE	150.00	0.00	150.00
WAGES	11,075.40	0.00	20,000.00
SPEC ACCT FEE	418.00	0.00	418.00
ENG FEES	1,539.00	0.00	1,539.00
TRANS TO DEBT	103,349.52	103,350.00	103,349.52
TOTALTID-2 EXP	116,531.92	103,350.00	125,456.52
NET REVENUE OVER/(UNDER) EXP	(76,358.18)	(42,456.00)	(62,526.33)

FUND BALANCE:

AUDITED FUND BAL AS OF 1/1/20
946,953.00

PROJECTED FUND BAL AS OF 12/31/20
884,426.67

TID 3 (413) 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

<i>TID 3 - REVENUES</i>	YTD Act	Budget	YE Proj
TAXES	66,352.26	102,403.00	102,403.00
STATE AID	903.84	0.00	903.84
DEBT PROCEEDS	1,656,224.90	0.00	1,656,224.90
TOT TID-3 REV	1,723,481.00	102,403.00	1,759,531.74
<i>TID 3 EXPENSES</i>			
DOR FEE	150.00	0.00	150.00
SPEC ACCT FEE	418.00	0.00	418.00
ENG FEES	1,150.00	0.00	1,150.00
TRANS TO DEBT	951,327.39	89,148.98	969,469.58
TOTALTID-3 EXP	953,045.39	89,148.98	971,187.58
NET REVENUE OVER/(UNDER) EXP	770,435.61	13,254.02	788,344.16

FUND BALANCE:

AUDITED FUND BAL AS OF 1/1/20
(749,472.00)

PROJECTED FUND BAL AS OF 12/31/20
38,872.16

PROJECTED NOTES:

PROJ EXPENSES INCLUDE TRANS TO DEBT DUE IN NOV OF 2020

TID 4 (414) 2020 YEAR END PROJECTION

UPDATED **6/16/2020**

<i>TID 4 - REVENUES</i>	YTD Act	Budget	YE Proj
TAXES	19,267.23	22,007.00	22,007.00
STATE AID	0.00	229.00	0.00
TOT TID-4 REV	19,267.23	22,236.00	22,007.00
<i>EXPENSES</i>			
DOR FEE	150.00	150.00	150.00
SPEC ACCT FEE	418.00	500.00	418.00
ENG FEES	0.00	0.00	0.00
TOTAL TID-4 EXP	568.00	650.00	568.00
NET REVENUE OVER/(UNDER) EXP	18,699.23	21,586.00	21,439.00

FUND BALANCE:

AUDITED FUND BAL AS OF 1/1/20
41,416.00

PROJECTED FUND BAL AS OF 12/31/20
62,855.00

PROJECTED NOTES:

LIBRARY (812) 2020 YEAR END PROJECTION

UPDATED

6/16/2020

<i>LIBRARY-REVENUES</i>	<u>YTD Act</u>	<u>Budget</u>	<u>YE Proj</u>
TAXES	152,660.55	205,142.00	205,142.00
COUNTY AID	81,637.35	88,874.00	88,874.00
FINES	593.87	1,500.00	1,000.00
PUB CHARGES	641.95	2,300.00	1,500.00
MISC REV	19,526.57	79,543.00	96,184.68
TOT LIBRARY REV	<u>255,060.29</u>	<u>377,359.00</u>	<u>392,700.68</u>
<i>LIBRARY EXPENSES</i>			
LIBRARY-ALL EXP	136,431.31	345,359.00	347,361.00
CLARK	22,733.97	32,000.00	32,535.00
CAP PROJ	10,928.57	57,000.00	57,000.00
TOTAL LIBRARY EXP	<u>170,093.85</u>	<u>434,359.00</u>	<u>436,896.00</u>
NET REVENUE OVER/(UNDER) EXP	<u>84,966.44</u>	<u>(57,000.00)</u>	<u>(44,195.32)</u>

FUND BALANCE:

AUDITED FUND BAL AS OF 1/1/20
295,345.00

PROJECTED FUND BAL AS OF 12/31/20
251,149.68

PROJECTED NOTES:

REVENUES:

MISC REV-CLARK DONATION OVER BUDGET-(16k)

EXPENSES:

LIBRARY EXPENSES-SUBMITTED BY LIBRARY DIRECTOR

Ordinance #2020-02

Amending Municipal Code Section §53-4 Budget, Revising The Budget Deliberation Sequence

§ 53-4 Budget.

A. Preliminary budget framework. On or before the third Thursday in July, as initially submitted by the Mayor, the City Council shall consider and adopt a preliminary budget framework resolution establishing parameters and target levels of projected revenues and expenditures for each department for the ensuing fiscal year, along with a forecast for the following calendar year.

B. Departmental estimates. Each year, on or before ~~October 1~~ the second Thursday in August, each officer, department and committee shall timely file with the Clerk-Treasurer an itemized statement of anticipated disbursements based on the adopted preliminary resolution made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year, and of the condition and management of such fund, along with detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year, along with a forecast for the following calendar year. Such statements shall be presented in the form prescribed by the Clerk-Treasurer and shall be designated as "Departmental Recommended Budgets" and shall be as nearly uniform as possible for the main division of all departments for incorporation into the budget document.

B.C. Preparation procedure.

(1) Budget to include. Each year the Finance, Insurance and Personnel Committee, with the assistance of the Clerk-Treasurer and the appropriate committees, officers and department heads, shall prepare and submit to the Council a proposed budget presenting a financial plan for conducting the affairs of the City for the ensuing calendar year, along with a forecast for the following calendar year. The budget shall include the following information: **[Amended 3-15-2007 by Ord. No. 2007-06]**

(a) The expense of conducting each department and activity of the City for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year along with a forecast for the following calendar year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

(b) An itemization of all anticipated income of the City from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the City from each of the same or similar sources for the last preceding and current fiscal year, along with a forecast for the following calendar year. **[Amended by Ord. No. 88-4]**

(c) Such other information as may be required by the Council and by state law.

(2) Copies for citizens. The City shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.

C.D. Budget summary. The Clerk-Treasurer shall prepare a summary of the budget and shall publish the

notice required under § 65.90(3)(a), Wis. Stats. Pursuant to § 65.90(3)(b), Wis. Stats., the budget summary shall include the following: **[Added by Ord. No. 88-4]**

- (1) All expenditures, by major expenditure category.
- (2) All revenues, by major revenue source.
- (3) Any financing source and use not included under Subsection ~~C~~ **D**(1) and (2) above.
- (4) All beginning and year end fund balances.

D.E. Appropriation ordinance. The Finance, Insurance and Personnel Committee shall submit to the Council, at the time the annual budget is submitted, the draft of an appropriation ordinance providing for the expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed appropriation ordinance to the Council, it shall be deemed to have been regularly introduced therein.

E.F. Hearing. The Council shall hold a public hearing on the budget as required by law. Following the public hearing, the proposed budget may be changed or amended and shall take the same course in the Council as other resolutions.

Finance Committee Meeting Material Notes

ITEM 5b

Please reference 2019 audit information found
on the municipal website

[http://www.waterloowi.us/your-
government/clerk-treasurer/audited-financial-
statements](http://www.waterloowi.us/your-government/clerk-treasurer/audited-financial-statements)

ITEMS 5e & 5f

Discussion points with no printed materials



136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

RESOLUTION #2019-34
Temporarily Exempting Police Department Administrative Staff
From The 80 Hour Compensatory Time Accrual Maximum Cap

The Common Council of the City of Waterloo, Wisconsin does hereby resolve as follows:

WHEREAS, the Finance, Insurance & Personnel Committee unanimously voted to recommend to the City Council temporarily exempting Police Department administrative staff from the 80 hour compensatory time accrual maximum cap found in section 6.2 of the employee handbook for the period September 1, 2019 to September 1, 2020.

THEREFORE BE IT RESOLVED, the City of Waterloo Common Council hereby agrees with the Committee recommendation and temporarily exempts Police Department administrative staff as described above.

PASSED AND ADOPTED this 7th day of Nov. 2019.

City of Waterloo

Signed: _____

Jenifer Quimby, Mayor

Attest:

Morton Hansen

Morton Hansen, Clerk/Treasurer

SPONSOR(S) – Finance, Insurance & Personnel Committee

FISCAL EFFECT – The exemption allows for the Police Chief, Police Lieutenant (both salary), and Administrative Assistant (hourly) to accumulate compensatory time (1.5 hours of compensatory time, for each hour over 40 worked per week) in an amount greater than 80 hours, the current cap for all employees covered by the employee handbook.

COPY

2020

COMP TIME WORKSHEET

EMPLOYEE # 1121

EMPLOYEE TRACY S. THOM

PAY WEEK #	COMP HOURS EARNED (x 1.5)	HOURS ACCRUED TOTAL YEAR	DATE COMP TIME USED	COMP HOURS USED	HOURS USED TOTAL YEAR	COMP TIME AVAIL
BALANCE FORWARD						107.5
1	4.5 = 6.75	6.75	—	—	0	114.25
2	—	6.75	12/29 + 30	16	16	98.25
3	4.5 = 6.75	13.5	—	—	16	105
5	—	13.5	2/20	8	24	97
6	—	13.5	2/27 = 28 = 16	16	40	81
7	2.5 = 3.75	17.25	3/8 = 1	1	41	83.75
8	.5 = .75	18	4/4 = 8	8	49	76.5
9	.5 = .75	18.75	4/5 = 8 4/8 = 8 > 16	16	65	61.25
10	—	18.75	4/23-24 = 16	16	81	45.25
12	—	18.75	5/23-24 = 16	16	97	29.25

City of Waterloo Finance, Insurance & Personnel Committee

Annual Calendar

(revised: 5/5/2020)

Meeting night: 3rd Thursday of month at 6:00 pm

Monthly recurring: review of disbursements, payroll and treasurer's reports available online: at the municipal [Budget & Financials webpage](#)

JANUARY
FEBRUARY <input type="checkbox"/> Review of potential closure of Tax Incremental District No. 4
MARCH
APRIL <input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities.
MAY <input type="checkbox"/> Addressing items raised in financial audit. <input type="checkbox"/> 2020 Budgeting tool upgrade decision point. <input type="checkbox"/> 2020 Website vendor decision point.
JUNE <input type="checkbox"/> Mayor's 2020 Budget start date; build Council consensus for budget policy objectives; practice two-year budgeting. <input type="checkbox"/> Tax Incremental Finance Districts, review. <input type="checkbox"/> Impact Fees, review. <input type="checkbox"/> 2020 Lt. Thom Comp Time Waiver, review. <input type="checkbox"/> 2020 Hiring of Full-Time Police Officer (start).
JULY <input type="checkbox"/> Traditional beginning of budget consideration with budget memo to department heads. <input type="checkbox"/> Addressing items raised in worker compensation audit. <input type="checkbox"/> 2020 Clerk/Treasurer Evaluation, review. <input type="checkbox"/> 2020 Hiring of Full-Time Police Officer (finish).
AUGUST <input type="checkbox"/> Budget deliberation.
SEPTEMBER <input type="checkbox"/> Traditional department submittals received. <input type="checkbox"/> § 53-14 Updating capital improvement plan. <input type="checkbox"/> Budget deliberation.
OCTOBER <input type="checkbox"/> § 53-4 Budget - Departmental budget submittals each year, on or before October 1. <input type="checkbox"/> Initial review of calendar year insurance renewal policies. <input type="checkbox"/> Final Committee budget recommendation to full City Council. <input type="checkbox"/> 2020 Clerk/Treasurer Evaluation, review.
NOVEMBER <input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER <input type="checkbox"/> WPPA Contract multi-year contract, renewal

NOTES FROM MUNICIPAL CODE

§ 85-9 Appointed staff job performance reviews.

A. The job performance of the Clerk-Treasurer, City Attorney, Police Chief, Fire Chief, Assessor, Director of Public Works, Building Inspector, Emergency Management Director, Parks Director and City Engineer shall be reviewed by the Finance, Insurance and Personnel Committee. The Finance, Insurance and Personnel Committee shall report its finding to the full Council in closed session, as deemed necessary.

§ 53-12 Debt policies.

Refunding: (a) Periodic reviews of outstanding debt by City of Waterloo staff will be undertaken to determine refunding opportunities. Refunding will be considered by the Finance, Insurance and Personnel Committee if and when there is a net economic benefit of the refunding.

§ 53-14 Capital improvement program policy.

Policy. The City will make all capital improvements in accordance with an adopted capital improvement program. The City will develop a five-year plan for capital improvements and update it annually.

C. Procedure. The City of Waterloo Finance, Insurance and Personnel Committee or its designee shall, prior to each annual budget process, submit a capital improvement plan consisting of a project description, estimated costs and probable funding sources to the Council for its consideration. The Council shall act on the recommendations in a timely manner.

Qualifications and duties.

A. Clerk-Treasurer.

Appointment. The Finance, Insurance and Personnel Committee shall solicit applications for the position of City Clerk-Treasurer and shall review the applications and submit a list of at least three qualified candidates to the Council for initial interviews. The Council and the Mayor shall interview the selected candidates and select at least two candidates for a second interview. The Council shall then recommend one applicant to the Mayor for appointment.

§ 53-4 Budget.

A. Departmental estimates. Each year, on or before October 1, each officer, department and committee shall timely file with the Clerk-Treasurer an itemized statement of anticipated disbursements made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year, and of the condition and management of such fund, along with detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Clerk-Treasurer and shall be designated as "Departmental Recommended Budgets" and shall be as nearly uniform as possible for the main division of all departments for incorporation into the budget document.

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(a)

The expense of conducting each department and activity of the City for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

(b)

An itemization of all anticipated income of the City from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the City from each of the same or similar sources for the last preceding and current fiscal year.

[§ 30-4 Standing rules.](#)

The standing rules for the government of the Council shall be as follows:

E. Ordinances and resolutions referred to committee. All ordinances, resolutions, communications and other matters submitted to the Council shall be read by title and author and may be referred to the appropriate committee by the Mayor. The Clerk-Treasurer shall read and record each such reference by title. Any Alderperson may require the reading in full of any matter at any time it is before the Council. All bills and other financial claims against the City shall, upon receipt thereof, be immediately referred by the Clerk-Treasurer to the Finance, Insurance and Personnel Committee for report thereon at the ensuing meeting of the Council.