



## Finance Committee Meeting Minutes of January 28, 2020

### ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE FINANCE COMMITTEE OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN.

1. Call to Order and Roll Call - Lynn Binnie called the meeting to order at 5:30 pm. Present at the meeting were Lynn Binnie, Patrick Singer and McKinley Palmer. Also present, City Manager Cameron Clapper, Finance Director Steve Hatton, and Neighborhood Services Director/City Planner Christine Munz-Pritchard.
2. Hearing of Citizen Comments – Jim Allen, 215 E. Clay Street, stated that as a council person it was difficult to keep track of the minutes because they are not published for a long time. Binnie stated that he ran into the same issue with the public works committee. Clapper stated that it would be addressed.
3. Review and Approval of Committee Minutes – October 10, 2019, October 17, 2019, October 22, 2019, November 26, 2019.

Singer made a motion to approve the minutes with a second from Palmer. The motion was passed by unanimous voice vote.

Ayes: Binnie, Singer, Palmer

Noes: None

Abstained: None

Absent: None

4. Staff Updates
  - 4.a. Financial Update – Year-to-Date – Hatton reviewed the 2019 Year-to-Date Financial Overview with the Finance Committee. Hatton stated that in December there is a lag because year-end entries are not yet complete. Hatton stated that currently there is a surplus of \$519,000 in the General Fund for 2020. Notable items include the Aquatic Center Fund 247 with a shortfall of \$3,500, which has improved over other years. Hatton stated that on page 2 of the 2019 YTD Financial Overview there are columns to illustrate Actual vs. Budget and Year-to-date vs. Prior year performance. Fourth quarter room tax revenue has not yet been received and Hatton is expecting it to be slightly below the budget estimate. Hatton mentioned that there is \$70,000 favorable for payments to municipal services (PMS) because the net, not the gross, payment was budgeted. Hatton stated that with licensing and permits (page 3), we are conservative with estimating as these revenues are driven by development, which is unknown at budget time. \$54,000 was budgeted and \$27,000 was collected. Hatton stated that with fines and forfeitures there was \$60,000 shortfall. Court imposed fines, parking violations and reinspection fees were down. Hatton stated that the ambulance payments are collections on old bills prior to the formation of Whitewater Fire Department, Inc. Hatton stated that the DPW miscellaneous revenue surplus of \$47,000 vs. the budgeted value primarily represents collections from damage to public property incidents (stop signs, light poles, etc.). Binnie asked if Hatton went over the public works overage. Hatton was not able to elaborate, but stated that before the year is finalized, a review is done account by account. Hatton reviewed the Interest Rates 2019-12 (Deposit Account Interest Report) document.

5. Discussion/Direction on the Following:

5.a. Neighborhood Services Officer/Fire Inspector Reorganization – Clapper stated that communication with the fire department has improved over the last two years and the creation of this position reflects the building of trust. Clapper stated that if there is success with the position there may be more similar opportunities in the future. Clapper stated that even though the fire department is paid on-call, they are volunteer at heart and don't have the ability to staff for inspections. Munz-Pritchard reviewed the FT Fire Inspector – Code Enforcement Neighborhood Services memorandum. The proposal is to combine one part-time fire inspector position and one part-time Neighborhood Services Officer (NSO) position to create a full-time position. Munz-Pritchard stated that the fire department is having trouble staffing and her department has gone through four NSOs in 2019. Clapper stated that the city receives payments from the state '2% Fire Dues' to fund inspection and public fire safety education and it is provided to the fire department based on the agreement. This funding would go towards the new position. Munz-Pritchard looked at utilizing a company for fire inspection, but found that it would not work. Hatton stated this proposal is budget neutral across the combined entities. The fire department would still take care of inspections in the surrounding Townships with a part-time fire inspector. Munz-Pritchard stated that there would be bi-weekly meetings between the fire department and the city to make sure all requirements are met. Allen asked if all of the 2% from the fire department would be used to fund the position. Hatton stated funding comes from the state (2% Fire Dues) and there is payment to the City under this program as well as each of the surrounding Townships – all of which WFD, Inc. services. Hatton stated that if the 2% Fire Dues received by the City wasn't sufficient to cover the additional cost, then the General Fund transfer to the fire department would be adjusted. Allen wanted to verify that the funds wouldn't be coming from local tax payers. Munz-Pritchard stated that the 2% on the water bill is for the maintenance of the fire hydrants. Binnie thought the 2% from the state came from property insurance bills. Hatton stated that fire departments are rated each year and the rating impacts property insurance rates in their service area. WFD, Inc. receives a high rating – particularly for a paid-on-call / volunteer department. Atkinson stated that the fire department is having trouble retaining fire inspectors due to not being able to offer full-time and benefits. Allen asked if there should be a memorandum of understanding (MOU) with the fire department. Clapper anticipated that there would be an update to the agreement. Clapper stated that the change was voted on and documented in the last fire department board meeting. Allen asked if the pay rate of \$15 is enough. Munz-Pritchard thought it would be, but it could be reevaluated. Allen stated that maybe continued education could be added to the benefits. Clapper stated that the pay grade (D) range goes up to \$17.31/hour. Munz-Pritchard stated that the city pays for the uniform (pants, shirt, boots). Allen asked that there be communication between the fire inspector and police community services officers (CSO). Munz-Pritchard stated that the NSO and CSOs have good communication and the police officers call her office about issues too. Singer stated that the position is listed in the salary resolution for council approval and Binnie recommended to add the FT Fire Inspector – Code Enforcement Neighborhood Services memorandum to the council packet.

5.b. Cops Hiring Program (CHP) Grant Opportunity – Hatton stated that before the police department started investing time on the grant process they wanted to get an indication of support for the opportunity. Hatton stated that the grant is a 25% match (by the city) for three years for the addition of one police officer that would address a specific need. The Police Department cited Spring Splash and other high staffing demand events. Hatton stated that if the department was fully staffed there wouldn't be a need, but the department hasn't been fully staffed in the past couple of years. Singer asked about the cost. Hatton stated about \$25,000 per year. Hatton stated that there have been surpluses (vs. Budget) in the Police Department in each of the past two years due to vacancies. Atkinson stated that the posting would identify that

the position is grant funded and she will talk with the police union. Allen stated that if the campus police and city police numbers were added together there are more sworn officers per capita than any other place in Wisconsin. Clapper asked Chief Raap for clarification to dispel any inaccurate information. Allen stated that it might be hard for the police department to give up the position. Singer stated looking at retirement of the TIF districts there might be funding for the position, based on other needs of the community and budget. Singer stated that the current and previous chiefs have brought up understaffing, but it is cyclical. Singer stated that during the summer months they all take vacation which causes staffing issues and the real demand is during the semester. Singer stated when staffed fully during a lull time there may not be the need but staffing can't be done because of the season. Clapper stated that the grant can be pursued and a discussion will happen at a council meeting. Hatton stated the application is due March 11<sup>th</sup>. Allen suggested that research be done of other communities with colleges to find out how many sworn officers they have.

- 5.c. 2019 Budget Amendment #2 – Review of 2019 Budget Amendment to be brought to Common Council on February 4, 2020 – Hatton stated it is related to 2019 merit pay which was listed in contingencies (Finance Committee Agenda Item memorandum). The amendment reallocated the lump-sum budget amount to each of the cost centers where the wage treatments were delivered.

Singer made a motion to recommend to council adoption of the 2019 Budget Amendment #2 with a second by Palmer. The motion was passed by unanimous voice vote.

Ayes: Binnie, Singer, Palmer

Noes: None

Abstained: None

Absent: None

- 5.d. 2020 Salary Resolution Amendment #1 – Hatton stated the highlighted rows on the Salary Resolution identify where the draft amendment differs from the Resolution approved during the December council meeting. The creation of the Accountant position is an effort to enable career progression in the organization. It entails more complex analyses and duties and creates a career path capable of succeeding the Comptroller. The current Accounting Technician II involves more routine/established duties. This provides a promotion opportunity for existing staff. Binnie asked if the position would require a college accounting degree. Atkinson stated it would require a bachelor's degree and three to five years of experience. Hatton stated that the person in the position would attend the three-year Municipal Treasurers Institute training program. Binnie verified that this role does not increase staffing, but offers another higher grading of a current position. Hatton stated the positions covered by the WPPSA (police supervisor) union remain unchanged as the contract remains to be negotiated and ratified. The positions governed by the WPPA contract have been updated to reflect the contract ratified in the last Common Council meeting. The Economic Development Director is updated from various feedback that includes lowering the bottom of the salary range, but holding the top end unchanged. Allen asked about the low end and Clapper said that there was a change to the job description, which Allen asked to see. Clapper described some of the changes made to the job description and said he would give him a copy. Jill Gerber, a member of the public attending the meeting (non-Whitewater resident), asked if the position was still empty. Clapper stated yes. Gerber asked if it was lowered to attract more people, but the requirements are the same. Clapper stated that the requirements are the same, but the experience level is lower. Hatton mentioned the Fire Inspector/Code Enforcement Officer range. Hatton said that the Human Resources Manager replaces the Human Resources Coordinator and is an in-series promotion opportunity. Allen asked the current range and Hatton stated \$41,000 to \$54,000. Allen stated that it is quite a jump (\$51,000 to \$69,000). Hatton stated that the manager position starts at

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\$51,000, which overlaps with the Coordinator and it's a position of higher experience and responsibilities and a career progression. The Tournament Manager is a new position and would be accommodated in the Park & Rec budget. The new Wastewater Lead Operator position provides primary support to the Superintendent in a structure parallel to other public works departments in order to create a career path. Allen asked if there are retirement parties or gatherings for employees. Atkinson noted retirees are asked their preferences. Clapper stated that when there is no recognition it is due to employee choice. Clapper stated that they are drafting procedures about years of service and retirement recognition. Allen stated that board and commission members also need to be recognized.

Singer made a motion to recommend to the common council to adopt the salary resolution with a second by Palmer. The motion was passed by unanimous voice vote.

Ayes: Binnie, Singer, Palmer

Noes: None

Abstained: None

Absent: None

6. Future Agenda Items – Hatton stated that he will bring a proposed 2019 Budget Amendment #3 to include the closeout of 2019.
7. Discussion of Next Meeting Date – The next meeting will be February 25<sup>th</sup> at 5:30.
8. Adjournment – Palmer moved to adjourn with a second from Singer. The finance committee members unanimously voted to adjourn.

Ayes: Binnie, Singer, Palmer

Noes: None

Abstained: None

Absent: None

The finance committee adjourned at 6:54 pm.

Respectfully submitted,

Kathy Boyd

Executive Assistant