



FINANCE COMMITTEE MEETING MINUTES

MONDAY, OCTOBER 4, 2022 AT 6:15 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Ruetten

Others present: Finance Director Mark Stevens, Public Works Director Jaynellen Holloway, Fire Chief Travis Teesch, Police Chief Robert Kaminski, Interim Streets Superintendent Stacy Winkelman, Parks & Rec Director Kristine Butteris, Library Director Peg Checkai, Water Manager Pete Hartz (via video), and Alders Licht, Romlein, and Smith

1. **Call to order:** Mayor McFarland called the meeting to order at 6:15 p.m.
2. **Review and take action:** Hire Timothy Roberson as Route Worker for Solid Waste Division. Ald Ruetten moved, seconded by Ald Davis, to approve hiring at Grade G, Step 1 [\$21.19/hr] with an increase to G/S G2 when he has positively passed his probationary period, carried by unanimous voice vote.
3. **Review and recommend:** Fund 24 name change and expanded purpose. There are non-recurring pass-through, donation, and grant revenues that, when added to the General Fund, also influence an increase in the expenditures of the General Fund for the intended purposes of the revenue, but then negatively have an influence on the annual Expenditure Restraint calculation that limits expenditure growth each year. An alternative would be to remove these revenues and associated expenses from the General Fund into a Special Revenues fund. In light of the similarity to the ARPA grant and its short-term use, Finance Director Stevens is recommending a change to Fund 24 (ARPA Fund) to be called Non-recurring Grants and Revenues. Ald Ruetten moved, seconded by Ald Lampe, to make this recommendation to the City Council, carried by unanimous voice vote.
4. **Review and discuss 2023 budget materials:** Binders with printed copies of the 2023 budget (includes Dept requests and Mayor's proposals) were distributed to committee members. As well, electronic versions of the spreadsheets along with department requests, highlight memos, and capital improvements request forms were shared electronically via DropBox.com to all council members.

Summary of the Mayor's presentation:

- Overall budgeted expenses increase is approximately \$1 million
- Tax levy for General Fund is increasing \$650,000 from \$10,050,000 to \$10,700,000, but not changing for the Debt Service (\$4,700,000), an overall 4.4% increase
- Fund balance of \$411K is estimated to be used, with half of this for capital outlay and other one-time purchases
- The estimated unassigned fund balance at the end of 2023 will be 31.4% of the annual budget. The Council's goal was established to be 25%, so this balance would be approximately \$1.2 million more than the goal.
- Fund 5 borrowing: \$5.18 million is scheduled to be paid off in 2023
- Our past borrowing has been in the \$2.5 - \$3.5 million range. The estimated borrow request is \$4 million, including sizable projects (\$600K fire station design, \$500K in Bipartisan Infrastructure Law programs and bridge rehab projects).

Five strategic goals evidenced in 2023 requests:

- Prioritizes innovative, efficient, technological, and strategic services and operations that are responsive to the current state and cognizant of the future state of city operations
- Prioritizes strategic visioning and quality improvement in our processes to provide residents an evident and appropriate return on their investment in city operations
- Protects and evolves our assets and infrastructure
- Maintains a safe, healthy and accessible community, fosters community partnerships, and expands community education and services pertaining to safety, health and services for underserved
- Supports efforts toward improving attraction, retention, and professional growth of city employees

5. **Adjournment.** Ald. Bartz moved to approve adjournment at 6:54 pm, seconded by Ald. Ruetten, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.