

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Wednesday, September 30, 2020
6:00 PM
3rd Floor City Council Chambers – City Hall**

Call to Order

The meeting was called to order by Committee Chairman Bittner at 6:05 PM

Roll Call

Committee Members present were Curt Andrews and Mark Bittner. Absent was Committee Member Jack Powalisz. Members of City Staff present were Jeff Dawson, Library Director; Gregory Buckley, City Manager; and David Buss, Finance Director.

Review 2020 General Fund Budget Status at August Month-End

City Manager Buckley and Finance Director Buss discussed the current year budget status with the committee and the affects the Covid Pandemic has had on City operations as a whole. Overall, the General Fund is performing well year-to-date.

Review of 2021 Budget

The Committee discussed overall concerns with the 2021 budget, including but not limited to the possibility of changes to the Wisconsin State budget which could impact State Shared Revenues and Expenditure Restraint, overall impact of the Covid Pandemic, and the general financial health of City Funds.

Finance Director Buss distributed the list of upcoming meetings for the Committee which will review all budgets of the City. Also included was the overall schedule of budget approval process and the distribution of Property Tax bills.

Library Director Dawson reviewed the 2021 Library Budget, answering questions of the Committee and giving an overall review of Library operations and staffing levels. Motion made to recommend approval of the 2021 Library Budget to City Council by Committee Member Andrews, seconded by Committee Chairman Bittner. Motion carried.

Finance Director Buss presented the Preliminary 2021 Debt Service Budget, which includes a 4% increase in the Debt Service portion of the Property Tax Levy. Committee recommended that City Staff take a closer look at the budget and find ways to have no increase to the Debt Service Levy. Committee discussion followed.

Informal discussion of Capital Project and Special Revenue Budgets followed, including discussion of Enterprise Fleet Management for vehicle leasing instead of purchasing vehicles through the Capital Project Funds. Committee members directed Finance Director Buss to arrange a presentation by Enterprise at the October 7, 2020 Personnel and Finance Committee meeting.

Staffing Updates

City Manager Buckley reviewed hour changes for City buildings and the change in staffing times. Also reviewed were positions that are being held vacant, upcoming retirements, and positions that will be filled over the next few weeks and months.

Closed Executive Session

A motion to enter Closed session was made by Andrews, seconded by Bittner, at 9:04pm. Roll call vote:
Bittner: Aye, Andrews: Aye

Reconvene in Open Session

At 9:44pm, a motion was made by Andrews and seconded by Bittner to reconvene in open session.
Motion carried.

Discuss Date and Time for Next Two Meetings

October 7 and October 14 were identified as the next meeting dates.

Adjournment

Motion was made by Andrews, seconded by Bittner to adjourn the meeting at 9:58pm. Motion carried.

Respectfully Submitted,



David Buss, Finance Director