MINUTES OF THE FINANCE COMMITTEE

TUESDAY, MAY 26, 2020, 3:15 PM
CITY HALL, ROOM 207
IMMEDIATELY FOLLOWING PERSONNEL
AMENDED

A. ZOOM MEETING INFORMATION.

1. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. ROLL CALL.

1. Members: Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Bill Galvin, Ald. Brian Johnson

Present: Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson (arrived late)

Also present: Ald. Jesse Brunette, Ald. Lynn Gerlach, Ald. Kathy Lefebvre, Ald. Mark Steuer, Police Chief Andrew Smith, Parks Rec & Forestry Director Dan Ditscheit, Fire Chief David Litton, Public Works Director Steve Grenier, Procurement Manager Calvin Winters, City Attorney Vanessa Chavez, Finance Director Diana Ellenbecker, Assistant Finance Director Pam Manley, and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Barbara Dorff, seconded by Ald. Bill Galvin to amend the agenda moving Item #3 before Item #2.
Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax

Moved by Bill Galvin, seconded by Veronica Corpus-Dax to approve the amended agenda.
Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax

D. APPROVAL OF MINUTES.

1. Approval of the Finance Committee minutes from the May 12, 2020 meeting.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Bill Galvin to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax

E. REGULAR BUSINESS.

1. Consideration with possible action on the Brown County Municipal Tax Collection Agreement for December 2020 and February 2021.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Bill Galvin to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax

2. Request approval to purchase fitness equipment for the Fire Department from Fitness Lifestyles, Inc. for the sum of $72,246.97. Summary of competitive offers attached.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Bill Galvin to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax

3. For consideration and possible action on the five year combined Capital Improvement Plan 2020-2024 and 2020 borrowing.

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to approve the CIP with the changes that were discussed. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax

4. A request by Ald. Lefebvre to the Finance committee which states: I am requesting that the City again offer sand bags to residents on the Bay of Green Bay for a nominal fee including delivery. Many residents are elderly or do not have a way to pick them up.

Moved by Ald. Brian Johnson, seconded by Ald. Bill Galvin to approve the purchase of up to 500 additional sandbags out of the contingency fund for the property owners located along the bay following the same guidelines used for the previous emergency sandbag purchase. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

5. A request by Ald. Johnson to the Finance committee which states: To consider and discuss establishing a budget forecast process to position the city to strategically respond to anticipated revenue shortfalls and additional expenses from the impact of COVID-19.

Moved by Ald. Brian Johnson, seconded by Ald. Bill Galvin to hold for the next agenda and to ask Ald. Brunette and Ald. Dorff to work with the Mayor to create a committee of the whole item to update the Council on any actions being taken by the administration to close the shortfall. Motion carried.
Yes- Bill Galvin, Veronica Corpus-Dax, Brian Johnson

6. A request by Ald. Steuer to the Finance committee which states: To include maps, charts, and

other graphics of the various department line items, where applicable, in order to make clearer the City budget to the City Council.

Moved by Ald. Brian Johnson, seconded by Ald. Veronica Corpus-Dax to refer to staff. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

7. Report of the Claims Committee.

The Committee may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Moved by Ald. Brian Johnson, seconded by Ald. Bill Galvin to receive and place on file. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

F. INFORMATIONAL.

1. 2020 Contingency Account:
$143,700.00

2. The next Finance Committee meeting will be held on Tuesday June 9, 2020 at 4:30 PM

G. ADJOURNMENT.

Moved by Ald. Brian Johnson, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

H. VERBATIM MINUTES.

- I'm calling finance meeting for May 26, 2020, to order. Roll call, Alder Galvin?

- Here.

- Alder Corpus-Dax?

- Present.

- And Alder Johnson is excused. I would like to make a request before we approve the agenda, that we move item three to before item two. So have item three be the second thing on the agenda, and

I'd like to make that motion or that amendment to the agenda. How should I say this? I move to amend the agenda by moving item three to before item two.

- Okay, I'll second that.

- Oh, I have to say, all those in favor?

- Aye.

- Aye.

- Opposed? Okay, motion carries. Okay, now I'll take a motion for the approval of the agenda as amended.

- Motion to approve.

- Second.

- Discussion? Hearing none. All those in favor, say aye.

- Aye.

- Aye.

- Opposed, nay.

- Motion carries unanimously. Okay. Oh, approval of the minutes. I entertain a motion to approve the minutes.

- Motion to approve.

- Second.

- Moved by Alder Corpus-Dax, seconded by Alder Galvin.

- Aye.

- Aye Opposed? Motion carries. All right. Regular business, letter E. Consideration with possible action on the Brown County Municipal Tax Collection Agreement for December, 2020 and February, 2021. Staff?

- Yes. In front of you or in your packet, you should have seen a copy of the agreement that was offered to us by the Brown County. We would recommend that we sign it and allow county to collect our taxes from December through February. Any questions?

- Yes, I have just to clarify. We've had previous discussion about us collecting our own taxes for a period of time and then the county takes over. So all those potential savings and everything else are all still in place, as you said there was not a specific number but there is an opportunity for the city to recoup some monies from this process, correct?

- The last tax season, December through February, the city of Green Bay did collect their taxes. And we have some numbers, but the savings wasn't... really what happened is, now that the interest rate has dropped, a lot of the savings have gone away. And so at this point, as long as county is willing to entertain and collect our taxes for this next round, the first installment, we would recommend that they collect them for us.

- Okay, so the juice isn't worth the squeeze anymore?

- Correct.

- All right, and did we collect taxes prior to December, 31st?

- We did collect for the 2019 taxes. We collected from the middle of the summer till February, this February of 2020, and so yes. We did collect it, this was the first year that we collected it in many years at the city of Green Bay.

- Okay, we did not hire any extra staff to do that, we just used current staff, correct?

- We did use temporary staff. We brought in one person from a contractual as a part-time contractual person, and then we also brought in a couple of people that were part-time, paid employees. I believe we brought in four additional staff to assist. But as we found out, it wasn't enough, so we had internal staff that helped us at the ninth hour to 11th hour on December, 31st, beginning of January, we also had quite a few salaried employees within the Finance, Admin, and Parks department that put in quite a few additional hours to help make sure that these were all processed. So, again, really the interest rate dropping, as you said, it really does not pay off. Probably going into this next year.

- Based on our experience, and I know it's just a one-year shot that we did this, would you be able to estimate going forward, year-to-year, what the interest rate would have to be at for us that at least break even or come out ahead on this?

- Yes, that was something that was in the analysis that we had last year. We had right around 75 basis points, if I remember right. It was really the break-even point, and I see Pam agreeing with me. That was the breaking even point. Last year, when we did the analysis, we were right about 1.75, and currently we're only at 0.25 and now the last two months, the number has just plummeted. It has dropped. So that is when you see why I do projections. We're also projecting a loss in interest income, or interested investment income. I believe we're gonna be short this year because of that interest because the rate has dropped so drastically. Again, beginning of the year, we were at 1.75, it's already dropped down to 0.25. So nobody can predict where it's gonna be back in December, but at the current rates, it would not be to our advantage to collect.

- All right, thanks so much, I appreciate it.

- Alder Corpus-Dax, do you have anything?

- No, Director Ellenbecker answered my questions.

- All right, I'll entertain a motion.

- Motion to approve.

- Second.

- Is there any further discussion? Seeing none, all those in favor, say aye.

- Aye.

- Aye.

- Opposed, nay? Motion carries. Okay, we're gonna go into number three now. Action on the five year combined into capital improvement plan, 2020, 2024, and 2020 borrowing. So I have upholded the committee. I talked to department heads, individually and chiefs, and I asked them to come back with some proposals for us so that we can at least hit the two million mark that we would like to reduce, if not more. So that rather than going through this page by page, which, of course, we can go to any page any of you want to go to, I would like to And other than Director Grenier, I will talk about what I spoke to Director Grenier about. And I would like to explain what they feel that they can move. And then I'd like Director Ellenbecker to just keep a running total of that. So does that meet with the committee's approval?

- Yes.

- Sure.

- Okay, so I'm gonna start with Chief Smith, because I start with different people than I started with last time. And Chief Smith, we had a discussion, and Chief Smith, can you please tell me what you think you could manage to take out of this bonding project? Well, we have 15 squads and five general vehicles in the vehicle portion of it. If everybody has made good team players, we could probably reduce a couple by the squads that we have and one or maybe two of the general vehicles. As you know, we were on a two-year, then we moved to a three-year replacement cycle. We're hoping that we are now gonna be on a four-year with these, which means we keep them longer, we take better care of them, we have fewer accidents in them, which is exactly what we're seeing. And right now, we have some vehicles that are five and some six years, which we're hoping to get rid of. And I think if we get a dozen or 13 continue that and play catch up for the years when we only got a few or no vehicles.

- Okay, so chief in looking at the request, there is a couple of different prices for the vehicles. And so the price I see most often is 36,133, and that would be for a new squad car so we're saying so can you minus 72 to 66? Yes, that is not a really hard one to do in my head. And then, well, let's look at one, what is that other kind called?

- The general vehicle. It's the ones we use for or for just the general fleet. It's not a pursuit-rated vehicle, so it's cheaper, usually like a Chevy Impala or something like that, 22.

- Oh, good, because I can't find that one, so minus another 25 too. Thank you, Chief Smith. I know that your budget was pretty tight when you presented it to us, so thank you for that offering. And now, ooh, let's go to Director Dan Ditscheit. Parks and recreation. There he is.

- All right, there you go. You guys, can you hear me? All right, so I looked at our bond request, and looking to see what we could eliminate from our proposal here. There are a couple of park projects, construction projects, that I think we can hold on for a little bit without it affecting our parks too much. So the first one would be $250,000 for Murphy Park pickleball. So the reality is even if this were to be funded in 2020, it likely wouldn't be under construction until 2021 anyway. And we're looking at bonding again this fall, with our budget cycle. So if we do, in fact, follow ahead with that same schedule for the 2021 bond request and the pickleball courts get put into that bond request and gets approved, it really wouldn't affect the scheduling of the construction at all. So I think we could hold 250,000 for Murphy Park pickleball pretty easily. I will also hold the hockey rink board replacements for $25,000. We've actually been asking for that for a couple of years, but I think we can last one more year and ask for it again in the near future, and in the following request. And then the last one is we have $100,000 for miscellaneous paving. What that is used for is we oftentimes get unexpected paving projects that come up throughout the year, or requests by alders and publics to do small sidewalk projects here and there. So I wouldn't propose to eliminate all of it because our account is pretty low right now, but I would feel comfortable taking that down to 50,000 instead of 100,000.

- So now it's a total of about 325,000, isn't it?

- Yes, that's correct.

- Very good, thank you very much. And how about Chief Litton?

- [Male Participant] He's coming.

- Good afternoon, everybody? So, yeah, at the request of Alder Dorff, we did take a look at the requests that we had in for this year. And, ultimately, we came up with a savings of $577,907 out of her request. Basically, that came from under the major capital projects. So we eliminated the following things. A carpet at station four, $3,750, windows at station seven, 16,400, the heating and ventilation system at our mechanic shop, 37,500, large door openers at the shop, 16,400, and then slot repair, basically, at stations two and four, we took out about $28,000 there. I did bump up the lot apron at station five to $25,000, that one is in really, really bad shape and is collapsing and making it difficult to bring the apparatus in and out from the street of that station. And then the exhaust ventilation system at the fire shop for 71,000. So that was roughly 160,000 savings out of the major capital. Under the regular equipment, we've reduced the radio for more tune, for 13,600 base radios at station two and three, that was 31,400, water heater at station four, 10,700, water heater at station seven, 10,700, the automatic EDs that's listed, that's the automatic external defibrillators, 87,000, the foam replacement at 17,500. I did have to add back in, in the section, turnout gear replacement. That was something that in the transition or translation from general operating, back to capital, back to general operating, back to capital, that was missed. So we have to have an addition in that area, turnout gear of $100,000. So I ask to add that back in because that has to happen. That's something that the gear has to be replaced every 10 years, and so there is a certain amount that we have to put in place every single year. And then finally in the fleet replacement, taken out the support vehicle for 52,900 this year, and taken out ambulance at station six, 294,000. So all said and done, even with the addition of the $100,000 back in for the turnout gear, our total savings that we're pushing back for about a year or so is $577,970.

- Thank you so much, Chief Litton. And then, finally, the Department of Public Works. And this is a decision that I don't feel that Director Grenier, can make on his own, this is a decision that only council can make. And we've heard from Director Grenier. We heard from him last time about the bridge and weather, you can't predict. You just can't predict. It could last another year, it could last another two years. We don't know. But my advice is going to be that we your projects, 1,450,000, to 2021. Wait, I want us to do the pavement projects this year. I think the roads are really important. But, knowing that we're gonna have a big bridge project next year, then we may have to look more carefully at the amount that we can put into pavement projects to balance that out. Director Grenier Is he here? Where did he go?

- He's here.

- Oh, there he is. He's in the middle. Sorry, sorry, hi. In the middle of my... Hello, Director Grenier? Did you wanna talk? Okay.

- Well, I think you summarized things pretty well, Alder Dorff. I think you should be aware, that was between the time that we did approve the capital improvement program through the improvement service committee for DPW, and the time that we submitted our bond request, DPW has already trimmed in excess of $1.2 million off of our bond request. So we've all our $1.2 million reduction in our request.

- Thank you. Thank you for bringing that up. I appreciate that. So with all of that added together, Director Ellenbecker, what are we up to right now as far as the total of reductions?

- Whoops. Okay, yes. Just to recap, like you said, fire came in at 577,970 reduction, police had 97,466, parks has 325,000, and then if we take the bridge out, it's 1,450,000, that is 2,450,436, and our levy borrowing of 11,921,920, down to 9,749,784. And if I recall from our last meeting, we were trying to get to two million. Right now, we have exceeded our goal. That doesn't mean we still can't talk about things, but I'm pretty happy and proud of our directors and chiefs for coming forward and being willing to look at this and to cut deeply. I really appreciate that. Committee members, any discussion? Alder Galvin?

- And I appreciate the work, and the ability of the chiefs in the department, have their bond request and to make these cuts. I know they're not doing it because these are frivolous things. I mean, these things all need to be taken care of. My concern, again is, and we had talked last year about trying to keep our bonding at $8 million per year for the next five years. And so my concern is as we look at this, and we're gonna be doing this year-to-year, which I think is a good thing to do, because you don't know how things change, I'm afraid of the snowball effect here. That we get to year five and we're still gonna have $20 million in bonding requests because of the projects that we're gonna be putting off year-to-year. Let's face it, next year, we're probably gonna be doing the same thing unless something miraculous happens. And I'm not sure what the answer is, but I'm voicing my concerns right now because I am concerned. I'm concerned that we're gonna have this going on every year. I'm concerned we're gonna hit a point where all this stuff absolutely has to be done. I mean, that bridge breaks or anything else happens, water heaters, vehicles, trucks, windows, all these stuff that we're assuming. We're gonna be sitting down the road with a huge problem three years ago when we realized that we'd finally painted ourselves into a corner. And I'm not sure what the answer is, but if everyone can just keep this in mind as we're moving forward and if they... any possible suggestions or solutions or things to mitigate these, I would be more than willing to hear what you have to say. Thank you.

- I do wanna draw you guys' attention to that page. Oh, I think I meant the page four of the summary bit. The projects each year, the totals, the total seem to go down each year. Yes, now we're gonna push them. This was the highest year. So now we're gonna push them off to next year or the year after, but this seemed to be the highest year, the year that we had the most concern with, and other things will come up. And I agree with you, Alder Galvin, I agree with you. We need to get some of this work done. We have now cut out about 2.5 million, but we're eventually gonna have to do the work. Alder Corpus-Dax?

- Thank you, Alder Dorff for taking the initiative and contacting the directors on your own and trying to come up with a plan here. Thank you to the directors for making even more cuts to already tight budgets. I appreciate that. Echoing, Alder Galvin's concerns, is we keep pushing these things off and at some point, it might not happen, but it may happen where we have all of these things that have to get done. And what do we do then? So, I think we're in a better position right now than we were a couple of weeks ago, but it's still 1.7 million above what we were targeting.

- Yeah, I think realistically, I don't think we are gonna get down to that eight million. I mean, it seem to be like that was not gonna happen, but I was hoping for two million. And I'm pleased that it's more than two million. And I wanted the directors to look at it themselves because they know better about their departments than we do. I believe that they do. And so if they are gonna look at it and really dig deep, then I'm not gonna second guess them at this point. I'm pleased with what they've come up with, and I will also take if there's anyone else. Any other alders out there that would like to directors. Any other discussion?

- Alder Dorff, this is Alder Lefebvre.

- Okay, Alder Lefebvre?

- Yes, I do agree with Alder Galvin that yeah, we have to be careful that we're not gonna push so much off that taxes are gonna go sky high because of all these projects that have to be done. And I think, as you mentioned, we're gonna wait on the bridge, but it'll have to be done next year. And I think that's what we have to put in the planning. Know that some of these we put off, that we have to do them in a certain year. We can't put them all off for five years, they get too many at one time. And I think, as you had mentioned, the bridge will have to be done next year. We can't keep putting it off. And we'll have to look at some of these major projects and make sure that they are put in a year, and get them done so that they don't pile up, and, unfortunately, we might have to next year. I don't know, I got a question too. What does this do the mail rate?

- I don't know. Diana? I mean, I don't know, but Director Ellenbecker?

- Yes, I'm actually gonna use the Director Grenier's rule of thumb, and it does come out very similar that for about every million or so that's come out to vote, are pending on the mail rate. So if we're going over about two points, a little over two million above what we are paying off, you will probably have a mail rate increase for core debt service about two to three sets.

- Okay. And this also includes-- So Lefebvre, I wanted to bring that up to you.

- Right, right. I know, I know. And, unfortunately, it's something I can't I ask to be put off, I'm sorry. It has to be done, and yeah, I apologize to everybody, but this is what has to be done. Okay, so... Okay, that's fine. Thank you. Thank you for everything.

- Thank you. Any other discussion? I see Alder Brunette is with us today. Alder Gerlach?

- Alder Dorff?

- Yeah, Alder Brunette?

- Thank you. Great work, thank you for reaching out to the department heads. I know that we were in a difficult situation even prior to COVID, and I agree that we can't push projects off too far but given the circumstances we are in, I think the work that you did is very commendable. So thank you.

- Thank them. They did it, they did it.

- Yeah, but you initiated and made it an important

- Thank you. So what would your wishes be, committee? Would you just like to move the budget forward as discussed with those reductions? Do you wanna look at every single page for the next three hours? What would you prefer?

- I would have to, oh?

- Alder Galvin?

- I would have to say, the best people in the best position to make the decisions on where the cuts should be made are the directors, department heads, and the chiefs. They know better where they absolutely have to have those monies than we do. I mean, we can sit there and we can guess, and we can try and extrapolate and whatever feels good in our gut, but we don't have the expertise that they have, that they get from their staff. So I think we need to respect what they've proposed to us, and when we're done with discussion, I would make a motion that we accept this and pass it on to council.

- Well, you can make the motion come. We can have further discussion.

- All right, I'll make that motion that we accept the proposed bonding, and move it on to council.

- Second.

- All right, is there any further discussion? Hearing none. All those in favor, say aye.

- Aye.

- Aye. Aye, opposed? Motion carries. We've got our bonding to carry to council next week. That is really great. Good work, everyone. All right, back to the agenda item number two. Request approval to purchase equipment for the fire department from Fitness Lifestyles Incorporated for the sum of $72,246.97. Summary of competitive offers attached. This was from the 2019 bonding. Staff or Chief Litton, who would like to go first?

- I think that the airport has managers on the airlines, so I'll defer to Calvin first.

- Okay.

- It was a competitively bid RFQ. As you can see, we received numerous calls. We received seven responses, all very competitive, and we have worked with the fire department, and we're recommending awarding to their low bidder. Because all the bids did come in over budget, we did remove a line item, got us down to the appropriate

- Okay.

- Director Ellenbecker, could you explain where this money is coming from?

- Yes, this was a 2019 borrowing. It was part of our 2019-C borrowing, which means it was our 10-year note. And notes are not quite as specific as a bonding, but it was specific for equipment or building repairs, is what this more money was borrowed for.

- And Chief Litton, can you talk a little bit about why, at this time, we should invest in this equipment?

- Well, I spoke a lot to that during our budget deliberations and when we were talking about this maybe a year ago, but I'll just recap some of those things. Now, our personnel, in any department are our most valuable asset that we have. And I think that as we look at things and we look at our personnel, each department, the police and fire department has a physical therapist, and I'll just call them therapist/trainer, who looked at all of our activities in the fire department, actually spent two 24-hour shifts responding with our personnel on an ambulance, on a fire engine and ladder trucks. He, actually, on one of the days called a working structure fire to see what actually goes on and the kind of the chaos, some of the stresses that are put on the individuals' body. And so, through that, he designed some ergonomic programs, some training programs, some physical, I'll call them agility programs, in order to strengthen the individual firefighters with the ultimate goal of keeping them strong and number two, eliminating workers' comp in injuries and things of that nature. I'll remind you, we have eight fire stations, seven of those are manned, with the eighth one being the administrative office. So while this might look like a lot of money, it's spread out over seven fire stations, and what it's doing is it's getting rid of stuff that firefighters have collected off the garbage heap. Much of this stuff is specialized equipment that will be standard from station to station in order to implement the programs that our physical therapist has recommended to the department. We're, again, very adamant that we take care of our people, I know that you are as council members as well. I think it's a small price to pay, it's not something that we come back and ask for every year or every 10 years, really. Once we get the standardized equipment without borrowing anything and wear it out, down the road 10 years, all this is a commercial grade equipment, it will be used repeatedly 24/7, and I'm asking for the finance committee to approve it.

- Alder Galvin?

- Well, I discussed this before, last year in 2019, when we were doing the bonding. And I questioned city spending money on this. And I understand that we need to have firefighters that are in shape and we need to have them in the kind of shape that prevents them from getting injuries, we should put them on light duty, and all those other impacts. And, again, I'm gonna ask a question, are you gonna require the staff to use this equipment to prevent those injuries?

- Yeah, again, so our physical trainer/therapist, is the person that works with the individual staff members. He does put on training sessions for all of the staff that are required to go attend the training sessions. Right now, we're doing those via... it's the same process that we're using here, but when we can get back to having them back into the stations, four times a year, he comes in and does a training session with all the stations, shows them all of the proper things that they're working on, he reviews our workers' comp injuries for the last quarter, and focuses... if we see something that pops up that maybe wasn't happening before, then he focuses his attention on those kinds of injuries so that we can help and hopefully prevent those in the future. So, yes, everybody has to go through the training, everybody does go do the workouts, and we do keep a training record of it.

- Okay, because then I'll point out again. The police department has a pretty nice gym. I mean, it's not like what I would call state of the art, but maybe in the future, when we start thinking about this department gets all theirs from donations. All their officers raise the money themselves or the equipment. And they're certainly not required to use it, so that's different from what the fire department is doing. And I, at least, I'm glad to hear that we're expending this kind of money on equipment, that we are requiring that they use it to prevent those injuries. But I think going forward, I think that might be something to look at, is different sources of funding. So thank you.

- Alder Corpus-Dax?

- I don't have any questions.

- Okay, Director Ellenbecker? So my understanding is that this money could not be put towards salaries. For example, I know there's been some talk of furlough. So though I know no decisions have been made, but this isn't something where and turn this $72,000 into money to pay so that people wouldn't be furloughed.

- It could not be turned into salaries. It just wouldn't have to be either for equipment or, again, it was specifically when we had the list, we borrowed it for fitness equipment for the fire department, but if for some reason you were to reallocate it to something else, it would still have to be equipment or repairs to our municipal building. It is what it was designated for when it was borrowed last year.

- Do any of the other directors or chiefs have any comments they'd like to make? Okay, at this time I'll entertain a motion.

- Motion to approve-- Motion to approve--

- I'll give it to Corpus-Dax this time. Alder Corpus-Dax gets the motion to approve, Alder Galvin gets to second. All those in favor, say aye.

- Aye.

- Aye.

- Aye, opposed? Motion carries. Thank you. All right, next item. Number four. A request by Alder Lefebvre to the finance committee, which States, "I'm requesting that the city, again, "offers sandbags to residents on the bay of Green Bay "for a nominal fee, including delivery. "Many residents are elderly or do not have a way to pick them up." Maybe Alder Lefebvre, would you like to speak to this?

- Yes, thank you, chairman. Yes, I did go out and I went out the other day and I went up and down and I stopped at some houses and I called some people, but of course I couldn't everybody. But I had a request for 250 sandbags for the time being. I don't know if anybody else is gonna contact me, but I don't want the city to purchase more than that and then have them sit there because I don't wanna add to our budget. So I put in for a nominal fee. And one thing that happened and I did not catch it, and nobody contacted me to let me know, that the city did offer sandbags. I believe it was in the end of March or first part of April, because someone down further, he told me that he called DPW and he was able to order sandbags and they delivered them for 60 cents a bag. So I wanted to make sure that was true, because I know you got them. So it must have been true. But so I would hope that they wouldn't be more than that. It depends on what the county is gonna charge for the sandbags.

- I think we need to talk to Director Grenier.

- That was an offshoot of the beach lane flooding issue, and shortly after that, the decision was made that city DPW staff is no longer delivery in the sandbag delivery business. The 60 cents was the original preliminary figure, and I think Director Ellenbecker can back me up. The last order that was placed, that was put out for folks in March, we ordered 10,000 and they came out to 63 cents per bag. That does not include delivery.

- Okay, do you think... because they'll have to be delivered because a lot of these people are elderly or they have no way to pick them up. They don't have big vehicles or trailers that they can come up. Do you think you could keep it, with delivery, below a dollar a bag?

- That's not up to DPW. DPW is not in the delivery business. The sandbags that are currently being requested are for use on private property. Our jurisdiction is within the public right of way. We have no business delivering sandbags to people. That's not our forte. That's not what we do. And delivery of sandbags, if the council decides, and I've gotta be honest with you folks, if the council decides that you want DPW to start delivering sandbags to residents, I am going to have to start cutting core services in order to free the equipment and the manpower up to provide a new service that's not provided. So if you want us to deliver sandbags, I will cut core services.

- Can I make a request that you could deliver, say at one place? Just drop them off at the Lakeside Park?

- Again, sandbags for private property, that's not a DPW responsibility. You really should be talking to Chief Litton as the Emergency Management head.

- Okay, we could.

- Okay

- Chief Litton? Chief Litton, the ball is in your court now.

- Well, I guess they bounced the ball over to me, so I'll just reiterate what Director Grenier said. This is really a policy matter. The council has to decide if and when you wanna pay for them and how you wanna pay for delivery, because nothing obviously comes for free. So the amount that Director Grenier stated, 63 cents a sandbag was correct. We took that out of contingency funds, I think the last finance meeting or the one before that, in order to pay for those sandbags. My opinion of this is when you start making exceptions for one, you gotta make exceptions for all. And so, again, this becomes a policy matter. If the council allows us to buy more bags and to arrange for delivery, of course, we will do so. Understand that all of this has a cost.

- Okay, trying to think. If you could do somehow have them at the same site and people would have to pay as they pick them up. I know someone who has a trailer and maybe we could pull together and deliver to people ourselves here, but it's getting the sandbags. Because I talked to from the county, and they can only sell them to municipalities. They cannot sell them to individuals. So we have to go through the city to get them. But the people would be willing to pay 63 cents or 65 cents, even 70 cents per bag, if they can get them. Getting the bags, I guess, is the main. First getting those. Is it possible to have them, again, at that site? And I'll make arrangements. I know who some of these people are. I mean, I know who they are, I'll make arrangements to have them delivered?

- Alder Lefebvre, I'm not sure where you're directing that, and I don't know if you're directing that to me, but, again, we can order and get the sandbags. That's not necessarily a problem. Director Grenier or I can call the County Highway Director and he'll certainly get the sandbags made. And whether or not the city pays for them or the individual homeowners are gonna pay for them, it's really, again, a council decision or it's a policy matter. Can we put them over at the Broadway Building? I'll defer that to Director Grenier on that because, I mean, that's where they went before. I don't know whether that space has been taken up at this point, I haven't been over there recently, but I know that we don't wanna be in the perpetual business of saving and or storing sandbags over there because we are using those buildings for reserve apparatus and for other equipment and things that are going on. So I think that we can do it temporarily, but are we right back in this business again next fall or next spring? I guess, yeah, those are all the questions that I think would come up.

- May I ask, why did we have 10,000 sandbags? What led to that decision?

- Again, I think that was a discussion that we were having within this committee based on the flooding that was going on along the East River so that individual homeowners could have sandbags, window openings, potential walk out door openings and things of that nature. And I think we had that same discussion, again, at the event on April, 29th, on the Long East Shore, so I think that that's where the direction came for 10,000 sandbags. That's what we estimated that would be needed. I think that we went through all 10,000 of them, I think it was tapering off there quite a bit at the very end, so I don't know whether you have to order 10,000, but that's how the process kicked off and what we arrived at.

- And so, are there any private companies that make and deliver sandbags, or is the only place you can get a sandbag, from the county or the city? Does anybody know?

- I can answer that. I did check for someone because he's on Lakeside and he's on a slab and the April 29th flood went through his house. And he's in the process removing everything. He really needs them, and he had no way to get them here--

- So my question is, is there someone--

- I know, yes, there are. Okay, I checked three places. You're paying 2.99 to 3.49 per bag, that's without delivery. Then you're paying what, $70 delivery? That's a lot to pay. And with the city, because the county they can do it for a lot less per bag, a lot less. And the city pays them, so it's more economical for people. And this is a need for other people too that never got them. They have window wells that are open, and they need to make sure that those are taken care of. I had access to a trailer, I got my 50, but there are a lot of people out here that missed that. There is a need. So if we could get--

- Yes, Alder Galvin. Alder Galvin.

- So Alder Lefebvre, if I understand correctly, she's requesting that the city purchase 250 sandbags at 63 cents a piece. And if she could arrange for someone to pick those up from a site, it sounds like that's what she's asking for. Cost-wise, I'm trying to do the math in my head but it's not working too well, but if it was $6,300 for 10,000, we're looking at a very small amount of money for 250. It certainly seems doable as long as they can get their own pickup in place, and I think that Neighborhood Association should be able to swing it. My concern here is we do 250 now then 250 and two weeks. Is there a way that we figure out who needs sandbags, how many do they need, they order it, get it through to city and just have it at one central spot that they're responsible to pick it up by a certain date or DPW gets rid of them. Is that a doable thing here?

- And Alder Galvin, I'm also saying that the residents would pay the 63 cents or 65, whatever it is, per bag. They would pay for them.

- Well, if the residents are willing to pay for them, can we order for them through the city? All we're doing is receiving and then letting them pick it up. No cost to us.

- There is probably some supervision and there is probably some billing. I mean, they're not just gonna disappear, right? Somebody has to be in charge of it.

- Well, sure. The city sells garbage cans. If your garbage can get stolen or something like that, you have to buy another one for, I don't know what the price is, say $90. So you buy a new one for $90. The city bills you for it, you pay them, you go to DPW, you pick it up, everybody is happy. If these people are willing to order and pay upfront for these sandbags so they can get them at 63 cents a piece instead of, say, at three or four bucks a piece, can we do that for them?

- My question is, does this belong in this committee? I mean, I don't wanna pass the buck here, but does this belong to this committee?

- I would ask how we got the 10,000 sandbags we did from earlier this year, and let's follow that same process.

- So this is Vanessa. And the reason that I'm in this committee is because we're figuring out how we're gonna pay for it. It doesn't really belong in front of IMS because it's not an operation offered by the city, it's been an emergency management situation. The only other potential committee it could go to would be to Protection and Policy to determine if it's something that we wanna start offering to residents in general.

- So is this a one-time deal we're talking? This is one and done? We're not gonna continue to get 250 and then another 250 and then--

- Right, that was my point. Let's figure out who needs them, let's get them, and then let's be done with it. And do they even need it yet this year, or is this something we should plan on for next spring?

- Okay, can I answer that please? Probably just this year, because once the dyke phase is done, there'll be a lot less flooding, we're hoping. We're hoping that it won't go so bad that it'll come up by the houses and cause the problems.

- Wait, just one second. Are we absolutely sure that county won't sell them to the residents?

- Yes.

- And you're sure that--

- Yes. Yes, he said they cannot sell it to individuals.

- Not that they just choose not to, that it's against the law?

- No, it's part of their... They got some agreement, that's why they can give the bags, sell them to the municipalities at a low rate. There's some kind of agreement that was done. He didn't explain the whole thing, he just said no, that they cannot sell to individuals.

- And so there we'll all just sell them? I mean, if they can't sell them--

- Yeah, yes, you can.

- Well, I'm gonna ask Dave Litton are we legally allowed to sell these bags? The other 10,000 were free, right?

- I am not the legal counsel here, so I'll--

- You're not.

- I'll defer it to Attorney Chavez or--

- To my attorney, Chavez, or Diana.

- I am not privy to the terms of whatever agreement they have in place that's preventing them from selling them, and I would need to review the contract that we have. But if we've done it in the past, I'm assuming that there is not an issue with it. And I don't know what provision they could have in their agreement, which would prevent them from selling directly. But again, I don't know what their contract says.

- So did we sell them? Let's turn around, did we give away those 10,000?

- We gave them away.

- Gave them away.

- So have we ever sold sandbags before? Does anybody know?

- Not to my knowledge.

- No, not that I'm aware of.

- So, really, this is a bigger issue because know that we can't sell them. We're talking about $157.50 if we get sandbags, 63 cents each. And I'm not suggesting the city to pay for it, I am not. We've been paying for a lot lately, I think we need to draw the line at some point. I think this is just bigger than making the simple decision. We'd have to set up a way to track the selling of the sandbags, and I don't even know if we'd be allowed to do it. Director Ellenbecker?

- Yeah, those are some of the concerns that I would have. If we were selling them to residents, one, we would have to add sales tax because we would have to report it to the state as being a sale. So it's not gonna go much if it's 63 cents. If we can get 10,000 bags at 63 cents, if you're buying 250, I'm not sure volume buy, whether or not it's gonna to be at a low. I think per bag it's gonna go up. And then second, I'm not sure how we would cash handle the sale of these bags. I mean, I would recommend, if by any chance it is approved by council to move forward with these, I would ask that we were able to build one place, whether it is the Neighborhood Association or one person, have one billing, include sales tax, and sell it because otherwise, that would be a lot of administrative activity for a very few dollars. Like you said, it's $157, maybe with tax it's slightly over 160. I would wanna make it a one invoice transaction if it was to ever be approved. We don't get to cash handle a couple, and I'm not sure how we would want that paid upfront ahead of time or have one invoice to be issuing with tax. Alder Johnson, did you have your hand up?

- Yeah, it seems to me that the fact that we're even talking about the prospect of $160 transaction, we've just wasted more than that in staff time on this phone call. What I would suggest is the mayor had authorized 10,000 of these bags under the declaration of an emergency because he wanted to solve a problem. The problem is not solved yet. I would be curious, Alder Lefebvre, have you actually talked to the mayor about authorizing whatever it is that you need so that this doesn't really even need to be in front of this committee?

- This has been moved around twice trying to get done. No, I didn't call the mayor. I mean, why would I call? The mayor has a lot on his plate right now. I'm sorry.

- But because he has the authority to authorize this under the declaration of emergency, which is how the first 10,000 were authorized. It seems to me that that would be the fastest, most efficient approach to this, and then it can come back after the fact council. Because if the problem is not solved yet, and what we need is 500 more bags, just let the mayor do it and let's call this a day.

- 150, 250 more bags.

- Even better, even better.

- Committee, what would you like? Yes, Alder Corpus-Dax?

- Director Grenier, do we have room in where it was housed before? Do we have room if 250, 500 whatever is requested? Is there a site where we could put this?

- I could make that room available.

- Did anyone hear what he said? I couldn't hear it.

- He said, "I could make that room available." What are the wishes of the committee? Or are there other alders? I think Alder Brunette's out there.

- Thank you, Alder Dorff. You all made great points, but I think after a certain time you're putting a lot of time and resources trying to figure out a very simple thing, and that is people wanna avoid flooding, and if a few hundred sandbags will alleviate the flooding on their property, I think it should just be simple. And Director Ellenbecker had a good point, maybe go right through the Neighborhood Association. Or Alder Johnson had a great point about seeing if the mayor would include that in his emergency declaration, seeing that the potential flooding means that the emergency hasn't fully passed. So I have nothing other than those comments. Thank you.

- Good comments, thank you. Alder Gerlach?

- It just occurs to me that flooding is going to happen again in a month, then in two months in different parts of the city, and this is going to be an ongoing thing. When Mason and Main flood, I don't know much about flooding. I don't know if sandbags would be of any use, but it's not gonna be just a one-time thing, I think. Maybe you should just keep that in mind.

- Okay, any other discussion?

- I just want some directions, please. Something to happen.

- Committee, I'll entertain a motion.

- I'll move that we authorize the purchase of up to 500 sandbags. It doesn't need to be that many, but we'll let staff make that decision. And to be paid for through the contingency fund and not to bill back. It'll cost us more to bill it back than to just give them away.

- Right, and I would continue that we follow the same rules that we did for distribution earlier this spring. If these are for along the bay, they'd be designated for the people along the bay, and that they're allocated only so many bags per residence so that everyone has a fair share at getting the necessary bags they need.

- Alder Lefebvre, I would ask that you try to get as close to a number as possible, bags that we need, so that we're not ordering more than what's necessary and taking spot, taking up space, in one of the warehouses or wherever it is that they're gonna be housed.

- Do you think that there would be need for the East River? Again, maybe not everybody got bags last time, that they might also want some?

- I don't think so.

- That's not in my area, so--

- I'm gonna have to say, I don't think so. I think the city... those people picked up all the bags that they felt necessary for their homes. I haven't heard any complaints or anything else like that.

- Okay.

- And there is no mention of delivery, right?

- Right. We're not delivering them, right Alder Johnson?

- Right.

- Correct, and I would also just add to the discussion, Alder Dorff, that that's the motion I'm gonna put on the table so that we can just move beyond this item. However, I would still encourage Alder Lefebvre to contact the mayor literally right after this meeting, because he has the authority to execute this today.

- Okay, thank you.

- And then we can bypass the entire need for the motion.

- Okay. Brunette?

- Yeah, mine was a second, I guess, with that amendment. That there be certain rules in place so that we can't have someone come in and grab all 500 bags.

- Is that okay with you, Alder Johnson?

- Yes.

- Yes, okay. All right, we have a motion to second. Further discussion? Seeing none, all those in favor, say aye.

- Aye.

- Aye.

- Aye. Opposed? Okay, motion carries, thank you.

- Thank you, everybody.

- Number five, a request by Alder Johnson to the finance committee, which states, "To consider and discuss "establishing a budget forecast process "to position the city to strategically respond "to anticipated revenue shortfalls, "and additional expenses from the impact of COVID-19." Either Alder Johnson or a staff can speak to this.

- Would you consider combining number six for this discussion?

- Oh, I would certainly. I request committee which states, "To include maps, charts, and other graphics "of the various department line items "where applicable in order to make clear "the city budget to the council."

- Sure. Okay.

- Okay.

- Can we have then a motion to consider those two at the same time?

- Do we need a motion to combine items five and six?

- I guess if you're gonna take different actions, maybe you should leave them separate, but I think what I was just gonna show you is going to probably answer both of them, so you can potentially... maybe let's go through number five and then see if that answers number six.

- Yeah, I'd probably prefer to leave them separate only because I think what Alder Steuer is asking for is related to probably the annual budget, whereas mine is really focused on the forecast.

- Okay.

- All right.

- And to clarify, you are able to take up two items for discussion, and then take them separately for action.

- Okay.

- Thank you. All right, who would like to speak? Alder Johnson, or does your communication say it all?

- Yeah, we've had this up a couple of times, so I will defer to Director Ellenbecker.

- This is an ongoing item, and I agree with Alder Johnson, it should stay on here as an ongoing item so that we can potentially continue to talk about it because week by week, this number changes. Some get better, some get worse, depends upon how things continue out with this COVID. What I did send out, and I can potentially share my screen, was a document. And it was only a only a couple lowered that out. It was just a recap of where we are really for the general fund for the 2020 budget, and just showing revenues, which revenue that I think we're gonna be short, and which expenses that I think we're going to be over maybe in some of the plan or the strategy of trying to cover the shortfall.

- Yeah, if you could put that on the screen, I didn't get that email. I didn't check before this meeting.

- All right, actually that starts with the City of Green Bay and 2020-Budget General Fund.

- Yes.

- Yes.

- Good. Is it large enough, or should I make it slightly larger?

- It's fine.

- See for yourself there.

- It's a little bigger.

- That's a lot of it.

- All right, let's go down a little bit.

- That's good. That's good for these old eyes, thank you.

- And just to be specific, this is just the 2020 budget, the forecast, and I try to put it on numbers instead of just rambling a lot of information or regurgitating information. So here's the general fund. Top section is your revenues. We have 2020 budget was 86,260,394. And projected at this point, we are looking at 85,223,394 or about a million dollars short, and they're broken up by what we call these different categories. These are the different categories that actually our financial reporting is done in. So property taxes, at this point, we already received 42,500,000. That's already booked, and we would expect to receive that. So we don't expect a shortfall there. In our other taxes, we are expecting shortfall for hotel room tax. Right now, our projection is 150,000. Obviously, Packer season will have a bigger impact on this. We've taken some of that into consideration, knowing that's probably not gonna be a normal season one way or another coming back this fall. Intergovernmental billings, that includes your state aids, your billing to other municipalities, we do not expect any shortfall. We believe we're gonna be close to on budget on that line item. Licenses permits, we do believe we're gonna be short because of the council decision to reduce liquor licenses to their statutory minimums. We're gonna get a little short on burglar alarms, and then also a slight decrease in permits, about 190,000 on that line item. We believe we may have a shortfall on citations of about 120,000. When we get to the public charges for services, we think we will slightly be short on EMS, park rentals, and admissions, 300,000, and then this line item on investment interest, as I had mentioned earlier, we started off the year at 1.75% interest rate, it is currently at 0.25. We did not anticipate it staying at 1.75, we did take a reduction, but we did not take it down to 0.25 as we built the 2020 budget. That is where we believe on the general fund account. This is probably worst case scenario, but it could be as high as a million dollars. What I wanted to show is at this point, here's the expenses for the general fund. We have salaries. At this point, we would expect the salaries in almost every department to come in at budget unless we make an intentional change. But what we do know is we probably estimate right now, we will be at about $60,000 in overtime due to public safety driven by the COVID-19. The fringe benefits are taxes to go along and with those, that overtime dollars. Otherwise, we expect fringes to come in along with the salaries. The next line of item is employer related benefits. Right now, it's gonna come in close to budget unless we do make some intentional change. Services, we would expect that... we already are experiencing about an additional $30,000 due to COVID in the contractual line items and software maintenance. Some of that is for telework and some other things that had to be done, including maybe Zoom meetings, some of the expenses for setting up different remote meetings. And we also have experienced about 100,000 additional dollars in COVID expenses, from materials, also teleworking for having our employees working home, an increase in postage, and that is mostly driven by absentee bouts and medical supplies. So we are over about 100,000 where we're projecting in the materials and supplies if we make no other changes. Everything else we expect to be on budget, so we believe that our budget will be over $200,000, coming lightly over budget. So we have $1.2 million for the 2020 budget that we feel that we'll have to find ways to make up. What I wanna go back to, the process, the plan, things that could help offset this 1.2 million. We have received $54,453 as part of a CARES Act. It's an HHS grant, and it's meant to offset shortfalls in EMS revenues. That money is already in the door. There's the Department of Justice grant, again, for COVID, to cover COVID expenses. The additional 200,000 that we're seeing above, this is a grant we're still in the application stage, but we do believe we will get 151,000 to offset COVID expenses. So these are all expenses up and above what was in our budget. We do believe that we will be getting a savings reduction in our costs for transit due to a large CURES grant that the transit has received, and they were sharing a portion of that grant to all municipalities within the transit system. So we believe that it could be worth a couple of hundred thousand dollars savings, and it's actually in our fund 207, but that one rolls into our general fund balance at the end of the year, so we wouldn't have that as money that could be used to offset this shortfall. These are the items that we are in the works and in discussing. As we have mentioned in meetings before, we currently have a management team that is reviewing, hiring, delaying of hires. This is just a projection. If we do hold off on some positions for the remainder of the year, we could potentially save $100,000. We have brought it to the department heads that we are asking them to cut their travel and training budget in the general fund for by 50%, that is a savings about 95,000. Materials and supplies, we've asked all department heads to have a reduction of 10%, that's about a $90,000 savings. Currently, we are sitting in the contingency fund of a balance of 143,000. If we find ways to not spend that money, that would be, again, estimating 100,000 knowing that we will probably have some additional and small expenses that we would need. And this number here is FEMA reimbursement. This is a pretty wild guess at this point, but we do know we have additional expenses that have been incurred. We have additional materials, PPEs that we have purchased, and at this point we have a good chance of getting some FEMA reimbursement on those expenses. That is supposed to cover 75% of it, it state 12 1/2, that would mean the city would be really on the hook for 12 1/2%. So, again, this is the estimate. At this point, if we put this plan in place, we could potentially save 978,000 toward that shortfall. It doesn't get us all the way there yet, but this is a changing document that we're updating on a biweekly basis. As numbers come in, more true numbers come in, we are able to update this spreadsheet. Two other notes just on the bottom. Packer over time was not taken into consideration as neither was the expenses, because that is fully reimbursable. So if there is not a Packer season or something has changed this fall, it really is a one for one. So they wash each other out. And similar to the parks program and pools, they were not taken into consideration at this time either because we're not sure if they're opening or will open or when they will open, and their revenues really offset their expenses. So, again, if they were not to run, we would have about the same amount of savings in expenses as we have a reduction in revenue. Any questions on this page?

- Diana, just one. Under the public charges for service, and I'm not sure what percentage of that 300,000 is related to park rental admission versus maybe outsourced services, but was there a corresponding reduction in salaries as well? So I'm thinking about, in particular, when special events, for example, when you hire out those different services. Obviously, there's an expense side to that as well. So I just didn't know what other things as part of that 300,000, are directly associated to salaries.

- Two points there. The majority, or almost all of our special events, are not budgeted. So if a special event comes in, the expenses are tracked and we charge back the special event. So at this point, it's not in the budget. So the loss in special events revenue, again, the expenses weren't built in so I didn't need to take them out of either the revenue or the expense side.

- Great, that's helpful, I didn't realize that was the case.

- Yup, and second part, I'll be honest, I did not have a chance to check in with Director Ditscheit this morning as I was putting this together, but I do know and I will certainly let him talk to the park rental. But in many cases, your park rental doesn't mean you're gonna have a reduction in salaries, that is just money coming in from all of course, we do have some maintenance to potentially clean, open, and unlock, and do garbage cans, that type of thing, but I know there was not any reduction in staff due to the reduction in park rental.

- Yeah, and I was more so thinking about, to me, I think of variable salaries and fixed salaries. And the variable would be like special events. So the variable salaries is what I was really interested in, and so you've explained that.

- And then at this point, again, very new, and we can certainly tweak this to make it better. I was able, actually with Pam Manley's assistance, we were able to put a charted graph together to show you, these are your budget and revenues. In most cases, right now it'll show you which ones are falling short, and it's really just a summary coming right off the summary page. We have a very similar chart also on expenses. But now, the section I showed you, it shows you expenses being very similar to budget and then as you saw below, these are recommendations and things that we are moving forward with. Some of these items are potentially the delay of hiring, travel and training, materials and supplies, some of those items. Any questions on this? And I'm completely comfortable with leaving this item on here on a regular basis so that we, every couple of weeks, have an update and we can discuss it. If you want any tweaks or changes, just let me know.

- And maybe just two more questions, Alder Dorff?

- Yes, go ahead.

- So one question I had was related to, and not necessarily a question but maybe I will just raise it as a point of concern. And that is the allocation of 100,000 of the contingency account. I mean, obviously, we wanna be sure that we're not running out of our contingency account prematurely. So I don't know if staff has discussed that. I mean, obviously the point of the contingency fund is to last us for the whole year, and I just wanna be sure that we're not gonna allocate it towards this and then potentially run out before the end of the year. So that's one point. The other is the $100,000 of reviewing the hiring delays and delays of staff. Was the $100,000 that was put there just an arbitrary number, or, I guess, how did we come to that number? Because when I start to do the math, recognizing that a bulk of our budget is salaries, I mean, $100,000 by my math, is probably only 1/10 of 1% of a cut to our overall salary line, which is, boy, if we can pull that off, kudos to us and I'm sure every organization out there would love to learn our secret. But it certainly seems to me that that ought to be an area that's evaluated a little bit more strongly if we're going to close the type of shortfall that we're gonna likely need to close.

- Correct, and the reason why--

- And that doesn't have to be done through laying off staff. I want to just clarify.

- Correct, that was just an estimate or a guess only because at this point, I do not believe that really any position has been really delayed, or we have not put anything on hold, they're not filled. There could be some that Director Faulds could discuss that maybe they have pushed back, but right now we have no positions that I can put a dollar amount to it at this point yet. So, again, we'll be looking at we're at the end of May, if we were to push some positions back, then I could start tracking the dollars, right? To me, a relatively small number in there, but I don't have any dollars to actually bank on at this time.

- Okay, thank you.

- All right, any other questions?

- Yes.

- Yes, Alder Galvin?

- It's on here that the Packer overtime doesn't count, and I'll be honest with you, I do not remember right now, but the 4th of July. Is the city moving forward with that so far, or has that been canceled?

- Based on what I remember hearing in the senior staff meeting last week, that there is no 4th of July event going forward. And so they did say that they would see some savings for not having a 4th of July event, and--

- Director Ellenbecker, if I could just chime in on that. That decision has not been made yet, and we are meeting with department heads tomorrow to have that conversation. So I just don't want it to be publicly thought that the event has been canceled because that decision has not been made yet.

- Thank you.

- Thank you, and that answered it because I thought that would be a... I know from the amount of staff that's involved with it, that's a chunk of money at over time. My other thing would be, if I remember correctly, I think the police department has been, in every year, not hiring staff to make it every year. It is planned at budget time that they will not replace certain positions, and they are immediately vacated by retiring staff. So I guess my concern is they've never been at the staffing level they're supposed to be at because there's never been enough money for them. Reduce their staff even more so by not replacing those positions even longer. And so, I guess I just wanna make sure as we go forward with this, that we keep in mind that, at least I know with the police department, they've been taking a hit every year for the last I don't know how many years when it comes to staffing.

- Okay.

- Okay, thank you.

- Thank you. I think the other thing we're gonna have to think about is we're going to need money for elections. And I'd like to invite any alder that hasn't been at the elections meetings to please join us at five o'clock, Thursday, because it's very eye opening as to what's going on. But we're definitely gonna probably need money for elections. And what would you like to do with this item?

- Alder Dorff, if I could ask a few questions.

- Sure, oh, yes, absolutely, Alder Brunette.

- Yeah, thank you, Chair Dorff. Director Ellenbecker, obviously these are the numbers that have been put together over the last few weeks and sent to the council today. But if I look at this correct, the loss of revenue versus the expenses, there's still going to be a shortage of like 1/4 million dollars, is that correct?

- Yes, that is correct because these are just projected, yes.

- Well, what was the conversation then about the extra give or take 1/4 million dollars that we're still short?

- The numbers have just been rolled up today, there has been some other discussions on reduction in overtime and I've met with some of the chiefs, whether or not that's an option, whether or not there is some delaying or other staffing changes. I'm still working at a meeting with the department heads. I'd definitely say if the council has recommendations or suggestions or if they have questions they want me to do some research on, certainly can look at that. What happens is if we do fall short of this $200,000, if there is no way to make it up, it would come out of general fund balance.

- General fund balance, can you explain what that means?

- The fund balance is basically what's sitting. I guess it's a reserve, it's what the balance that the general fund has, and then at the end of the year wherever you're sitting has a balance, you add your revenues, subtract your expenses. Of course, that's your running total. Currently, we have a general fund balance policy, and our policy says that we want it to be somewhere between 17 and 25%. The balance should be somewhere between 17 and 25% of our expenses. As of last year, we were sitting only at 16%, so we are below our policy at this point. So tapping another 200,000 and then adding to it could continue to have us outside of our policy for our general fund balance. Certainly not something that I would recommend.

- What would you recommend?

- May I say something? It directly impacts on our bonding too, right? On our bond rating. We need to have a certain amount so that we get a better rating, a better interest rate. So, yeah, that's why we've been trying to put money back into the fund balance when we can, which we haven't been able to do because we haven't had anything that was leftover. But I am sure Director Ellenbecker would recommend that we get more money in it, but we've got to figure out how to do that. That's what we're trying to do with the budget.

- Well, Director Ellenbecker, if you could answer the question, then I have a few more questions.

- I'll be honest, I don't really have an answer for you at this point, I mean, how we're gonna make up the additional 200,000. We still have to continue to look at different ways of reducing it as time goes on, whether or not these revenues are projected high, as those numbers would come down, that would be a possibility, whether or not there is other grants that could come in to either help offset some of the election cost or COVID related expenses. Again, the FEMA line and the bottom line is at this point, we have not submitted our application. So this is also an estimate or a guess on how much we're gonna get back and reimburse them for expenses. So as every day goes on and we find better information, I will be able to update this. Again, the only things that were intentionally done through our senior staff and management was discussing of delaying of hiring, taking actual cuts in travel and training, reduction in materials and supplies, and then the work that is related to try to recoup some of our expenses through grants.

- What is the current general fund balance that we carry right now?

- I don't have that right in front of me. At the end of 2018, I'm sorry, 2019 final management letter, and final audit is not complete yet but I certainly could look that up. But based on the end of '18, we were sitting at 14.4... Basically $14.5 million and we were at 16% of our expenditures.

- So year and 1/2 ago, based on your numbers you had around $14 million in excess, if you would, from previous budget years?

- Correct.

- Yeah, and so here's my concern. And I've been in talk for a couple of months since the beginning. And I mean no disrespect to you, Director Ellenbecker, you're putting in forward ideas as is all the other managers, but a lot of the anticipated revenues to cover the shortfall are grants. And grants applied for don't necessarily mean grants received. And then we have $100,000 from our contingency fund, which is not a good idea just because there may be other expenses that are coming up. So about two months into this crisis, and please, trust me, I'm not trying to torment, but we are about two months into this COVID crisis and the best calculations we have still leave us a few hundred thousand dollars short, while a lot of industries, businesses, other governments, school districts, have made some very difficult decisions on what to cut. And, obviously, we don't wanna cut positions out, right? We don't wanna cut health insurance benefits, obviously, but there could have been some discussion over the last few months of making very small, modest decreases in staff hours, whether it'd for nonessential nonunion employee. And when I say nonessential, I mean, not public works, not transit, not police and fire or some of our administrative type positions that have been working from home. We could have made two or five or 10 hours per week reduction to help get us to a better position. I don't think it's really a good idea for us to reach the end of our budget year wiping out our contingency fund and then dipping into the general fund balance for what Alder Dorff mentioned.

That hurts our bond rating, which hurts our future budgets. So I don't mean any disrespect, trust me, these are tough decisions. But I've shared that concern time and time again, and I think we have to get serious now, a couple of months into this, that the city of Green Bay is making necessary cuts and not jeopardizing public safety. Alder Galvin had a great point. We have police and fire. Those are the folks that are responding in a lot of ways directly to COVID. We've seen some issues up in our community lately that have required additional police presence. So going forward, I think we really need to, as a council, think about what it is we're going to cut because we can't rely entirely on grants applied for, we can't reduce our contingency, and we need to share some of the financial burden that a lot of our businesses have been facing. So those are my comments. And, again, I don't mean to ruffle any feathers, but why do the conversations that have led to this point still leave us about 1/4 million dollars short, and that's counting out a lot of grants and contingency funding? So I'll leave it there. Those are my comments, I had to share that. Thank you.

- Anyone else? Alder Galvin?

- May I ask the question, and I don't know for sure, but are we at the point where we should start doing that now, or is there a point at some point as we're looking at as we progress budget-wise, income, outgoing, that we say yes, now we have to do it or we have to do it by this date, or we should have started two months ago? We, definitely, I think need police, fire, and garbage, so those are the basics we've promised this community. I do not like it when I hear we'll cut everybody but non-union. I mean, I think pain felt should be pain felt by everybody. And I've seen the horrific results when everyone starts pointing finger at someone else's group where the cut should be made. And I've seen what happened when cuts were made and you ended up with people doing other people's jobs. And maybe you saved money, but what I saw was quality of work and production and everything else go down. So I think it has to be a thought out program if that is a solution to what we're facing. And I don't wanna put you on the spot, Director Ellenbecker, but I don't understand finances half as well as you do. And so I don't know, is there a way of predicting a point where we have to start making, say, a reduction in staffing or salaries or in things we're doing? So I guess I would leave that as a question to you. Thank you.

- What I can tell you is that there has been additional discussions, we've been talking about reduction or no over time, we've been talking about with the larger departments, we've also, I think you might have heard when we had some discussions of the word furlough for some employees, looking at the some of that information. But that is something that the mayor had said that in the next couple of weeks, we would make some more drastic... if we were to make changes, we would have to do that relatively soon to just have the impact for 2020 budget, but those decisions have not been made. We continue to look at different options when trying to cover the shortfall.

- All right, then I guess that makes me feel better in hearing that the mayor's office and department heads have already been discussing this and putting some plans together. I guess, are you able to tell us when you think we need to push that button and actually implement those plans? Is there a way of predicting that?

- The sooner you can have more savings within the budget year.

- Okay, because if we cut too much, they'll say we cut too much. Because I agree, we applied for a grant, that doesn't always mean you're gonna get it. It would be nice that we did, but if we don't get it, is there a way of then implementing it even further? I mean, predicting, again, do we do more furloughs or steeper furloughs or all those kinds of reductions?

- I'm not sure, I'm just looking at the revenue. Yes, you're right. We are anticipating grants. In most cases, we've already received... some of them are already in-house, so those are pretty much in the books but not all of them are. So we certainly can take a look at it and we can bring additional information back to you, again, as I work with the mayor and some of the department heads. Again, if any council member has a suggestion, as you know our budgets are extremely tight to start with and it's difficult to come up with more cuts. I wouldn't say difficult, it's just very different line items.

- Okay, I guess my thing would then be, as a council, as a committee, we have to be very nimble. We can't be waiting two weeks to get together again and talk about this because maybe we should have, from what I'm hearing, have implemented some of this already, or in the very, very near future, not a month or two down the road. So I guess that's the kind of direction I'm looking at from the mayor's office and from staff. They help us make these decisions, when it's felt that we should be pulling the trigger, or it's necessary. Thank you, that's all I--

- And I think that the mayor's office is already working on that. I think that employees are already aware. And perhaps as city council members, we might wanna offer something up as well. If we're talking about furloughing or reducing raises for this year, not that we got a raise, but maybe we wanna be talking about some impact to our small salaries that we get. And we should all be in this together then. But I do think that the mayor is already looking at this, I do think the staff, the directors, are already looking at this. It's not just something that we just brought up tonight and they hadn't thought about it before.

- Actually, that's what Director Ellenbecker has just said. And I appreciate that. I don't wanna go to a meeting and be told, "We have to make this decision today." I wanna have the information in advance so that we could digest it, ask questions, and then make the decision, an informed decision. I don't like the three days before the meetings, you have to make this decision type of stuff. I like to find out more in advance so we can do the research, ask the questions, and get the answers that we need to help us make that decision.

- That's a good point. I wonder, who do we ask to come and speak to us?

- Well, would it be a representative from the mayor's office?

- Well, that's what I was thinking, Director Ellenbecker. I mean, I don't think you can answer all these questions, you're one department. But do we need someone to come and speak about this? Or perhaps the mayor plans to speak about this.

- Right, I can certainly go back and talk to our director of HR and the mayor and department heads, and I'll let you know. I'm not sure at this point, and we're still evaluating different options of other ways to cut somebody's salaries and wages. Like you said, there are other options whether or not we don't put a 2% increase at the end of the year, there's furloughs, there are discussions and reduction in overtime, so those discussions are being have. We just don't have that information at this point to share with you.

- Okay. Alder Johnson?

- Thank you Director Ellenbecker. Alder Galvin, I think to your point before, about when do you start implementing some of these things? And I think the easy answer is, the sooner you start implementing them, the more you can spread out the impact, right? I think like now, we can actually have a reasonable conversation about furloughs. If we try to have this conversation at the end of the year, now you're talking about layoffs, right? I mean, because you remove that option from the table because you're trying to deal with a bigger problem in a shorter window. And so I think maybe if there's one request that I would have out of this conversation, is maybe seeking some clarity around, does the mayor have the authority to simply act on furloughs? I'm just unsure about that. And then, how can we get around furloughs? So for example, there was the comment made about represented versus non-represented staff. I'm just not sure, again, how those policies work and how those decisions can be made because I think this is probably a relatively newer conversation, at least for this council. We've never had this type of thing before. But I think those are important conversations and important information for us to have. So if the mayor does have the authority, in fact, to just implement some of these things, that's one piece of it. The other piece of it is, does the council want to make the direction to direct some of these changes? And make that a requirement. So if I'm not mistaken, I think those two paths do exist. I'm not sure, Director Ellenbecker, if you would have that answer, but I think it would certainly help us if we could have something at the next meeting about policies related to that finance or if that's a conversation that includes personnel, I'm certainly open to staff feedback on that front.

- Yeah, and what I would like to add is in most cases, and working with the senior staff, if we are gonna have reductions in staff hours or furloughs, there's gonna be services that will have to be cut or reduced. So that is also a direction, I mean, to the council members. Can they come up with services that they're willing to give up, which will also then could be offset by those reduction in salaries and wages?

- Right, and I 100% agree with that, and I think just having a little bit more knowledge around that would be very useful when making those decisions. Because I think, unfortunately, we're not gonna balance this off of those smaller accounts, right? Like the contingency fund isn't going to balance this. And so we're gonna have to start looking at areas where we can have a bigger impact. And salaries obviously rises to the top of the list because it does comprise the most significant percentage of our budget, but I am all for taking a look at other options if they exist. But that's the one that seems most apparent to me, and the one that we've not taken any action on up to this point, it seems. So if we knew the policies that circulate that or surround that particular item, that would be very helpful, I think, for us as a starting point at our next meeting.

- Alder Corpus-Dax and then Alder Steuer?

- These questions that we have, do we want to wait until the next committee meeting or is this something that we can have addressed at next week's council meeting as like a committee of the whole? How soon do we need these answers?

- The sooner the better.

- Think, is it possible to have some of these questions addressed at the next council meeting? If something has been decided by that point, in terms of the mayor making some decision on furloughing, whatever the case may be, can we talk about that at the next or what his offering maybe, can we talk about that at the next council meeting?

- Maybe even just the process, because maybe the decision doesn't have to be made exactly right. Just what is going on behind the scenes that we don't know about? If things are already happening that we don't know about and things have been addressed, that would give us information because I don't think Director Ellenbecker can tell us everything. And you'll be piping up here and saying they have the answers. So I can talk to the mayor about a committee of the whole agenda item with Alder Brunette when we meet with him regarding in the agenda before every council meeting. So Alder Brunette, would you like to do that with me?

- Yeah, definitely a few discussions with the mayor on this already. I agree, we need to find a way to balance our budget. And if that means making some very tough decisions on cuts, that's a conversation we can't delay. I mean, that's what we need to decide and have a lot of contingencies. So thank you for that, Alder Dorff, I am in complete agreement.

- And Alder Steuer, you had something?

- Oh, thank you. Thank you, Alder Dorff. I came in a little late on this conversation. Well, we're talking about reduction of stewards with salaries and such. There's a program that's called RIF, reduction in force, I don't know if that's something that the city looks at, but there's other private companies that look at it, and it's more or less if someone makes a certain salary, let's say, for example, if they make $50,000 or less, they would be furloughed one day. If you make more than a certain amount, you would be furloughed a little bit more. So I think there might be some language out there already that we could borrow from, from the private sector. And I don't know if anybody has looked at that. My wife works in HR for a university, so I've been following her on this, to know some very interesting points there. They're making some tough, tough cuts right now. I have a feeling that we are gonna have to look at this within the next month or so. People bothering me here. Anyway, so that's one of my points. And I also wanted to bring up another point. Some years ago, we had the eco excise tax, and I was wondering, Director Ellenbecker, if all that money has been used up. And if not, if it's not used up, is there a chance that some of that monies could come back to the city?

- So those are my comments, and I just had that question. Is she on?

- I am on. Correct, all the dollars have been allocated. They've been all allocated and obligated.

- Okay, so I'm just wondering if there's a certain timeframe that they have to be used by and if they're not used by, then you would forfeit your right to keep that money.

- The balance to the private sector, it's very minimal at this point. Dollars remaining are those dollars' dollars.

- Oh, okay, all right. That was just my question. That's all I have right now.

- Are there any other questions from any other alders?

- Do we have enough in the contingency fund to buy Mark a razor?

- Look what I did, I just shaved my beard. Oh, I am raw, sorry. You know what? You know I had to shave because I have a CPAP machine. That's another story, you don't wanna hear it. I get you.

- What motion do we need to take here, or do we need to take any motion here?

- I would move that we hold this item to the next agenda because the intent is to keep it an inactive item, and ask that Alder Brunette and Alder Dorff work with the mayor to create a committee of the whole item to update us on what actions are being taken by the administration to help close the shortfall.

- Okay, can I get a second?

- Second.

- All right, all those in favor? Any nays? Motion passes. All right, and we're on to item six. A request by Alder Steuer to the finance committee, which states, "To include maps, charts, and other graphics "of the various departments line items "where applicable in order to make clear the city budget "through the city council." And I'll start with you Alder Steuer.

- Okay, thank you. There may be some of this already, but I've looked through eight budget cycles or worked through them over the years and there's a lot of numbers. There's a lot of information, it's hard to keep up with everything. And I appreciate everything that staff does on this, but there are times where they have a good graph or a map or something that would really help define all in better way. And I know there's graphs and charts, I've looked at a few things, but many, many times, they say a picture is worth a thousand words. And if we can incorporate some of that into the budget process so that we grasp of all the issues. And I'm not sure exactly the entire process of doing this, I'm just thinking that in the past, with maps and graphs, you can incorporate those into a presentation and you can help define what you're looking for much easier. So it's just a point of discussion, if people would load weight to discuss it, that's great, but in the past we've had pie charts, things like that, which help, and that they do help. But I'm just saying that if we had something like a map describing how many fire calls we have or police calls or situations with DPW, they have a map showing where the mini sewers have gone in or what roads have been repaired, things like that, so that we have a little better grasp of the entire city. That would help me out, certainly, hopefully others. Well, those are my comments.

- Can I ask for clarification? Are you talking current budget? Are you looking for 2021 budget?

- Well, right, I mean, we have what we have now. I understand that. So I'd just say looking forward. And that's something that I don't know if IT department can do some of that or if Economic Development or Planning can do that. In the past, we had a lot of that information, but we don't have as much of that these days. I know it's been a little more streamlined, and maybe I'm old fashioned. I just like to see some graphics to help with that. So I don't know. I would be shooting for next budget cycle, definitely, because we've already started this one. If you can incorporate something now, though, even some addendums or sheets or anything that'll help. It's just to help out for this year as well.

- I guess my question would be if you could specify exactly what you're looking for because in my opinion, the budget is a lot to begin with, and then to take all of that and put it into charts and graphs, seems like it's adding that much more information to--

- Well, it depends on how you look at it. I mean, it's how you look at it. You can look at it as an adjunct to something, or you could look at it as a tool or an aid to help beside that.

- But are you looking for every single line item, are you looking for every single department? What are you looking for?

- Like I said, when you look at an overall budget, you see a pie chart. A pie chart's usually very good. And I agree with that, but if there are people that have questions on certain items, dealing with public or the police and that, a lot of times we make our decisions based on what each department feels is important. But if we, as alders, can understand a little bit of what each department is doing in terms of the police calls, the fire calls, different things that the Public Works Department works with, we could say, "Well, you know what? "Maybe next year we should concentrate "on many of our strong stores "or more mini stores or sidewalk issue," whatever, and to have a little more information in our hands so that we can move forward with some of those thoughts. So I don't know. I'll tell you what, I'll be Alder Dorff, I'm sorry.

- No, I mean, Alder Corpus-Dax, call me, because she's chairing right now.

- Oh, okay. Go ahead, I'm done for now.

- I was gonna say, we do get some of that, for example, from the police department. Every week, we get a very comprehensive snapshot of what's going on. And I know the fire department puts out, I can't think what the name of the book is. Is David Litton still on there? But there is a book that gets put out. Dave, what is that called? Or Chief Litton, what is that called?

- [Chief Litton] The annual report.

- The annual report. The annual report, yes, yes. That's very comprehensive over what they're doing. I hear some of what you're saying. I think we have it, some of it in other places, but I also wouldn't wanna layer too much more on that budget document.

- Oh, no, it's busy. I understand it's very busy, but anything that can just help us to sidle or look better on things moving forward. The charts are great, for the most part. Pie charts are great, and I like maps myself personally. And if there's ways that a map can help, because that's all. It's a tool, so I'm done for now.

- I'll grab it. Okay, so is there--

- Motion to refer to staff.

- Motion referred to staff by Alder Johnson, is there a second?

- Second.

- Seconded by Alder Corpus-Dax. Any further discussion? All those in favor? All right, motion referred to staff. And part of the claims committee, are there any questions or concerns after looking over the claims?

- I have none.

- Motion to be placed on file.

- Second.

- Okay, motion received and placed in file, by Alder Johnson, seconded by Alder Galvin. Any further discussions? Seeing none, all those in favor, say aye.

- Aye.

- Aye.

- Opposed? Pardon me, I wasn't hearing you say aye. I only got one aye, but Alder Corpus-Dax was muted. I'll say aye as well. Okay, motion carries, all right. And we are down to the contingency count informational. Anything to add to that, Director Ellenbecker?

- Nope, that is the current balance, 1437.

- Okay, and we're not exactly sure when the next finance committee meeting will be held on, because we might have two before the next council meeting. We've got a council meeting coming up and then there's going to be one at the very end of June. So I'm not sure if we need two finance meetings during that time or one. And I know personnel wasn't sure if they wanted theirs on the night. Director Ellenbecker, do you have any ideas on--

- No, at this point, yeah, you're correct. I mean, we have several Tuesdays in between. And you could have June 9th, June 16th, or June 23rd prior to the last week of the month when we'll have another council meeting.

- Well, yes, Alder Galvin?

- Well, my concern is that, especially based on the latter part of the discussion of this meeting. Like I said, we need to be nimble on this. And if we need to strike, we need to strike fast. We can't let two weeks and then two weeks, that's a whole month, you're out. And if you're looking to save money and ease the pain across the board, if that's what we decide, then I think we should be trying to meet as often as possible. And I think at the same time, personnel should be meeting because I think we're gonna need some input from Director Faulds about contract versus non-contract employees and all these other things. We need to get educated and up to speed on that to help us, again, make these tough decisions that we have looming right now, in fact. Thank you.

- I agree, I think we can keep it on.

- Okay.

- Keep it there and--

- We'll keep it there for right now.

- Yeah.

- Right. Okay, anything else? Otherwise, I will entertain a motion to adjourn. Okay, moved by Alder Johnson, seconded by Alder Corpus-Dax. All those in favor, say aye.

- Aye.

- Aye. Aye, opposed? Motion carries and we'll see you soon.

- All right

- Bye.

- Bye, bye.