



## MINUTES

### COMMITTEE #1 REVENUES, DISBURSEMENTS, WATER AND WASTEWATER MARCH 10, 2015

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, March 10, 2015 at 9:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Council/Committee Members present: George Adrian, Rob Kiefer.

Others present: Finance Mgr/Treasurer Lynne Bauer, Police Chief Wendy Stelter, Fire Chief Mike Hepfler, Utility Office Manager Connie Freagon.

Call to Order: 9:03 AM

#### **1. Discuss department carryover requests. Possible recommendations to the Council.**

Finance Manager/Treasurer Lynne Bauer summarized a list of department carryover requests. (See Attached). She indicated carryover requests are usually reserved for specific purchases however with the lack of increases in annual budgets, the requests have been expanded this year. Requests were reviewed using 2014 year end data (unaudited) and a recommendation is listed on the attached spreadsheet. There was one correction to the Fire Department request - increasing the recommendation to match the request of \$7,900.61. The listed departments with the exception of the Fire Department have monies to carry over. The Fire Department has monies from the sale of the snorkel and other revenues to carry over to cover their requested items. Additional discussion included whether to purchase the Wellness Committee Items and the Police Department computer.

**Motion by Adrian/Kiefer** to recommend the Council approve the carryover request from the Street Department in the amount of \$57,833. **All present voted aye. Motion carried.**

**Motion by Kiefer/Adrian** to recommend the Council approve the remaining carryover requests on the attached list. **All present voted aye. Motion carried.**

#### **2. Discuss Resolution to Formally Commit Specific Revenue Sources and Establish Specific Uses of Those Resources in Order to Comply with Government Accounting Standards Board (GASB) #54, Fund Balance Reporting and Governmental Fund Type Definitions. Possible recommendations to the Council. (See Attached)**

Finance Manager Bauer presented Resolution 2015-07. This resolution is a follow-up to Resolution 2011-28 and is being discussed at the request of the City's auditors. This resolution defines the special revenue funds along with the designated purpose of each fund. The resolution supports the process that has been in place since 2011.

**Motion by Adrian/Kiefer** to recommend the Council approve Resolution 2015-07. **All present voted aye. Motion carried.**

#### **3. Adjournment.**

**Motion by Kiefer/Olson** to adjourn at 9:28 AM. **All present voted aye. Motion carried.**

**Minutes submitted by, Lynne Bauer, Finance Manager/Treasurer**

COMMITTEE #1 - MARCH 10, 2015

CARRYOVER REQUEST DISCUSSION

DEPARTMENT	REQUEST	RECOMMENDATION	APPROVED
PUBLIC WORKS - STREET DEPARTMENT	\$66,046.00	\$ 57,833.00	
WELLNESS COMMITTEE FUNDS	\$ 5,257.70	\$ 5,257.70	
FIRE DEPARTMENT - REVENUE CARRYOVER	\$ 7,900.61	<del>6,445.90</del> 7,900.61	
FIRE DEPARTMENT (SNORKEL SALE MONIES)	\$ 9,413.71	\$ 9,413.71	
POLICE DEPARTMENT - VARIOUS ACCOUNTS	\$ 26,754.00	\$ 19,470.00	
POLICE DEPARTMENT - (REVENUE/TRAINING)	\$ 2,148.28	\$ 2,148.28	

## 2015 STREET DEPARTMENT CARRY OVER ACCOUNTS

ACCOUNT #	DESCRIPTION	AMOUNT
10.53110.5247	Repair and Maintenance of Building	\$ 4,598.04
	Roof Repaird 2015	\$ 15,000.00
10.53120.5351	Gas, Diesel Motor Oil and Grease	\$ 21,506.95
10.53120.5352	Motor Vehicle Parts	\$ 1,246.20
10.53120.5395	Materials and Supplies	\$ 5,092.51
10.53210.5125	Temp Help - Adding More Part-Time	\$ 13,101.25
10.53340.5451	Pea Gravel	\$ 5,051.13
	New Machine Need More Materials	
10.53340.5483	Crack Filling	\$ 2,766.44
	Front End Maintenece	
10.53380.5363	Signs Parts and Supplies	\$ 5,762.48
10.53450.5249	Traffic Controls Repairs and Maintenance	\$ 2,921.00
10.53450.5364	Traffic Signal Supplies	\$ 2,000.00
10.53460.5299	Bridge Contracts	\$ 2,000.00
<b>TOTAL:</b>		<b>\$66,046.00</b>

With the Carry Over \$66,046.00, Still Return \$13,342.92

Carryover Request  
Wellness Plan  
10.51430.5300

2014 Budget 8,000.00  
2014 Expense 2,742.30  
2014 Balance 5,257.70

The Wellness Committee requests the entire amount of \$5,257.70 to be carried over for purchase of the following items.

In order to promote drinking water - Replace two existing **drinking fountains in City Hall** with units that include bottle fillers. Both fountains are dated, the first floor fountain does not cool the water. Our first estimate is \$3,865.00 to replace both. We are currently obtaining more estimates.

Purchase treadmill for employee use to be located in City Hall. The Wellness Committee requests the purchase to promote employee exercise. This purchase will be a pilot program in which employee use will be tracked. If successful, future purchases may be made for other City Buildings. The Fire and Police Department already have exercise equipment for employees. Treadmill prices will be determined when water fountain expense is determined. Treadmill prices vary.

**Chippewa Falls Fire & Emergency Services  
Carry Over Requests - 2015  
10.52200**

\* amount requested for 2015

.5292	Radio	55.05		FEMA 5%
.5349	Operating Supplies	<u>2430.72</u>		<u>Extrication Grant</u>
		2485.77	> 2015/.5349	*\$2470.00
		<u>2470.00</u>		
		15.77		
.5343	Protective Clothing	1454.71	> 2015/.5343	<u>Snorkel acct.</u> *
		Snorkel acct.	\$7937.05 - 6482.34 =	*\$1454.71
.5365	Building Maintenance	2136.74	> 2015/.5365	<u>Wi Fi Sta. #1</u>
		<u>1800.00</u>		*\$1800.00
		336.74		
.5852	EMS Fund (FAP)	2175.90	> 2015/.5852	*\$2175.90
				*\$7,900.61

**2014 Budget Left over**

.5218	Laundry	1549.36
.5221	Water & Sewer	56.04
.5222	Electric & Gas	655.59
.5225	Telephone	1863.80
.5311	Postage	275.50
.5393	Employment Recruitment	162.84
.5900	Employee Physical Exams	1570.11
.5349	Operating Supplies	15.77
.5319	Office Supplies	238.40
.5322	Subscriptions	97.05
.5365	Building Maintenance	336.74
.5353	Machinery & Equip.	1517.24
.5394	Fire Protection Supplies	1075.27
.5325	Registration & Tuition	1515.00
.5338	Travel & Per Diem	844.34
.5397	License & Certifications	520.00

**\$12,293.05**

**2014 Budget Overage**

.5297	Refuse	116.99
.5324	Membership Dues	294.00
.5346	Uniforms	1435.96
.5351	Gas, Diesel, Motor oil	9497.21
.5352	Apparatus Maintenance	13,939.19
.5354	Ambulance Supplies	2207.32

**\$27,490.67**

**Difference \$15,197.62**

- 1454.71  
\* 6,445.90  
=

**BALANCE IN EXPENDITURES - END OF DECEMBER 2014**

52100-5190	Non-Medical	\$200.00			
52100-5191	College Incentive	\$0.00			
52100-5221	Water & Sewer	\$320.48			
52100-5222	Electric	\$3,620.64			
52100-5225	Telephone	\$1,531.85			
52100-5227	Time Service	\$1,081.00			
52100-5228	Pawn Transactions	\$36.00			
52100-5242	Computer Maintenance	\$406.48			
52100-5292	Radio Service	\$1,939.54			
52100-5297	Garbage	\$342.16			
52100-5299	Bldg Maint Contract	\$64.96			
52100-5311	Postage	\$629.68			
53100-5319	Other Office	\$203.70			
52100-5324	Membership Dues	\$255.00			
52100-5325	Registration & Tuition	\$569.71		Received \$2880.00 from T&S in Mar 2014	
				Difference is \$2148.28	
52100-5338	Travel & Per Diem	(\$1,301.43)			
52100-5341	Community Support	\$4.50			
52100-5344	Janitorial	\$251.88			
52100-5345	Initial Issue	\$22.73			
52100-5346	Uniforms	(\$262.00)			
52100-5347	Range	\$34.52			
52100-5349	Other Operating	\$639.03			
52100-5351	Gas	\$12,018.99			

52100-5352	Motor Vehicle Parts & Maint	\$3,702.82					
52100-5365	Building Maintenance	\$408.00					
52100-5391	Investigations	\$216.27					
52100-5392	Parking	\$189.63					
52100-5399	Miscellaneous	\$332.83					
52100-5850	Computers & Equipment	(\$7,856.12)	Laptops & routers totaled \$14,339.65				
			If Lynne transfers money, would have \$6483.45				
			in this account - for L3 that was budgeted				
52100-5851	Vehicles	\$55.00					
52100-5900	Employee Exams	\$229.79					
		\$19,887.64					



Date: February 16, 2015

## **2015 Omitted Operating Budget Justification Sheet**

Prepared by: WENDY L. STELTER

Department: POLICE DEPARTMENT

Account Number: 10.52100.5850

Account Name: EQUIPMENT (Computers & Equipment)

Dollar Amount Requested: \$26,754.00

DETAILED description of each budget item except those related to wages, salaries and fringe benefits (these will be completed by Administration/Finance).

### **Evidence Barcoding- \$19,468.00**

Evidence Barcoding equipment and software was originally approved for purchase (by land sales funds) in early 2013; however, due to budget concerns, it was decided that this purchase should be delayed. The original quote (Jan 2013) was for \$14,570.00 as it was configured with the joint dispatch merger, and one year of no maintenance costs. The company gave a cost incentive to complete this project at the same time as the merger, as they were intimately involved with that project.

Reviewing the quote with the vendor on 10/22/2014, the updated quote is \$17,236.00 plus \$2,232.00 maintenance costs (maintenance begins after 90 days). The total quote equals \$19,468.00 or an increase of \$4,898.00 from the 2013 original quote.

### **Desk Top Computer and Add-On Software -Approx. \$1,000.00**

I have been made aware that the 10 year old computer in the evidence room will not support the above Evidence Barcoding, nor will it support TAC-10 which is our records management system. A desk top computer is approximately \$800 and software is approx. \$200=\$1000.00.

### **Lanier MPC4503 Color Copier and Fax- \$6,286.00**

Our current copy/printer machine is 6 years old and prints black and white only. Currently, we use separate color printers for color printing needs; however, County IT will not work on these printers nor provide the color cartridges for them. They have strongly encouraged us to purchase or lease a color copier/printer. Additionally, our current fax machine is approximately 7 years old and we have experienced failures. These failures have been fixed with temporary solutions, as parts are no longer available. For efficiency reasons, we would purchase the copier/printer with fax capabilities.

Researching options available, we have a quote for a Lanier color copier/printer with a fax option for \$6,286.00. A comparable model was a Canon color copier/printer with a fax option for \$9059.00. Lanier provides a government discount and Canon does not.

**Resolution 2015-07**

**Resolution to Formally Commit Specific Revenue Sources and Establish Specific Uses of Those Resources in Order to Comply with Government Accounting Standards Board (GASB) #54, Fund Balance Reporting and Governmental Fund Type Definitions**

**WHEREAS**, GASB No. 54 requires specific governance action to be taken in order for fund balance commitments to be presented in the annual audited financial statements; and

**WHEREAS**, the City of Chippewa Falls will not be able to report anything other than nonspendable, restricted and assigned governmental fund balances, unless the City of Chippewa Falls Common Council, with its highest level of decision making authority, establishes committed revenue sources and uses; and

**WHEREAS**, GASB No. 54 became effective for the period beginning after June 15, 2010; and the City of Chippewa Falls Common Council passed Resolution 2011-28 to comply with the Government Standards Board (GASB) No. 54 initial requirements; and subsequent guidance on the reporting standard identifies a requirement for boards of governance to take additional action to properly document any commitments; and by passing this Resolution, the City of Chippewa Falls will be able to continue to report the funds listed below as special revenue funds separately from the general fund (avoid having to combine these funds with the general fund for external financial reporting); and

**WHEREAS**, the following special revenue funds receive sources of restricted revenue and as a result, qualify as special revenue funds without the additional requirement of formal governance action:

<b>Fund</b>	<b>Major Revenue Source(s)</b>	<b>Restricted Revenue Sources</b>	<b>Restricted Purpose</b>
<b>Special Revenue Funds:</b>			
Fund 22 – CDBG	Intergovernmental Grants / Loan Repayments	All	Supports CDBG program activities
Fund 21 – Park Donation	Miscellaneous Donations	All	Specified by the donor to support park operations and projects
Fund 50 – City Wide Grant Fund	Intergovernmental Grants	All	Specified for the intended purpose dictated by the grantor
<b>Capital Projects Funds:</b>			
Fund 45 – Public Works Construction Fund	Intergovernmental Grants / Debt Proceeds	All	Supports specified projects identified by grantor or debt agreement
Funds 38 – 47 (not 45) – Various TIDs	Tax Increment / Intergovernmental Grants / Debt Proceeds	All	Supports specific projects within the taxing district regulated by law, grant agreement, and/or debt agreement

**WHEREAS**, the following funds do not receive sources of restricted revenue but it is the intent to continue reporting separately from the general fund; and this resolution establishes a commitment of revenue sources generated by these funds to be used for the purposes stated as follows:

<b>Fund</b>	<b>Major Revenue Source(s)</b>	<b>Committed Revenue Sources</b>	<b>Committed Purpose</b>
<b>Special Revenue Funds:</b>			
Fund 27 – Business Improvement District	Tax Levy	All	Supports business development and promotion within the district
Fund 24 – Redevelopment Authority Revolving Loan	Loan Repayments	All	Supports economic development as specified

Fund			in the original resolution
Fund 25 – City Wide Donation Fund	Miscellaneous Donations	All	Supports various ongoing City activities and use is not specified by donor
Fund 28 – Room Tax Fund	Room Taxes Collected	All	Supports economic development
<b>Capital Projects Funds:</b>			
Fund 55 – Special Assessment Fund	Special Assessments	All	Supports related capital expenditures

**WHEREAS**, any use of committed resources as identified above for purposes other than the original commitment outlined can be done but will require additional formal governance action to release or change the nature of the original commitment; and any additional revenue received by any of the above funds, which is not otherwise restricted, will inherit the characteristics of the fund's original commitment and therefore, will also be considered committed for purposes of financial reporting; and

**NOW, THEREFORE BE IT RESOLVED**, that the above funds are properly classified as special revenue funds as outlined by the requirements of GASB No. 54; and the committed revenue sources and related uses are established as a result of this Resolution; and this Resolution formally documents and clarifies the intent of the City of Chippewa Falls Common Council upon passing original Resolution 2011-28; and therefore, consider this Resolution and the above requirements retroactively applicable to the original adoption of Resolution 2011-28; and therefore, the above guidance is applicable to financial reporting years 2012 going forward.

Dated this 3rd day of March, 2015

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Council President

APPROVED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_

**RESOLUTION TO COMPLY WITH GOVERNMENT ACCOUNTING  
STANDARDS BOARD (GASB) NO. 54, FUND BALANCE REPORTING  
AND GOVERNMENTAL FUND TYPE DEFINITIONS AND APPOINTMENT**

WHEREAS, due to the GASB No. 54 requirement that commitments of fund balances should occur before year end, governments will not be able to report anything other than non-spendable, restricted, and assigned governmental fund balances, unless the body that is their highest level of decision making authority acts before year end to establish committed fund balances, including stabilization arrangements; and

WHEREAS, decisions as to which person(s) should have direct or delegated authority to assign fund balanced should be decided by year end; and

WHEREAS, GASB No. 54 became effective for the period beginning after June 15, 2010; and

WHEREAS, it is the recommendation of the Finance Manager that all special revenue funds should have the designation of committed fund balance or restricted for externally imposed restrictions and

WHEREAS, it is the recommendation of the Finance Manager that all capital project funds and debt service funds should have the designation of committed fund balance or restricted for externally imposed restrictions and

WHEREAS, it is the recommendation of the Finance Manager that general fund non-lapsing balances should have the designation of assigned fund balance; and

WHEREAS, it is the recommended that the Finance Manager should be delegated the authority to assign fund balances and determine non-spendable items; and

WHEREAS, it is the recommendation of the Finance Manager the general fund unassigned fund balance should be at a level between 15% and 25% of general fund expenditures.

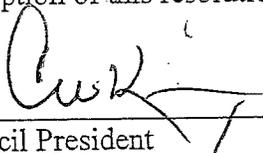
NOW, THEREFORE BE IT RESOLVED, that special revenue fund balances are hereby designated as committed or restricted fund balances; and

NOW, THEREFORE BE IT RESOLVED, that capital project funds and debt service funds are hereby designated as committed or restricted fund balances; and

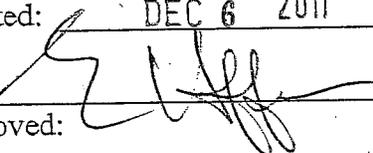
BE IT FURTHER RESOLVED, that general fund non-lapsing balances are hereby designated as assigned fund balances; and

BE IT FURTHER RESOLVED, that the Finance Manager is hereby delegated the authority necessary to assign fund balances and non-spendable items, effective upon approval and adoption of this resolution.

Dated this 6<sup>th</sup> day of December, 2011.

  
Council President

Adopted: DEC 6 2011

  
Approved:

  
Attest: