

Personnel and Finance Committee Meeting Minutes

August 14, 2024

10:30 A.M.

Item 1. Call Meeting to Order

Ald. Gehl called the meeting to order at 10:31 A.M.

Item 2. Roll Call

Committee Members present: Ald. Gehl, Ald. Kurkowski. Ald. Ruetz excused.

Also Present:

- Deputy City Administrator/Finance Officer (DCA) Maxwell Gagin
- Human Resources (HR) Director Toni Vanderboom
- City Management Assistant Francesca Loiacono
- City Treasurer Sara Kawczynski
- City Clerk Catherine Roeske
- Administrative Support Director Sherry Grant

Item 3. Approval of Minutes from 7/31/2024

Ald. Kurkowski made a motion to approve the minutes of 7/31/2024, seconded by Ald. Gehl. All aye; motion carried.

Item 4. 2024 Mid-Year Budgeting Monitoring Report

DCA Gagin presented the 2024 Mid-Year Budgeting Monitoring Report to the Committee. The report summarized expenditures and revenues of the General Fund and other Major Funds through the first two quarters of the year, using the first two quarters of 2023 as a baseline comparison. DCA Gagin reports the City remains in a healthy financial position.

Item 5. Finance Department Update

DCA Gagin presented the Finance Department Centralization Plan. The plan outlined the timeline and purpose to centralizing the City and Utility's finance and accounting functions. During the summer of 2022, the Finance Department took over responsibility for the Utility's finance and accounting functions due to the vacancy of their Accounting Manager. In 2023, the Utility converted to the City's BS&A and ERP system. In the summer of 2024, the Finance Department restricted based on the *Building Capacity and Resilience in our City Organization Plan*. Starting on August 26, 2024, three Utility support staff will be moving to the City Hall building and utility bill payments will be accepted at the Civic Center customer service counter. The centralization plan's purpose is to streamline financial functions of the City allowing for more efficiency, and to provide a better customer service experience. Future phases of the plan include redoing job descriptions, enabling payment abilities at Tri City Bank locations, and transitioning tasks between Finance and Utility staff.

Item 6. Adjournment

Ald. Kurkowski made a motion to adjourn at 11:35 A.M, seconded by Ald. Gehl. All aye; motion carried.