

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, DECEMBER 13, 2016
6:45 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of approving the following licenses: **(bartender)** Jasmine Bowers, Noelle Hetzel.
5. Discussion and consideration of carry-forward of 2016 unexpended General Fund Project Funds. (Executive Summary attached)
6. Discussion and consideration of authorizing appropriate City Officials to establish an eligibility list and fill the anticipated Patrol Officer vacancy from that list on or after March 4, 2017. (Executive Summary attached)
7. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

EXECUTIVE SUMMARY

TITLE

ADDITIONAL CARRY-FORWARD OF 2016 UNEXPENDED GENERAL FUND PROJECT FUNDS

BACKGROUND

Last month I presented the 2016 project carry-forwards for your review and approval. These are General Fund projects that were budgeted for in 2016 but unable to be completed. The Parks Department is now requesting two additional projects be considered.

The Sawyer Park Parking Lot includes adding a new asphalt service drive and small four car parking area. The entrance approach was installed and site preparations were started, however, the remaining work will not be completed until next spring. A carry-forward amount of \$10,000 is being requested.

The second project with a carry-forward amount of \$7,341.47 is the balance of funding for a possible second portable ice rink kit for the city parks. One kit was purchased in 2016 and based upon the response and favorability of the first rink, a second one may be purchased and installed at a future date.

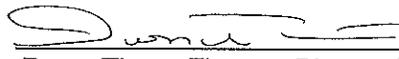
FISCAL IMPACT

The total not to exceed \$17,341.47 is a designation of General Fund Balance at the end of 2016. The General Fund currently has an unassigned fund balance of approximately \$7.5 million. These amounts would then be added to the 2017 Budget for the projects indicated.

RECOMMENDATION

Carry-forward of \$17,341.47 for the projects listed above.

Prepared By:


Dawn Timm, Finance Director/Treasurer

12/7/16
Date

Approved By:


Steve Volkert, City Administrator

12/7/16
Date

Finance Committee: December 13, 2016

Common Council: December 13, 2016

EXECUTIVE SUMMARY

TITLE: REQUEST TO FILL PATROL OFFICER VACANCY

BACKGROUND:

The Hartford Police Department anticipates being one Patrol Officer's position short of our authorized staffing levels as a result of the retirement of Operations Lieutenant Rod Lehl on March 3, 2017. This will result in the promotion of Sergeant Michael Cummings to Lieutenant, and Police Officer Cori Whipple will be promoted to Sergeant, both of which will go into effect on March 4, 2017. These personnel actions will result in the Patrol Officer vacancy.

The department does not have a current eligibility list for Patrol Officers. We are currently advertising to begin a recruitment process for patrol officers. It is our intent to select a candidate from that recruitment to fill this anticipated vacancy if one can be found, on or after March 4, 2017, as well.

FISCAL IMPACT:

The vacant position is part of the department's authorized minimum staffing level, and as such, is fully funded for 2017. It is our intent to make the final offer of employment upon the Police and Fire Commission's confirmation of my appointment from that list.

The salary and benefits for this position will not exceed the resources budgeted for those purposes in 2017.

RECOMMENDATION:

To authorize the appropriate City Officials to establish an eligibility list and fill the anticipated Patrol Officer vacancy from that list on or after March 4, 2017.

PREPARED BY:


David A. Groves, Chief of Police

DATE: 11-28-16

APPROVED BY:


Steve Volkert, City Administrator

DATE: 12-7-16

Committee Routing: Finance & Personnel Committee
Police & Fire Commission

12-13-16
12-14-16