

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, DECEMBER 8, 2020
5:00 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. The Finance & Personnel Committee to move into closed session under § 19.85 (1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" relative to interviews for the City Engineer position. The Finance & Personnel Committee to reconvene in open session for possible action
5. Discussion and consideration of a recommendation for filling the City Engineer position. (Executive Summary attached)
6. Discussion and consideration of carrying forward 2020 unexpended general fund project funds. (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

APPROVING APPOINTMENT OF CITY ENGINEER

BACKGROUND:

On October 23rd, City Engineer Jason Schall submitted his resignation from his position. Since that time job postings were distributed in several general and specialty publications.

Of those that formally applied, four were forwarded to the initial hiring team for a December 3rd interview which then narrowed the field of candidates.

The Finance and Personnel Committee then reviewed those applicants and interviewed them on December 8th to bring forward their recommendation for approval of appointment by City Council.

ECONOMIC IMPACT:

The new Engineer would be starting in the same range as the outgoing Engineer, between \$88 - \$96k.

RECOMMENDATION:

The Engineer Hiring Team recommend the following candidates for consideration by the Finance and Personnel Committee on December 8th and the final choice to be forward to the Common Council for appointment to the position of City Engineer starting January 4th, 2021.

REVIEWED BY: Steve Volkert DATE: 12/03/20

Steve Volkert, City Administrator

Lori Hetzel DATE: 12/03/20

Lori Hetzel, City Clerk

Committee Routing: Finance & Personnel
Common Council

December 8, 2020
December 8, 2020

EXECUTIVE SUMMARY

TITLE

CARRY-FORWARD OF 2020 UNEXPENDED GENERAL FUND PROJECT FUNDS

BACKGROUND

Each year in preparation for our annual audit, we find a few General Fund projects which are incomplete at the end of the fiscal year. These projects are reviewed and those requiring reallocation in the subsequent fiscal year are presented to the Common Council for carry-forward approval. At the end of 2020 there were four such projects from various departments.

The Engineering Department is requesting \$25,000 as a carry-forward from 2020 into 2021 for asphalt repairs. There were fewer asphalt repairs needed in 2020 than anticipated.

The Administration Department is requesting a carry-forward of \$700.00 for the ICMA Conference in 2021. This conference was cancelled in 2020 due to COVID-19.

The Inspection Department is also requesting a carry-forward of \$8,500 to be applied toward labor costs in 2021 for the part time inspector position. In 2020, the hours for this position were reduced due to COVID-19 and subsequently the employee decided to retire. The department plans on replacing this vacant position in 2021.

The final carry-forward request from the Parks Department is for the Independence Park East/South Baseball Infield Repairs for \$30,000. The project was postponed to 2021 and will include new base and topdressing work which is planned for August/September of 2021.

FISCAL IMPACT

The total not to exceed \$64,200 is a designation of General Fund Balance at the end of 2020. The General Fund currently has an unassigned fund balance of approximately \$5.4 million. These amounts would then be added to the 2021 Budget for the projects indicated.

RECOMMENDATION

Carry-forward of \$64,200 for the projects listed above.

Prepared By: 
Dawn Timm, Finance Director/Treasurer

11/30/2020
Date

Approved By: 
Steve Volkert, City Administrator

11/30/2020
Date

Finance Committee: December 8, 2020
Common Council: December 8, 2020