



Village of Weston, Wisconsin
MEETING NOTICE

- Meeting of:** FINANCE COMMITTEE (FC)
- Members:** Berger {c}, Ermeling, Bender, Sukup, Yaeger
- Date/Time:** Tuesday, June 14th @ 6:00 P.M.
- Location:** Weston Municipal Center (5500 Schofield Ave) – Board Room
- Agenda:** The agenda packet will be emailed out 3 days prior to the meeting, and also posted on the Village website at www.westonwi.gov.
- Attendance:** Committee members and Department Directors, please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum.
- Questions:** Jenna Trittin, Recording Secretary
715-359-6114
jtrittin@westonwi.gov

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 6/8/16 @ 4:45 P.M.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Finance Committee. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center, by 12 noon the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE FINANCE COMMITTEE

The Regular meeting of the Village of Weston Finance Committee, composed of five (5) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on **Tuesday, June 14, 2016, at 6:00 p.m.** to consider the following matters:

- A. Opening of Session.
 - 1. Meeting called to order by Trustee Berger at 6:00 p.m.
 - 2. Clerk will take attendance and roll call
 - 3. Request for silencing of cellphones and other electronic devices.
 - 4. Acknowledgment of visitors, if any.
- B. Comments from the public on matters pertaining to committee business and oversight.
- C. Presentations.
- D. Consent Items for Discussion/Action.
 - 5. [Approval of previous meeting minutes from March 23, 2016.](#)
- E. Business Items for consideration, discussion, and action.
 - 6. [Discussion and recommendation for 2015 budget adjustments.](#)
 - 7. [Discussion of Preliminary December 2015 Budget Status Report.](#)
- F. Reports.
 - 8. Deputy Finance Director / Treasurer
 - 9. [Finance Director / Treasurer](#)
 - a) 2015 Financial Audit Update.
 - 10. Administrator
- G. Remarks from Committee; discuss items to be included for the next Finance Committee agenda.
- H. Set next meeting date for **Wednesday, July 27th, 2016.**
- I. Announcements.
- J. Adjourn.

WITNESS: My signature this 10th day of June, 2016.

John Jacobs
Weston Finance Director/Treasurer

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 6/10/2016 @ 4:45 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum be other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center at 715-359-6114, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

June 14th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.5.



Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE FINANCE COMMITTEE
held on Wednesday, March 23, 2016 at 6:00 pm in the Board Room at the Municipal Center,
Chairman Berger presiding.

A. Opening of Session at 6 P.M.

1. Finance Committee meeting called to order by FC Chairman Berger.
2. Clerk (or recording secretary/deputy clerk) will take attendance and/or roll call.
Roll call indicated 3 members present.

<u>Member</u>	<u>Present</u>
Bender, Robert	NO
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	NO

Village Staff in attendance: Donner, Guild, Jacobs, Stroik, Trittin, and Wodalski. Trustee White was in the audience.

3. Requests for silencing of cellphones and other electronic devices.
4. Acknowledgement of visitors, if any.

B. General Comments from the public.

C. Presentations.

D. Consent Agenda Items for Consideration

5. Approval of Previous Minutes from February 24, 2016.
Motion by Ermeling, second by Berger, to approve previous minutes.

Yes Vote: 3 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	NOT VOTING
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	NOT VOTING

E. Business Items for consideration, discussion, and action.

6. Discussion and recommendation for Capital Equipment Purchase – Sewer Televising Camera.

A new sewer televising camera was put into the 2016 Sewer Utility budget for a total of \$50,000; however, the lowest quote came in at \$71,586, as the budgeted amount was based on older data. The new camera has advanced technological features that will make the device easier to use for staff and will also be more useful for decision making. The main need for the equipment is for follow-up on incidents. The equipment would allow for faster follow-up, as the current equipment is obsolete. The Department of Public Works is looking for the Finance Committee's approval on utilizing some of the Sewer Utility Fund balance for the amount that is over budget or on alternatives. The Sewer Utility Fund has a fund balance of \$6.9 million. Per Donner, the money could also be taken from the Sewer Hookup Fee Fund. The Hookup Fee Fund is a reserve fund in which capital projects are earmarked out of it each year; no funds were utilized from the Hookup Fee Fund in 2015. The 2015 Hookup Fee Fund balance is over \$525,000, reported Jacobs.

Ermeling would prefer not to utilize money from the Sewer Utility Fund balance for the budget overrun; rather, have the funds that are over budget (\$21,586) come out of the Hookup Fee Fund.

Motion by Ermeling, second by Sukup, to approve the purchase and to have the amount of money over budget (\$21,586) come out of the Sewer Hookup Fee Fund.

Yes Vote: 3 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	NOT VOTING
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	NOT VOTING

7. Discussion and recommendation to Authorize Expenditure of Sewer Utility Funds for Replacement of Mesker-Colleen and Ross Avenue Wastewater Pumping Stations.

In 2015, the Department of Public Works anticipated a total of \$100,000 for design work related to the two pump station replacements, with \$450,000 estimated for construction; making the total initial cost estimate \$550,000. At the end of 2015, the estimate for construction was refined to \$530,000. Bids for construction opened today, 3/23/16, and the maximum anticipated expenditure is just under \$519,000; however, the Department of Public Works felt that an additional 5% contingency (\$26,000) was appropriate. This contingency places the desired budget for construction at \$545,000, an increase of \$15,000 from the 2016 budget of \$530,000. The total project cost would then be \$592,000, including \$47,000 spent in 2015. In 2015, no funds were carried forward and there was an unspent portion of funds in fund balance originally designated for CIP of \$503,000 that we re-budgeted based on the new numbers.

The Department of Public Works would like to get approval to amend the budget or to bring the decision to the board. Ermeling recommends that we amend the 2016 budget by \$15,000 using the fund balance, recognizing the unspent funds from 2015.

Motion by Ermeling, second by Sukup, to amend the 2016 budget by \$15,000.

Yes Vote: 3 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	NOT VOTING
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	NOT VOTING

8. Discussion and recommendation of \$1,700,000 Bank Note Financing for Park and Recreational Land Acquisitions located on the South Side of STH 29 in the Village of Weston.

The Village sent out proposals for a \$1,700,000 general obligation note issue, with a 3-year debt amortization schedule, to finance the park and recreational land parcel acquisitions that the Village would be purchasing in 2016. Three local banks had submitted bids to the Village for the \$1,700,000 bank note.

In 2018, the Village's annual debt service payment on the tax levy will decrease by approximately \$400,000; in the following year, the annual debt service payment will decrease by an additional \$985,000 dollars. The plan is to wrap the purchase of the park & recreation land into the capital project purchases and financing that we are going to take on in 2018 and 2019. The goal is to make small principal payments in 2017 and 2018 and then there will be a balloon payment in 2019. We do not anticipate paying the balloon payment; rather, we will wrap it in with a larger debt issuance note for further projects. The note can be paid off at any time in the 3-year period without early payment penalty. Intercity State Bank came in with the lowest interest rate, 1.86%.

Motion by Sukup, second by Ermeling, to accept the bid from Intercity State Bank.

Yes Vote: 3 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	NOT VOTING
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	NOT VOTING

9. Discussion and recommendation of February 2016 Budget Status Reports from Village Staff.

This report only includes the General Fund. The March Budget Status Report will include all Village funds. Note that the actual amount of property tax revenue was accidentally omitted, but will be corrected in the next report. Jacobs reviewed a number of items on the February 2016 Budget Status Report with the committee.

Motion by Ermeling, second by Sukup, to accept the February 2016 Budget Status Report and place on file.

Yes Vote: 3 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	NOT VOTING
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	NOT VOTING

F. Reports.

10. Deputy Finance Director / Treasurer

No report at this time

11. Finance Director / Treasurer

The Finance Department is still working with Civic Systems through some bugs with our accounting software, which had occurred after the October 2015 Clarity upgrade conversion. The Finance Department will have an RFP for the assessor’s contract that will be going out this year for the 2017-2019 period of time. The Finance Department’s main focus is getting caught up with financial records and preparing for the (3) financial audits of the Village, Everest Metro, and SAFER.

a) 2015 Financial Audit Update

Everest Metro and SAFER audits will happen in April. The Village’s audit will be moved to May to allow the Finance Department to get the accounting records up to speed and to resolve the accounting software hiccups.

b) State Assembly Bill (AB 515) – Restoring \$3 million to the Recycling Grant Program in 2016

Bill has gone through the assembly and the senate. This bill would give the Village a considerable amount of money back that we lost in the 2016 budget for state recycling aids.

c) State Assembly Bill (AB 843) – Chargeback of Property Tax Refunds to All Other Taxing

Jurisdictions, not just which the Local Municipality is Required to Pay by Itself

The Village has not experienced issues with this in the past; but would still be favorable for the Village in case the situation ever came up.

12. Administrator

The Administrator is working on the Village’s various economic development projects, property purchases, and advancing our strategic projects. There will be more updates in April.

G. Remarks from Committee; discuss items to be included for next Finance Committee Agenda.

- Sukup will not be in attendance for the April 27th, 2016 Finance Committee Meeting.

H. Set next meeting date for Wednesday, April 27th, 2016.

I. Announcements.

J. Adjourn.

Berger adjourned the Finance Committee Meeting at 6:39 P.M.

Scott Berger, Chairman

John Jacobs, Finance Director/Treasurer

Jenna Trittin, Recording Secretary

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

June 14th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.6.



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **JOHN JACOBS; FINANCE DIRECTOR**

ITEM DESCRIPTION: **2015 OPERATING BUDGET ADJUSTMENTS FOR DEBT SERVICE FUND AND CAPITAL IMPROVEMENTS PROGRAM (CIP) CAPITAL PROJECTS FUNDS.**

DATE/MTG: **FINANCE COMMITTEE; TUESDAY, JUNE 14, 2016**

POLICY QUESTION: Should the Board of Trustees approve the net 2015 budget adjustments for a grand total of \$900,169? The fund distribution is as follows: Debt Service Fund = \$232,260; CIP Fund – Facilities = \$15,700; CIP Fund – Streets/Parks = \$49,870; and CIP Fund – Capital Equipment = \$602,339.

RECOMMENDATION TO: I make a motion for the Village of Weston Board of Trustees approve the net 2015 budget adjustments for a grand total of \$900,169 as presented in the attachment.

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Various line items are impacted per the attachment in the Debt Service Fund and in the Capital Improvements Program (CIP) Fund.
- Budget Line Item: _____
- Budgeted Expenditure: See attachment for specific proposed expenditure budget adjustments.
- Budgeted Revenue: See attachment for specific proposed revenue budget adjustments.
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW:

BACKGROUND:

This is a “housekeeping” list of budget adjustments that the Finance Department is recommending, prior to the release of the 2015 audited financial statements. There are schedules included in the financial statements that compare actual revenue/expenditure activity vs. budgeted revenue/expenditure activity. In order to appropriately reflect actions taken by the Village Board on various approved contracts and budgets for capital improvement projects during 2015, the attached list reflects those items that are proposed to be adjusted to “budget only” line items, so that a number of negative variances do not get disclosed in various sections of the financial statements and notes.

For example, back at the end of the 2014 financial audit in Summer 2015, the financial auditors from CliftonLarsonAllen requested that the Finance Department record the “cash payments” transferred between funds for debt service payments made for leased equipment (which we had budgeted for). However, the auditors also wanted us to record a revenue and matching expenditure for the outright taking possession of each piece of capital equipment. Therefore, 5 pieces of equipment are disclosed here that require a budget adjustment for the lease payments and outright purchases of the equipment on the financial records of the Village. At the time that the 2015 budget was adopted in November 2014, the Village was not aware of the suggestions of the financial auditors for the audited financial statements until Summer 2015. Therefore, the proposed budget adjustments here reflect the request of the accounting journal entries required, prior to the closing of our 2015 fiscal year.

In addition, the revised project listing in the CIP Fund (and shown between Facilities, Streets/Parks, and Capital Equipment Funds) and disclosed in this attachment reflect all actions taken during the Village Board for previously approved projects and/or contracts during 2015. See attachment for the new projects added since the adoption of the 2015 original CIP Budget. Also, there are funding increases for County grants that materialized during 2015, along with a reduction in Kmiecik storm water culvert project.

I can review these proposed budget adjustments with you further at the meeting, to explain the “housekeeping” work that we need to complete by the Finance Committee on 6/14/2016 and the Village Board on 6/20/2016, in order for the 2015 financial audit to be released with these budget adjustments at the end of July. This June 14th meeting will be the last time that the Finance Committee will meet as a group, prior to the release of the audited 2015 financial statements during the last week of July 2016 (and to hopefully include the management and internal control letters, as well in time for the July Finance Committee meeting).

Attachments

VILLAGE OF WESTON

Schedule of Proposed 2015 Budget Adjustments for implementation into the 2015 Audited Financial Statements
Prepared and distributed to the Finance Committee for the 6/14/2016 meeting

	<u>Account Number</u>	<u>Revenue</u>	<u>Expenditures</u>
<u>Debt Service Fund:</u>			
Original Adopted Budget - 2015		\$ 7,471,306	\$ 7,899,569
<u>Proposed Budget Adjustments for 2015 (prior to financial audit report released):</u>			
Transfer from Recycling Fund	30-00-49218-000-000	\$ 174,430	
Transfer from Capital Equipment Fund	30-00-49244-000-000	\$ 57,830	
Principal - 2014 G.O. Note Payable/Kansas State Bank	Mack Snowplow Truck Lease	30-08-58151-612-000	\$ 37,730
Principal - 2014 G.O. Note Payable/John Deere Lease	End Loader Lease	30-08-58152-612-000	\$ 76,060
Principal - 2015 G.O. Note Payable/Kansas State Bank	Dump Truck Lease	30-08-58153-612-000	\$ 33,910
Principal - 2015 G.O. Note Payable/Kansas State Bank	Plow Truck Lease	30-08-58154-612-000	\$ 40,610
Principal - 2015 G.O. Note Payable/Republic 1st National	Sweeper Lease	30-08-58155-612-000	\$ 35,300
Interest - 2014 G.O. Note Payable/Kansas State Bank	Mack Snowplow Truck Lease	30-08-58351-622-000	\$ 3,950
Interest - 2014 G.O. Note Payable/John Deere Lease	End Loader Lease	30-08-58352-622-000	\$ 4,700
	Total Budget Increase	\$ 232,260	\$ 232,260
	Amended Budget	\$ 7,703,566	\$ 8,131,829

CIP Fund - Facilities:

Original Adopted Budget - 2015		\$ -	\$ -
<u>Proposed Budget Adjustments for 2015 (prior to financial audit report released):</u>			
Applied Fund Balance - CIP Fund	41-00-49310-000-000	\$ 15,700	
Municipal Center Building Feasibility Study Plan	41-07-57141-290-000		\$ 15,700
	Total Budget Increase	\$ 15,700	\$ 15,700
	Amended Budget	\$ 15,700	\$ 15,700

CIP Fund - Streets/Parks:

Original Adopted Budget - 2015

<u>Account Number</u>	<u>Revenue</u>	<u>Expenditures</u>
	\$ 73,500	\$ 271,646
<u>Proposed Budget Adjustments for 2015 (prior to financial audit report released):</u>		
Local Government Grants - Marathon County (for Eau Claire River Canoe Boat Launch)	42-00-43791-000-000	\$ 73,370
Contributions - Parks (reduce budget from \$73,500 to \$50,000)	42-00-48540-000-000	\$ (23,500)
Applied Fund Balance - CIP Fund	42-00-49310-000-000	\$ -
Kmieciek Culvert - Storm Sewer Project (decrease budget from \$100,000 to \$51,270)	42-07-53491-825-000	\$ (48,730)
Transport Way - Street Reconstruction	42-07-53490-823-453	\$ 63,510
Eau Claire River Canoe Boat Launch (increase budget from \$147,000 to \$174,300)	42-07-57626-215-000	\$ 27,300
Eau Claire River Water Trail Study	42-07-57627-215-000	\$ 5,000
Ridgeview Subdivision - East Everest Ave./Street Connector Study	42-07-53492-215-454	\$ 2,790
Total Budget Increase	\$ 49,870	\$ 49,870
Amended Budget	\$ 123,370	\$ 321,516

CIP Fund - Capital Equipment:

Original Adopted Budget - 2015

	\$ 330,066	\$ 361,475
<u>Proposed Budget Adjustments for 2015 (prior to financial audit report released):</u>		
Proceeds from G.O. Notes for Lease Obligations	44-00-49110-000-000	\$ 602,339
Capital Equipment Outlay Elgin Street Sweeper purchase	44-07-57620-814-000	\$ 249,700
Capital Equipment Outlay Quad Axle Dump Truck purchase	44-07-57620-814-000	\$ 159,980
Capital Equipment Outlay Mack Tandem Axle Plow Truck purchase	44-07-57620-814-000	\$ 192,659
Total Budget Increase	\$ 602,339	\$ 602,339
Amended Budget	\$ 932,405	\$ 963,814

CliftonLarsonAllen wants us to record BOTH the debt proceeds as "Revenue" and the Capital Equipment Outlay as "Expenditures" in the CIP capital projects funds for the 2015 audit.

The annual lease payments for PRINCIPAL and INTEREST are transferred annually from the CIP Fund and Recycling Fund to the Debt Service Fund.

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

June 14th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.7.



**VILLAGE OF WESTON
ANNUAL BUDGET STATUS REPORT**

December 31, 2015

*** 0% of Year Remaining ***

<u>APPROPRIATION AREA</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>	<u>December 31, 2014</u>		
					<u>BUDGET</u>	<u>ACTUAL</u>	<u>PERCENT LEFT</u>
GENERAL FUND:							
General Government	\$948,853	\$957,837	(\$8,984)	-0.9%	\$873,100	\$866,935	0.7%
Public Safety	3,057,680	2,952,632	105,048	3.4%	3,003,861	3,030,281	-0.9%
Public Works	1,780,230	1,688,504	91,726	5.2%	1,794,285	1,882,377	-4.9%
Health & Human Services	14,520	14,204	316	2.2%	14,340	14,359	0.0%
Culture & Recreation	321,161	311,450	9,711	3.0%	325,380	257,042	21.0%
Community Development	359,324	343,287	16,037	4.5%	292,920	307,086	-4.8%
Misc. Programs	0	0	0	0.0%	0	0	0.0%
Transfer to Other Funds	152,750	152,197	553	0.0%	203,954	213,645	0.0%
Contingency Reserve	19,982	0	19,982	0.0%	840	0	0.0%
TOTAL APPROPRIATION	\$6,654,500	\$6,420,111	\$234,389	3.5%	\$6,508,680	\$6,571,725	-1.0%

REVENUES

Property Taxes	\$3,199,723	\$3,199,722	1	0.0%	\$3,139,039	\$3,139,040	0.0%
Other Taxes	613,930	638,880	(24,950)	-4.1%	661,981	649,073	1.9%
State Shared Revenues	1,136,430	1,156,777	(20,347)	-1.8%	1,122,905	1,135,309	-1.1%
Other Grants & Aids	867,295	855,486	11,809	1.4%	955,965	952,038	0.4%
Interest Income	50,000	90,549	(40,549)	-81.1%	59,720	165,979	-177.9%
Munic. Services-Town/All Other	85,950	84,863	1,087	1.3%	122,180	78,568	35.7%
Applied Fund Balance/Reserve	137,916	137,916	0	0.0%	0	0	N/A
Transfer from Other Funds	0	0	0	N/A	0	4,787	N/A
All Other Revenue	563,256	424,855	138,401	24.6%	446,890	671,014	-50.2%
TOTAL RESOURCES	\$6,654,500	\$6,589,048	\$65,452	1.0%	\$6,508,680	\$6,795,808	-4.4%

2015 Preliminary Audited Budget Surplus

carried forward into 2016

\$168,937

2015 Budget Surplus required to be

carried forward into 2016

\$ 138,725

"Extra" Budget Surplus added to Fund Balance \$ 30,212



**VILLAGE OF WESTON
STATEMENT OF REVENUES
12/31/15**

*** 0% of Year Remaining ***

ACCOUNT DESCRIPTION	Y-T-D ACTUAL	Y-T-D % REV.	ADJUSTED BUDGET	REMAINING BALANCE (SURPLUS)	BUDGET % LEFT
GENERAL FUND					
Property Taxes	\$ 3,199,722	100%	\$ 3,199,723	\$ 1	0%
Pmt. In Lieu of Taxes-Water Utility	474,391	99%	479,100	4,709	1%
Pmt. In Lieu of Taxes-Rothschild	105,456	112%	94,430	(11,026)	-12%
Mobile Home Fees	57,254	151%	38,000	(19,254)	-51%
Other Taxes	1,779	74%	2,400	621	26%
Special Assessments	5,540	111%	5,000	(540)	-11%
State Shared Revenues	1,156,777	102%	1,136,430	(20,347)	-2%
Transportation Aids	818,958	100%	818,960	2	0%
Other State & Federal Aids	36,528	76%	48,335	11,807	24%
License Revenue	237,974	102%	234,070	(3,904)	-2%
Permits Revenue	60,100	43%	140,825	80,725	57%
Fines/Forfeitures/Penalties	90,197	83%	108,100	17,903	17%
Street & Highway Revenue	2,360	22%	10,650	8,290	78%
Misc. Other Fees	6,171	19%	33,140	26,969	81%
Econ Dev Pub fees	0	0%	100	100	100%
Park Rental Fees/Park Maint. Fees	8,713	101%	8,640	(73)	-1%
Munic. Services-General Gov't	5,296	60%	8,850	3,554	40%
Munic. Services-Public Safety	35,000	100%	35,000	0	0%
Munic. Services-Public Works	32,848	130%	25,300	(7,548)	-30%
Munic. Services-Inspections	11,719	70%	16,800	5,081	30%
Interest Income	90,549	181%	50,000	(40,549)	-81%
Sales of Village Property	115	2%	5,000	4,885	98%
Insurance Recoveries	3,698	41%	9,000	5,302	59%
Contributions - All Other	219	11%	1,931	1,712	89%
Miscellaneous Revenue	9,768	144%	6,800	(2,968)	-44%
Fund Balance - Applied Budget Surplus	137,916	100%	137,916	0	0%
Fund Balance - General Fund Balance	0	N/A	0	0	100%
TOTAL	\$ 6,589,048	99%	\$ 6,654,500	\$ 65,452	1%

**VILLAGE OF WESTON
STATEMENT OF EXPENDITURES**

12/31/15
(0% Y-T-D remaining)

ACCOUNT DESCRIPTION	Y-T-D ACTUAL	Y-T-D % EXP.	ADJUSTED BUDGET	REMAINING BALANCE	BUDGET % LEFT
GENERAL FUND					
Village Board President	\$ 6,537	87%	\$ 7,550	\$ 1,013	13%
Village Board Trustees	31,521	95%	33,290	1,769	5%
Village Board Retreat	241	48%	500	259	52%
Village Municipality Dues	5,964	140%	4,270	(1,694)	-40%
Personnel Committee	832	38%	2,190	1,358	62%
Board of Review	348	148%	235	(113)	-48%
Municipal Court	52,900	98%	54,239	1,339	2%
Village Attorney	68,624	170%	40,320	(28,304)	-70%
Administrator	103,669	98%	105,585	1,916	2%
Clerk/Elections/Personnel	229,029	103%	222,818	(6,211)	-3%
Data Processing/Central Services	151,411	111%	136,570	(14,841)	-11%
Finance/Audit & Budgeting/Tax Collection	150,435	96%	156,280	5,845	4%
Village Assessor	29,537	98%	30,150	613	2%
Finance Committee	1,125	70%	1,605	480	30%
Risk Management/Insurance	64,098	87%	73,350	9,252	13%
Municipal Building	61,213	79%	77,401	16,188	21%
Misc. Gen'l Gov't./Illegal Taxes	353	14%	2,500	2,147	86%
Everest Metro Police Dept.	2,307,423	100%	2,307,423	0	0%
Public Safety Building Maint.	11,858	N/A	0	(11,858)	100%
Fire Department - Village	5,235	N/A	0	(5,235)	100%
Ambulance/EMS - Village	8,795	N/A	0	(8,795)	100%
Public Safety Committee	822	76%	1,080	258	24%
Other Public Safety	6,565	119%	5,500	(1,065)	-19%
SAFER Board of Dir Committee	507,184	80%	634,757	127,573	20%
Building Inspections	104,750	96%	108,920	4,170	4%
Director of Public Works	46,563	98%	47,704	1,141	2%
Engineering Technician / GIS	58,186	104%	55,828	(2,358)	-4%
Engineer	42,588	113%	37,768	(4,820)	-13%
Public Works/Utilities Committee	513	41%	1,241	728	59%
Street Operations - Village	911,299	99%	921,337	10,038	1%
Street Operations - Town	2,771	23%	12,009	9,238	77%
Traffic Control	28,053	91%	30,800	2,747	9%
Winter Street Maintenance - Village	292,991	79%	369,595	76,604	21%
Winter Street Maintenance - Town	2,741	35%	7,914	5,173	65%
Ryan Street Dropoff Site	12,490	107%	11,693	(797)	-7%
Street Irrigation Maintenance	57,904	155%	37,318	(20,586)	-55%
Street Sweeping	21,039	96%	22,023	984	4%
Street Lighting	211,366	94%	225,000	13,634	6%
Health & Human Services	14,204	98%	14,520	316	2%
Parks-Administration	165,867	96%	172,278	6,411	4%
Parks-Grounds Maintenance	105,775	90%	117,021	11,246	10%
Parks-Mowing	24,112	103%	23,431	(681)	-3%
Parks-Ice Rinks	4,489	63%	7,099	2,610	37%
Parks-Trees	10,745	N/A	0	(10,745)	100%
Park & Recreation Committee	462	35%	1,332	870	65%
Planning & Development	172,695	102%	169,738	(2,957)	-2%
Planning Commission	4,326	64%	6,711	2,385	36%
Taxpayer Relations	99,333	97%	102,916	3,583	3%
Board of Appeals	554	21%	2,616	2,062	79%
Farmers Market	8,503	395%	2,150	(6,353)	N/A
Extra Limits/Smart Growth/Land Use	33,645	75%	44,993	11,348	N/A
Village Newsletter	24,231	80%	30,200	5,969	N/A
Interfund Transfers - Refuse/Recycling	23,962	89%	26,820	2,858	11%
Interfund Transfers - Transportation Fund	2,305	N/A	-	(2,305)	100%
Interfund Transfers - Capital Projects/Equip	125,930	100%	125,930	-	0%
Contingency Reserve	-	0%	19,982	19,982	100%
TOTAL - General Fund	\$ 6,420,111	96%	\$ 6,654,500	\$ 234,389	4%

VILLAGE OF WESTON
2015 Contingency Reserve - General Fund
12/31/15

	<u>Salaries/ Wages</u>	<u>Fringe Benefits</u>	<u>Misc. Exps.</u>	<u>Equip. Outlay</u>	<u>TOTAL</u>
Original Budget	40,200	9,800	50,000	-	100,000
Budget Adjustment	(40,200)	(9,800)	(30,018)	-	(80,018)
FINAL Adjusted Budget	<u>-</u>	<u>-</u>	<u>19,982</u>	<u>-</u>	<u>19,982</u>

Budget Adjustment #1 - was approved on 11/30/2015

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

June 14th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – F.9.



Village of Weston, Wisconsin
Report for the month of March 2016
MONTHLY DEPARTMENT REPORT FROM VILLAGE TREASURER

Monthly Department Briefer #2016-03

John Jacobs, Village Treasurer

Friday, April 15th, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- No items need immediate attention for the month of March to report.

2. STRATEGIC PLAN PROJECT STATUS.

- Upgrade Civics System Accounting Software to Clarity Version – The problems of Village staff accessing the special assessment module from the new Clarity version have been resolved with Civics (since the problems that were incurred in February 2016).
- 2016 Operating Budget & CIP Budget document was used in data-entry of all 2016 budget line items during Jan/Feb 2016. A few new account numbers in the general ledger of the Village were added during March 2016, and the remaining new CIP Budget projects will be assigned account numbers during April 2016, before the entire 2016 budget has been fully setup for 2016 budget status reporting to the individual departments.
- 2016-2020 CIP Budget Document – Wodalski and Jacobs have begun discussing minor adjustments to the 2016-2017 capital equipment replacement program during March/April 2016. Some re-prioritization of the fleet schedule replacement timeline is presently being conducted.
- Continue to discuss with AccuMed about their proposed Customer Portal, to allow Village Staff access into their EMS billing software to generate reports by ourselves for SAFER District, without the week-long wait from their staff in generating these reports.
- Finance staff will begin RFP process for Assessment Services for 2017-2019 during 3rd quarter 2016.
- Redefine TIF District Refinancing Strategy – Jacobs is working with Greg Johnson (our financial advisor from Ehlers) on a timetable for the CDA/TIF debt to be refinanced during the 3rd quarter of 2016, after the 2015 financial audit has been completed and published in June 2016. The amount of CDA debt which is eligible to be refinanced is approximately about \$20 million.
- Update General Fund Balance Policy and Create a Fund Balance Policy for the Enterprise Funds (Water, Sewer, and Stormwater Utility Funds) – After the 2015 Village's financial audit has been completed in June 2016, the Finance Department team will revisit these fund balance policies in mid-2016, prior to the 2017 budget is adopted.
- Online Payment Service Provider – Other Village staff members are investigating technology options for the Village for providing alternative payment choices for our taxpayers/customers. After the investigative team has compiled a list of vendors that provide these services, Jacobs will then discuss these options with the investigative team and forward any recommendation onto the Finance Committee at that time in the coming months. The goal is to have this service available for customers by the end of 2016.

3. BUDGET AND FINANCIAL PLAN STATUS.

- Generated February 2016 budget status reports (for General Fund only) for March 2016 Finance Committee meeting. Donna has setup and updated the 2016 template for each individual fund's report, which will hopefully be ready for the April or May 2016 Finance Committee meeting.
- Donna has setup all individual department budget status reports in Clarity, in hopes that these linked reports can be brought over to the new "Dashboard" for all departments, including Police, Court, and Fire, in the coming months, when Civics has activated the Dashboard program for us.....with Nate's assistance, too. The Finance team has already seen a demo of the Dashboard program, and will setup maintenance for each departments' reports during the next 60 days, with the ultimate goal for each department manager to be able to access financial summary and detailed reports at their convenience, with the use of a computer laptop or phone. They would be able to access this data 24/7, without waiting for the Finance Department to run them a report.
- Budget amendment items in the General Fund (coming from the Contingency Reserve) and for the \$1.7 million loan/land acquisition for parkland purposes in the CIP Budget will be presented to the Finance Committee and Village Board in several months, after the total cost estimate for the JSD neighborhood planned development corridor and wage/fringe benefit adjustments have been identified by the third quarter of 2016.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Jacobs spends about 1-2 hours – Each week reviewing a task priority list with Stroik and Trittin.
- Jacobs spent 3 hours reviewing the workpaper expectations of the Finance Team for the (3) upcoming individual financial audits of the Village, Everest Metro, and SAFER District.
- Jacobs reviewed the CliftonLarsonAllen (CLA) website client portal for downloading Village workpapers to CLA over the next few weeks, leading up to the financial audit fieldwork that will occur the week of May 9th.
- Jacobs spends about 1 hour each day mentoring Stroik and Trittin on tasks that they have been assigned, and answering any questions which they might have.
- The Finance Team began going to lunch one day per month to review other useful pieces of information which would be helpful for Stroik/Trittin to be informed about. The first lunch meeting included a review of what the WGFOA and MTAW conferences would be like for them, which they would be attending on 4/14-15 and 4/20-22. Jacobs informed them both of this information.

5. PERFORMANCE AND METRICS.

- Daily expectations and highest priority duties are getting completed regularly and quickly.
- The Finance Department Team is aware of all deadlines looming ahead on all tasks over the next few weeks up through the end of the 2nd quarter.

6. COMMUNITY FEEDBACK

- No community feedback comments were received during the month of March.

7. IDENTIFIED NEEDS.

- Jacobs has requested assistance from Guild/Savage/Finke to obtaining all “signed” copies of the 2014, 2015, and 2016 SAFER intergovernmental service contracts with all municipalities.....in preparation of final 12/31/2015 reconciliation of the EMS services billed and payments received for each municipality, per the signed intergovernmental agreements. The Finance Department does not presently have a copy of the “signed” contracts, and will need them for the 12/31/2015 year-end auditors for the SAFER District. The Fire Department has provided the documents to the Finance Department during the week of 4/11-15.

8. NEW IDEAS & OPPORTUNITIES.

- Nothing noted at this time.

9. MISCELLANEOUS COMMENTS / ISSUES.

- Stroik and Trittin continue to be a pleasure to work with in the re-evolving Finance Department in the few short weeks that we have all been together. We have about 3 weeks before the Village’s financial audit onsite fieldwork will be conducted (week of May 9th), and it will be fun to see how the new team handles the responsibility of getting all (3) trial balances and workpapers completed for the Everest Metro, SAFER, and the Village audits during the months of April and May.
- Stroik and Trittin began the 2016 Lumin training program during the first week of April.

Village of Weston, Wisconsin
Report for the month of April 2016 (and part of early May)
MONTHLY DEPARTMENT REPORT FROM VILLAGE TREASURER

Monthly Department Briefer #2016-04

John Jacobs, Village Treasurer

Friday, May 13th, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- Discussed the next suggested date for the Finance Committee meeting in May/June 2016 with Administrator Guild during the week of May 9th – 13th, and we reviewed our options. I had a known conflict with the date of Wednesday, May 25th (by attending the Government Finance Officers Association conference during the week of May 22nd – 25th to receive my CPE “continuing professional education” credits to maintain my two certifications for 2015-2016) when the tentative 2016 schedule was proposed by Guild back in January. Then, Guild had suggested the date of Wednesday, June 1st, for the next meeting. However, the Village Board Lumin training is now scheduled for June 1st at that time. So, Guild/Jacobs then suggested Wednesday, June 8th; however, that happens to be DC Everest Senior High School’s graduation date. So, we might need to check to see if we would have quorum for a 6/08 meeting date, in case any of the committee members might be attending the graduation ceremony on that same night. Hopefully, we will have a few meeting date options ready to share with committee members at the Monday, May 16th Village Board meeting.

2. STRATEGIC PLAN PROJECT STATUS.

- 2016 Operating Budget & CIP Budget document was printed for us by Sun Printing was distributed to the Village Board members during April 2016. A copy of the document is sitting on your desk for your reference. All departments have received March 2016 budget status reports (during April), and the April 2016 budget status reports will be distributed to department managers during the week of May 16th – 20th.
- 2016-2020 CIP Budget Document – Jacobs and Guild have discussed the timing of a number of 2016 CIP Budget adjustments that need to be approved by the Finance Committee and Village Board in the coming months. These 2016 budget adjustments will be presented first to the Finance Committee in June/July 2016.
- Continue to discuss with AccuMed about their proposed Customer Portal, to allow Village Staff access into their EMS billing software to generate reports by ourselves for SAFER District, without the week-long wait from their staff in generating these reports. Even though they do not yet have this customer portal activated and operable at this date, they are able to download “longer length documents” into a Dropbox now, without the need for sending documents to us via “pdf”, which can sometimes be too large to send. This feature was usable for reconciling the Intergovernmental Ambulance contracts for the 2015 fiscal year in the past few weeks, prior to the conclusion of the SAFER District 2015 financial audit.
- Finance staff will begin RFP process for Assessment Services for 2017-2019 during 3rd quarter 2016.
- Redefine TIF District Refinancing Strategy – Jacobs is working with Greg Johnson (our financial advisor from Ehlers) on a timetable for the CDA/TIF debt to be refinanced during the 3rd quarter of 2016, after the 2015 financial audit has been completed and published in June 2016. The amount of CDA debt which is eligible

to be refinanced is approximately about \$20 million. Jacobs/Stroik will also be working with JSD representatives and MDROffers on an updated TIF District #1 project plan over the summer months.

- Update General Fund Balance Policy and Create a Fund Balance Policy for the Enterprise Funds (Water, Sewer, and Stormwater Utility Funds) – After the 2015 Village’s financial audit has been completed in June 2016, the Finance Department team will revisit these fund balance policies in mid-2016, prior to the 2017 budget is adopted.
- Online Payment Service Provider – Other Village staff members (Nate/Jared) are investigating technology options for the Village for providing alternative payment choices for our taxpayers/customers. After the investigative team has compiled a list of vendors that provide these services, Jacobs will then discuss these options with the investigative team and forward any recommendation onto the Finance Committee at that time in the coming months. The goal is to have this service available for customers by the end of 2016.

3. BUDGET AND FINANCIAL PLAN STATUS.

- Finance Department Team is working on wrapping up the final 12/31/2015 trial balances for all 3 financial audits of the Village of Weston, Everest Metro, and SAFER District.
 - Week of June 6th – 10th: Scheduled audit fieldwork with CliftonLarsonAllen, for the Village of Weston’s 2015 audit
 - Week of May 31st – June 3rd: Tentative schedule audit fieldwork for Everest Metro and SAFER District’s 2015 audits
 - The 3 worker’s compensation audits were completed in-house on Friday, May 6th, and we are still awaiting the final report results from those audits (as of May 13th), in case there is a substantial balance due for any of the 3 organizations. After we receive those reports, we will record any balance due (or refund due) and then closeout the accounting books for 2015 for all 3 entities.
- Stroik/Jacobs are in the process of preparing the preliminary final 2015 and March/April 2016 individual fund-by-fund budget status reports for the next upcoming Finance Committee meeting. As each fund is reconciled and wrapped up, the individual fund’s “internal” report is prepared and ready for distribution with the next agenda meeting packet.
- Finance Department Team will revisit setting up the “Dashboard” program for all departments accessibility in June, after the 3 financial audits have been completed. The ultimate goal for each department manager to be able to access financial summary and detailed reports at their convenience, with the use of a computer laptop or phone. They would be able to access this data 24/7, without waiting for the Finance Department to run them a report.
- Budget amendment items in the General Fund (coming from the Contingency Reserve) and for the \$1.7 million loan/land acquisition for parkland purposes in the CIP Budget will be presented to the Finance Committee and Village Board in several months, after the total cost estimate for the JSD neighborhood planned development corridor and wage/fringe benefit adjustments have been identified by the third quarter of 2016.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Jacobs spends about 1-2 hours – Each week reviewing an internal task priority list with Stroik and Trittin.
- Jacobs has begun holding (beginning in May 2016) monthly Lumin follow-up homework reviews (“Due Outs”) with the Finance Team members, who are participating in the 2016 Lumin training program.

Expectations, Conflicts, and survey results were briefly discussed at the 5/03/2016 016 team review meeting.

- Jacobs spends about ½-hour each day mentoring Stroik and Trittin on tasks that they have been assigned, and answering any questions which they might have.
- The Finance Team began going to lunch one day per month to review other useful pieces of information which would be helpful for Stroik/Trittin to be informed about. The first lunch meeting included a review of what the WGFOA and MTAW conferences would be like for them, which they attended on 4/14-15 and 4/20-22. Jacobs informed them both of this information.
- Stroik attended the 4/14-4/15 Wisconsin Government Finance Officers Association conference in Elkhart Lake. The theme for the conference was Cash Management.
- Stroik/Trittin attended the 4/20-4/22 Municipal Treasurers Association of Wisconsin conference in Appleton. The first day of the conference was an introduction to governmental finance, Wisconsin municipal finance statutes, and TIF Districts.
- Trittin is spending several hours each week with Utility Clerk VanSwol on cross-training for utility customer needs and requests, which is serving the back-up role for VanSwol that was needed in the continual growing utility customer account base at the Village.

5. PERFORMANCE AND METRICS.

- Daily expectations and highest priority duties are getting completed regularly and accurately.
- The Finance Department Team is aware of all deadlines looming ahead on all tasks over the next few weeks up through the end of the 2nd quarter.

6. COMMUNITY FEEDBACK

- Did receive a few positive community feedback comments at the Wausau Area Convention Bureau's Expo event held at the Patriot Center on April 21st, which I had attended.

7. IDENTIFIED NEEDS.

- Jacobs has requested Guild to organize a SAFER administration team meeting in the near future, to discuss capital financing options for all new capital equipment purchases, which Rib Mountain and Weston are solely funding at the present time. Jacobs also would like to address building/contents insurance for the two fire stations, which are presently being covered by Weston (and perhaps Rib Mountain) and SAFER on their own insurance programs for 2015 and 2016. We just need a clearer communication between the Fire Chiefs and administrative staff from the two municipalities as to WHOM is insuring WHAT on their insurance policies, without a duplication of insurance coverage. Finally, Jacobs would like to address the timeliness of invoices being submitted to the Finance Department for processing, as well as the tentative bank account that was being setup at Chase Bank to deposit all ambulance payment checks by Accumed in Michigan, without the delay of time and mail in transporting/depositing the SAFER payments into a SAFER bank account.
- Jacobs did receive all "signed" copies of the 2015 SAFER intergovernmental service contracts with all municipalities during April 2016, in order to wrap-up reconciliation of the 12/31/2015 ambulance service balances due from these communities. However, Jacobs has not yet received all of the "signed" 2016 SAFER intergovernmental service contracts to date.

8. NEW IDEAS & OPPORTUNITIES.

- With the quantity of fees that we are incurring from ADP in processing our payroll for all 3 entities at this time and with the amount of staff time (Village/Metro/SAFER) still involved in processing payroll, Jacobs/Stroik/Weinkauff will conduct a full review of all 2014, 2015, and 2016 ADP fees incurred during the summer of 2016 (prior to the 2017 budget recommendation), to determine if it makes financial sense to continue using ADP for payroll services vs. returning the payroll function back “in-house” in 2017.

9. MISCELLANEOUS COMMENTS / ISSUES.

- Stroik and Trittin continue to be a pleasure to work with in the re-evolving Finance Department in the few short months that we have all been together. We have about 3 weeks before the Village’s financial audit onsite fieldwork will be conducted (week of June 6th), and it will be fun to see how the new team handles the responsibility of getting all (3) trial balances and workpapers completed for the Everest Metro, SAFER, and the Village audits during the remainder of May and first few days of June.
- Stroik and Trittin began the 2016 Lumin training program during the first week of April.