



136 North Monroe Street
Waterloo, WI 53594
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www.waterloowi.us

PUBLIC NOTICE OF A COMMITTEE MEETING OF THE CITY OF WATERLOO COMMON COUNCIL

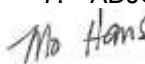
Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: May 20, 2021
TIME: **5:30 p.m.**
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street
via remote conference or in-person for participants and public

Join Zoom Meeting: <https://us02web.zoom.us/j/82123031772?pwd=cEx5QlVZeWRzK1pqTDIGUkZ6S2lqdz09>
Meeting ID: 821 2303 1772 Passcode: 041839

Dial-in By Phone
+1 312 626 6799 US (Chicago)
Meeting ID: 821 2303 1772 Passcode: 041839

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: April 20, 2021
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - a. Forms Review And Department Reviews
5. NEW BUSINESS
 - a. April Financial Statements ***
 - i. General Disbursements, \$490,741.62
 - ii. Payroll, \$73,885.92
 - iii. Preliminary Treasurer's Report & Budget Reports
 - b. 4/1 Finance Committee Follow-Up / Public Works And Assignment Of Dollars For Capital Purchases, Further Clarification
 - c. Debt Planning With 2021 Implementation Options And Out-Year Projections [§ 53-12](#)
 - d. Recommending Municipal Allocations Of American Rescue Act Of 2021 Funds, \$330,000
 - e. Addressing Items Raised In Financial Audit
 - f. Considering A Scope Of Work And Funding For A Prospective Economic Development Service Provider
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar (for reference)
7. ADJOURNMENT


Mo Hansen
Clerk/Treasurer

***See Council Packet
Committee Members: Thomas, Rhynes and Kuhl

*** Digital Version As Stand Alone Document On Webpage
Posted, Emailed & Distributed: 05/18/2021

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
April 15, 2021

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 6:00 p.m. Members present: Thomas, Kuhl & Rhynes. Absent: none. Those also participating remotely or in-person: Mayor Quimby; Police Chief Sorenson and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: April 1, 2021 And March 18, 2021 Closed Sessions. MOTION: Moved by Kuhl, seconded by Rhynes to approve the April 1 and March 18 meetings minutes as listed, noting Thomas has provided the minutes for the Hansen closed session. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS. MOTION: Moved by Rhynes, seconded by Kuhl to recommend Council approval of disbursements, payroll and the reports. ROLL CALL VOTE: Ayes: Thomas, Kuhl and Rhynes, Noes: none. Motion carried.
 - a. March Financial Statements ***
 - i. General Disbursements, \$231,254.55
 - ii. Payroll, \$73,668.80
 - iii. Treasurer's Report & Budget Reports
 - b. 4/1 Finance Committee Follow-Up / Public Works And Allocation Of Dollars For Capital Purchases, Clarification. DISCUSSION: Mayor Quimby and committee members reviewed information provide. Hansen requested an opportunity to present additional in May. No action taken.
 - c. Review Of Debt Schedules & Debt Refunding Opportunities [§ 53-12](#). Items reviewed. No action taken.
 - d. Forms Review And Consideration Of Future Department Reviews. DISCUSSION: Members reviewed items submitted by Alders. Rhynes volunteered to assemble a draft for May. No action taken.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar. Noted.
6. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Rhynes to adjourn. VOICE VOTE: Motion carried. The time was approximately 6:40 pm.



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO
EMPLOYEE PERFORMANCE EVALUATION

Employee Name:		Evaluation Period:			
Position:		Department:			
Hire Date:		Current Position Date:			
Purpose of Evaluation:	First Progress	Second Progress	Annual	Merit	Other: _____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INITIAL QUESTIONS

1. Do you feel that you have met all expectations and responsibilities of your position?
2. Are there any aspects of your job you find exceptionally challenging?
3. How would you characterize the quantity and quality of your work?
4. Are there any issues in our department that I should be aware of?
5. How would you describe your relationship with your co-workers and other city employees?
6. What can the City of Waterloo do better to aid in your achievement of goals?
7. Is there anything else you would like to discuss?

REVIEW OF PRIOR YEAR'S PERFORMANCE GOALS	
GOAL #1	
Goal Description:	
Target Date:	Measurement Criteria:
GOAL #2	
Goal Description:	
Target Date:	Measurement Criteria:
GOAL #3	
Goal Description:	
Target Date:	Measurement Criteria:

FIELD EXPERTISE AND IMPROVEMENT

Other than regular work experience, what have you done to further your expertise in your field?

In the future, what opportunities to improve expertise would you like to take advantage of that you were unable to this last year? (Tradeshows, direct education, current equipment training, etc.)

ACCOUNTABILITY, INTEGRITY, AVAILABILITY (PROFESSIONALISM/JOB DUTIES)

- *Accepts accountability for their own actions, takes responsibility for the results of decisions made.*
- *Acknowledges mistakes and takes corrective measures when appropriate.*
- *Operates outside of self-interests, acts ethically by keeping their word, maintaining confidentiality, and honoring commitments.*
- *Reliably reports to work when needed or scheduled and is willing to assist others in the department as needed.*

Performance Ratings	1	2	3	4	5
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

JUDGMENT AND PROBLEM SOLVING (PERSONAL DEVELOPMENT)

- *Demonstrates ability to adjust to changing job requirements and work volumes.*
- *Effectively and efficiently makes use of time and resources.*
- *Utilizes technology appropriate to the position and is willing to implement new technology to enhance efficiency.*
- *Anticipates potential issues or problems and is proactive in suggesting or implementing solutions.*
- *Displays a willingness to initiate and complete projects with minimal supervision when appropriate.*

Performance Ratings	1	2	3	4	5
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

PRODUCTIVITY AND QUALITY OF WORK (ACCOMPLISHMENT)

- *Understands the processes and procedures required for the position and uses this knowledge to efficiently complete work.*
- *Regularly produces the expected volume of work, makes good use of time and resources.*
- *Demonstrates a high degree of accuracy and thoroughness in work.*
- *Meets deadlines while maintaining an appropriate balance between quantity and quality of work.*
- *Strives to meet changing City and customer needs.*

Performance Ratings	1	2	3	4	5
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

ADHERENCE TO POLICY AND SAFETY RULES (SAFETY)

- *Understands and complies with regulatory components of the position (laws, ordinances, regulations, statutes).*
- *Complies with policies set forth in the employee handbook and policies specific to this department.*
- *Performs duties using preventative safety precautions and exercises care when using City equipment.*
- *Informs management of hazards or unsafe conditions.*
- *Reports any work-related accidents or injuries in a timely manner and takes appropriate precautions to prevent future instances.*

Performance Ratings	1	2	3	4	5
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

ATTITUDE, TEAMWORK, COMMUNICATION (TEAM BUILDING)

- *Maintains cooperative working relationships and demonstrates flexibility with peers, supervisors, customers and other departments.*
- *Supports management actions and decisions and assists management and coworkers as needed.*
- *Demonstrates ability to work with people of various cultures, ages and backgrounds.*
- *Listens to customer concerns, complaints and ideas, handles customer interactions with diplomacy and tact.*
- *Effectively and appropriately exchanges information and ideas utilizing appropriate means of communication (verbal, written, e-mail, etc.)*

	1	2	3	4	5
Performance Ratings	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

OVERALL PERFORMANCE APPRAISAL

Based upon preceding specific performance criteria, but not necessarily an average of the criteria since some are more important than others, carefully assess the Employee's overall performance, offering additional comments as appropriate.

	1	2	3	4	5
Performance Ratings	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

CITIZEN RELATIONS					
<ul style="list-style-type: none"> • <i>Responsiveness to citizens.</i> • <i>Demonstrates a dedication to service to the community and its citizens.</i> • <i>Maintains a nonpartisan approach in dealing with the news media.</i> • <i>Gives an appropriate effort to maintain citizen satisfaction with city services.</i> 					
Performance Ratings	1	2	3	4	5
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

PERFORMANCE GOALS/CAREER DEVELOPMENT FOR THE UPCOMING YEAR	
GOAL #1	
Goal Description:	
Target Date:	Measurement Criteria:
GOAL #2	
Goal Description:	
Target Date:	Measurement Criteria:
GOAL #3	
Goal Description:	
Target Date:	Measurement Criteria:

TO: FINANCE, INSURANCE & PERSONNEL COMMITTEE
FROM: CLERK/TREASURER
SUBJECT: PUBLIC WORKS DEPARTMENT ASSIGNMENTS ("RESERVATION") OF DOLLARS FOR CAPITAL EXPENSES
DATE: MAY 18, 2021

PUBLIC WORKS DEPARTMENT ASSIGNMENTS OF DOLLARS FOR CAPITAL EXPENSES

Chad and I reviewed this information provided by Mike Tschanz on Monday, May 17th.

- ARRIVING AT AN ASSIGNMENT DOLLAR FIGURE.** As part of the budget process and again prior to completion of the annual audit, the City Council authorizes Revenue Assignments (formerly called "carry-overs"). Department capital expenditures are netted against the Assignments over time. Below are annual Assignments, annual DPW capital expenditures and yearly balance calculations. Accounting detail by year is attachments to this memo. The current Assignment balance as of today is: \$59,734.36

- \$9,734.36 [12/31/2021 year balance] plus \$50,000 [2021 Assignment], or **\$59,734.36**.

400-57-5711-813		This account is your 50K Assignment each year.					
				Budget			
2018				50,000.00			
2019				0.00			
2020				50,000.00			
2021				50,000.00			
				150,000.00			
400-57-5701-818		DPW Capital Equip Purchases					
		Purchases		Budget			
2018		22,753.32		23,304.00			
2019		140,990.62		145,000.00			
2020		43,309.40		31,500.00			
2021		17,900.00		17,900.00			With 2021 budget amendment
		224,953.34		217,704.00			
		BEGINNING	TRANSFER	CURRENT YEAR	CURRENT YEAR	YEAR END	
		YEAR	(LOSS)	EXPENSES	REVENUE/ALLOWANCE	BALANCE	
2018	400-32601 ROAD VEHICLE ACCOUNT	83,043.76		-	50,000.00	133,043.76	
2019	400-32601 ROAD VEHICLE ACCOUNT	133,043.76		-130,000.00		3,043.76	
2020	400-32601 ROAD VEHICLE ACCOUNT	3,043.76		-43,309.40	50,000.00	9,734.36	

2. **PLANNING FOR 2022 AND FUTURE YEAR DPW CAPITAL EXPENSES.** Chad's most recent capital submittals are through 2026 are show below. It assumes upgrades or modifications such as tires, additional attachments or accessories are funded through the General Fund as maintenance.

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
Public Works								
Chipper, Wood Bandit 200xp	400017	n/a		70,000				70,000
Gator, JD (a)	400018	n/a		12,000				12,000
Gator, JD (b)	400019	n/a					12,000	12,000
Mowers, SCAG [two-units]	400020	n/a	20,000					20,000
Roller, Wacker Unit	400021	n/a				8,000		8,000
Sweeper, Street Elgin	400022	n/a				160,000		160,000
Tractor, JC	400023	n/a			80,000			80,000
Tractor, JD End Loader	400024	n/a				220,000		220,000
Tractor, JC Lawn Mower	400025	n/a					20,000	20,000
Truck, Dump Freightliner #7	400028	n/a				135,000		135,000
Truck, Ford F-550 (chipper)	400029	n/a					60,000	60,000
Public Works Total			20,000	82,000	80,000	523,000	92,000	797,000

Working from the above, below is a potential 2022 – 2027 Assignment scenario which funds request the items requested above:

YR	ACCT	DESCRIPTION	BEGINNING	CURRENT YEAR	CURRENT YEAR	YEAR END
			YEAR	EXPENSES	REVENUE/ASSIGNMENT	BALANCE
2018	400-32601	DPW CAPITAL EQUIP ACCT	83,043.76	-	50,000	133,043.76
2019	400-32601	DPW CAPITAL EQUIP ACCT	133,043.76	-130,000.00		3,043.76
2020	400-32601	DPW CAPITAL EQUIP ACCT	3,043.76	-43,309.40	50,000	9,734.36
2021	400-32601	DPW CAPITAL EQUIP ACCT	9,734.36	-17,900.00	50,000	41,834.36
2022	400-32601	DPW CAPITAL EQUIP ACCT	41,834.36	-20,000.00	171,000	192,834.36
2023	400-32601	DPW CAPITAL EQUIP ACCT	192,834.36	-82,000.00	171,000	281,834.36
2024	400-32601	DPW CAPITAL EQUIP ACCT	281,834.36	-80,000.00	172,000	373,834.36
2025	400-32601	DPW CAPITAL EQUIP ACCT	373,834.36	-523,000.00	150,000	834.36
2026	400-32601	DPW CAPITAL EQUIP ACCT	834.36	-92,000.00	125,000	33,834.36
2027	400-32601	DPW CAPITAL EQUIP ACCT	33,834.36	-45,000.00	125,000	113,834.36

Notes:

(a) Based upon department submittal. Assumes upgrades or modifications such as tires, additional attachments or accessories are funded through the General Fund as maintenance.

(b) 400-32601 Renamed from Road Vehicle Acct to Capital Equip Acct

2018 Detail

Lange Enter \$2,280.00 Traffic signs
 Dairyland \$13,951.00 Skid Steer lease
 JD Finan \$217.32 Skid Kit
 JD Finan \$55.00 Skid Mirror
 Mid State \$6,250.00 Kage Snowplow
 \$22,753.32

*			01/01/2018 (00/18) Balance		.00	.00	.00
01/31/2018*	AP	197.0001	LANGE ENTERPRISES 6990		2,280.00	.00	2,280.00
*			01/31/2018 (01/18) Period Totals ***		2,280.00	.00	2,280.00
*							
*			02/28/2018 (02/18) Period Totals ***		.00	.00	2,280.00
*							
03/22/2018*	AP	195.0001	DAIRYLAND LEASING LLC 2722		13,951.00	.00	16,231.00
03/22/2018*	AP	205.0001	JOHN DEERE FINANCIAL 6270		217.32	.00	16,448.32
*			03/31/2018 (03/18) Period Totals ***		14,168.32	.00	16,448.32
*							
04/25/2018*	AP	219.0001	JOHN DEERE FINANCIAL 6270		55.00	.00	16,503.32
*			04/30/2018 (04/18) Period Totals ***		55.00	.00	16,503.32
*							
*			05/31/2018 (05/18) Period Totals ***		.00	.00	16,503.32
*							
*			06/30/2018 (06/18) Period Totals ***		.00	.00	16,503.32
*							
*			07/31/2018 (07/18) Period Totals ***		.00	.00	16,503.32
*							
*			08/31/2018 (08/18) Period Totals ***		.00	.00	16,503.32
*							
*			09/30/2018 (09/18) Period Totals ***		.00	.00	16,503.32
*							
10/25/2018*	AP	216.0001	MID-STATE EQUIPMENT 8030		6,250.00	.00	22,753.32
*			10/31/2018 (10/18) Period Totals ***		6,250.00	.00	22,753.32
*							

2019 Detail

JD Finan	\$	1,620.23	Parts Deposit
JD Finan	\$	180.00	Aux cut/sh
Advant	\$	193.60	Trk 2-Strobe
Dairyland	\$	13,751.00	Skid Steer lease
Lakeside	\$	63,146.60	Freightliner
MTE	\$	59,886.00	Plow & Acc
GCR	\$	1,925.00	Truck Tires
Napa	\$	33.78	Ice Blade
WU	\$	827.00	Radio Install trk 2
VISA	\$	177.41	Trk2-Lumber
	\$	(750.00)	truck rebate
	\$	140,990.62	

01/01/2019 (00/19) Balance				.00	.00	.00
01/01/2019*	AP	100.0001	JOHN DEERE FINANCIAL	1,620.23	.00	1,620.23
01/30/2019*	AP	175.0001	JOHN DEERE FINANCIAL	180.00	.00	1,800.23
01/31/2019 (01/19) Period Totals ***				1,800.23	.00	1,800.23
01/30/2019*	AP	4.0001	ADVANTAGE SAFETY PLUS	193.60	.00	1,993.83
02/15/2019*	AP	123.0001	DAIRYLAND LEASING LLC	13,751.00	.00	15,744.83
02/28/2019 (02/19) Period Totals ***				13,944.60	.00	15,744.83
03/31/2019 (03/19) Period Totals ***				.00	.00	15,744.83
04/30/2019 (04/19) Period Totals ***				.00	.00	15,744.83
05/31/2019 (05/19) Period Totals ***				.00	.00	15,744.83
06/10/2019*	AP	169.0001	LAKE SIDE INTERNATIONAL LLC	63,146.60	.00	78,891.43
06/30/2019 (06/19) Period Totals ***				63,146.60	.00	78,891.43
07/31/2019 (07/19) Period Totals ***				.00	.00	78,891.43
08/31/2019 (08/19) Period Totals ***				.00	.00	78,891.43
09/06/2019	CR	34771.0001	CONSOLIDATED FLEET SOLUTIONS/TRUCK RE...	.00	(750.00)	78,141.43
09/23/2019*	AP	258.0001	MADISON TRUCK EQUIPMENT, INC.	59,886.00	.00	138,027.43
09/30/2019 (09/19) Period Totals ***				59,886.00	(750.00)	138,027.43
09/20/2019*	AP	4.0001	GCR TIRES & SERVICE	1,925.00	.00	139,952.43
09/30/2019*	AP	91.0001	VISA 3743	177.41	.00	140,129.84
09/30/2019*	AP	150.0001	NAPA OF WATERLOO	33.78	.00	140,163.62
10/16/2019*	AP	305.0001	WATERLOO UTILITIES	827.00	.00	140,990.62
10/31/2019 (10/19) Period Totals ***				2,963.19	.00	140,990.62
11/30/2019 (11/19) Period Totals ***				.00	.00	140,990.62

2020 Detail

Mid State \$6,215.00 Stump Grinder
 Pumps \$5,932.16 Tires
 Dairyland \$13,751.00 Skid Steer lease
 Pumps \$1,099.00 Tires
 Pumps \$360.00 Tires
 Mid State \$14,059.88 JD 1025R Tractor
 Pumps \$1,892.36 Tires
 \$43,309.40

*			01/01/2020 (00/20) Balance	.00	.00	.00
01/06/2020*	AP	72.0001	MID-STATE EQUIPMENT	<u>6,215.00</u>	.00	6,215.00
*			01/31/2020 (01/20) Period Totals ***	6,215.00	.00	6,215.00
*						
02/07/2020*	AP	127.0001	POMP'S TIRE SERVICE, INC.	<u>5,932.16</u>	.00	12,147.16
02/10/2020*	AP	57.0001	DAIRYLAND LEASING LLC	<u>13,751.00</u>	.00	25,898.16
*			02/29/2020 (02/20) Period Totals ***	19,683.16	.00	25,898.16
*						
03/09/2020*	AP	258.0001	POMP'S TIRE SERVICE, INC.	<u>1,099.00</u>	.00	26,997.16
03/12/2020*	AP	189.0001	POMP'S TIRE SERVICE, INC.	<u>360.00</u>	.00	27,357.16
*			03/31/2020 (03/20) Period Totals ***	1,459.00	.00	27,357.16
*						
*			04/30/2020 (04/20) Period Totals ***	.00	.00	27,357.16
*						
*			05/31/2020 (05/20) Period Totals ***	.00	.00	27,357.16
*						
05/12/2020*	AP	14.0001	MID-STATE EQUIPMENT	<u>14,059.88</u>	.00	41,417.04
05/20/2020*	AP	39.0001	POMP'S TIRE SERVICE, INC.	<u>1,892.36</u>	.00	43,309.40
*			06/30/2020 (06/20) Period Totals ***	15,952.24	.00	43,309.40

TO: FINANCE, INSURANCE & PERSONNEL COMMITTEE
FROM: CLERK/TREASURER
SUBJECT: METHOD OF SEEKING 2021 DEBT PROCEEDS AND OUT-YEAR PLANNING
DATE: MAY 18, 2021

METHOD OF SEEKING 2021 DEBT PROCEEDS

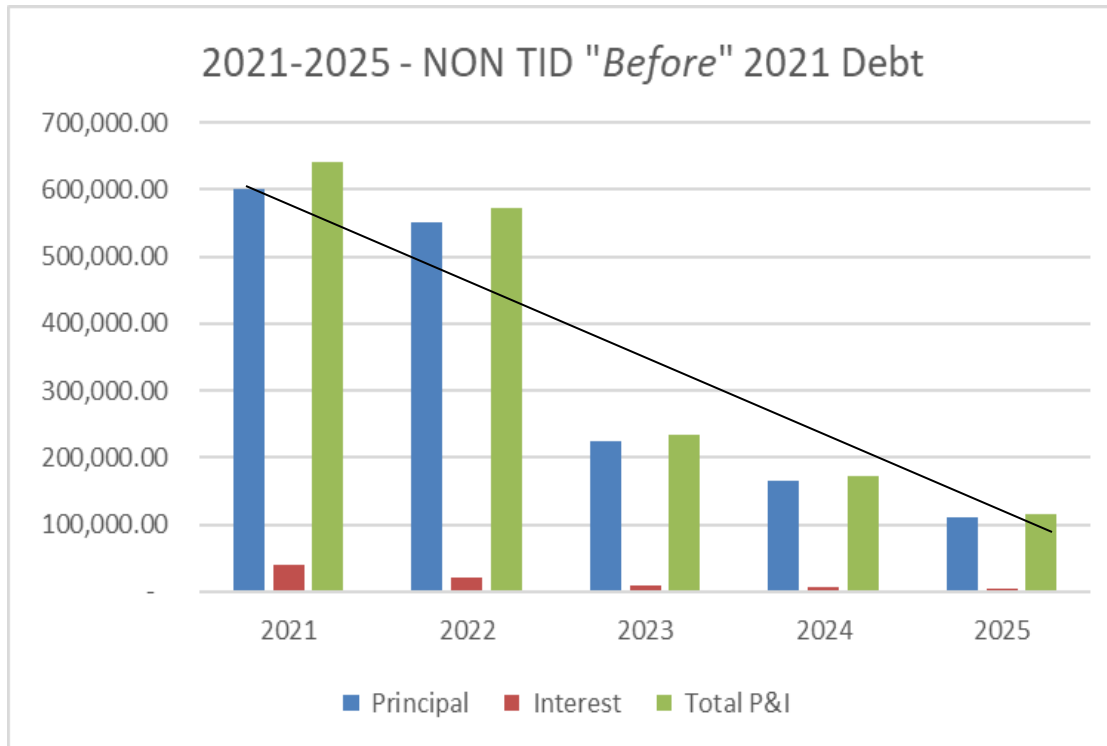
In consultation with Dawn Gunderson and David Ferris of Ehler's & Associates we have reviewed methods of seeking 2021 debt and are recommending a Competitive General Obligation Note in partnership with Ehler's & Associates. This recommendation is based on the lowest cost of acquisition of debt comparing three methods.

Method	Description	Notes	Est. Principle	Est. Interest Rate	Est. Interest	Fees	Waterloo's Debt Cost (Int + Fees)
Competitive Bidding	Ehler's prepares and presents our debt opportunity to Financial Institutions; debt is unrated, foregoing \$13,500 expense for a rating fee; no disclosure Council foregoing a \$6,000 fee; Ehler's costs all-in estimated at \$35,500	May only be pre-payable after 5-7 years	\$760,000	Market rate	Market based, estimated by Ehler's at \$52,000, using \$62,000 as conservative estimate	\$35,500	\$97,500
"Limited-Competitive" Bidding	City requests traditional bank note directly from area banks; a service Ehler's can't provide.	Avestar plans on submitting a rate quote. Outreach to 20+ banks; most responses -- including F&M's -- insist on our deposit business also, or passing due to the request to waive terms in the standard Wisconsin Bankers Association form rated negatively by our rating agency. In prior years we have waived this with Monona State Bank and Bank of Sun Prairie	\$760,000	2.75% - 2.95% Fixed with no waiver of bank note clauses our rating agency disapproves of	\$127,000	\$0	\$127,000
Board of Commissioners of Public Lands	Easiest process, Wisconsin State Agency, dollars recycled in Wisconsin communities funding libraries and municipal infrastructure since 1848	Pre-payable in each of the ten years	\$760,000	4%	\$164,000	\$0	\$164,000

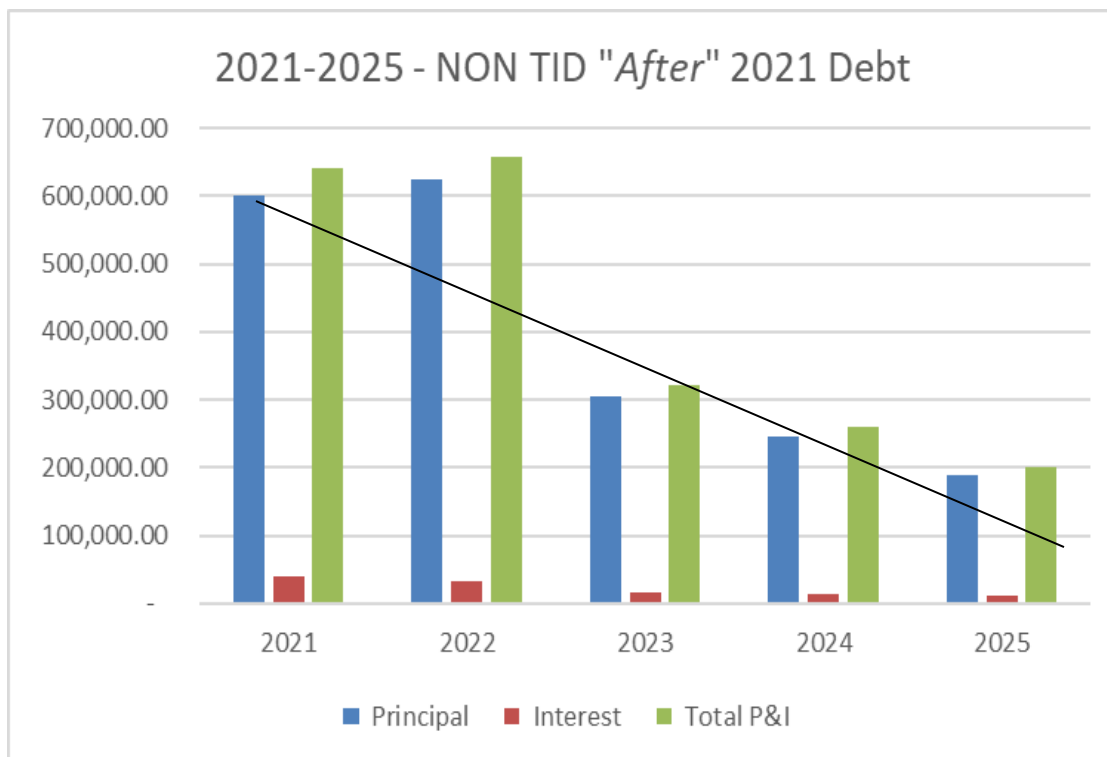
OUT-YEAR DEBT PLANNING

The quantity of debt layered in with existing debt is in-line with the concept of incurring \$600,000 to \$750,000 in new 10-year debt annually for the next several years -- re-evaluating each year. The page two charts build from charts presented in April.

BEFORE Layering In New Debt For 2021



AFTER LAYERING IN NEW DEBT FOR 2021



TO: FINANCE, INSURANCE & PERSONNEL COMMITTEE
FROM: CLERK/TREASURER
SUBJECT: RECOMMENDING A MUNICIPAL ALLOCATION OF AMERICAN RESCUE ACT OF 2021 FUNDS, \$330,000
DATE: MAY 18, 2021

RECOMMENDING A MUNICIPAL ALLOCATION OF AMERICAN RESCUE ACT OF 2021 FUNDS --\$330,000

The Federal Government has awarded the City of Waterloo \$330,000 as part of the American Rescue Act of 2021 (ARPA).

The purpose of this email is to facilitate a public discussion of how the dollars should be allocated as permitted by ARPA. Attached is a **highlighted** eight-page Fact Sheet. The [2021 Comprehensive Plan Update](#) may serve as a guide for decision-making.

The Fact Sheet is self-explanatory. Below is a range of recommendations for this non-recurring source of Federal funds. In no prioritized order:

ITEM	DESCRIPTION	FEDERAL QUALIFYING USE OF FUNDS	COMPREHENSIVE PLAN UPDATE REFERENCE	POTENTIAL AMOUNT
1	Fund targeted economic development services focused on downtown redevelopment.	Address negative economic impacts caused by public health emergency.	Goal #1	One-year estimated at \$50,000
2	Measure financial loss to Parks Department rental cancellations & concessions losses, injecting an eligible amount back to Fund 225 (Parks).	Replace loss of public sector revenue.		Not calculated at this time.
3	Fund Adams Street & Jefferson Street water and sewer system improvements.	Invest in water, sewer and broadband.	Goal #3 & Priorities Carried Forward (4.21)	\$330,000
4	One-time bonus for WFD staff.	Provide premium pay for essential workers bearing the greatest health risks.		\$20,000
5	Fund enhanced children's programming.	Serving the hardest-hit families. Promoting healthy childhood environments including new or enhanced children's services provided through the Library and Parks Departments.	Goal #3	\$15,000
6	Items from others...			TBD

FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

May 10, 2021

Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

FUNDING AMOUNTS

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

Type	Amount (\$ billions)
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cites	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

USES OF FUNDING

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury's Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

1. **Supporting the public health response**

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
 - ✓ Vaccination programs
 - ✓ Medical expenses
 - ✓ Testing
 - ✓ Contact tracing
 - ✓ Isolation or quarantine
 - ✓ PPE purchases
 - ✓ Support for vulnerable populations to access medical or public health services
 - ✓ Public health surveillance (e.g., monitoring for variants)
 - ✓ Enforcement of public health orders
 - ✓ Public communication efforts
 - ✓ Enhancement of healthcare capacity, including alternative care facilities
 - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
 - ✓ Enhancement of public health data systems
 - ✓ Capital investments in public facilities to meet pandemic operational needs
 - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
 - ✓ Mental health treatment
 - ✓ Substance misuse treatment
 - ✓ Other behavioral health services
 - ✓ Hotlines or warmlines
 - ✓ Crisis intervention
 - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

3. Serving the hardest-hit communities and families

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

4. Replacing lost public sector revenue

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

5. Providing premium pay for essential workers

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- | | |
|---|---|
| ✓ Staff at nursing homes, hospitals, and home-care settings | ✓ Truck drivers, transit staff, and warehouse workers |
| ✓ Workers at farms, food production facilities, grocery stores, and restaurants | ✓ Childcare workers, educators, and school staff |
| ✓ Janitors and sanitation workers | ✓ Social service and human services staff |
| ✓ Public health and safety staff | |

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

6. Investing in water and sewer infrastructure

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

7. Investing in broadband infrastructure

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.

City of Waterloo Finance, Insurance & Personnel Committee -- Annual Calendar

revised: 3/27/2021 -- by Committee Chair

☐ Meeting night: 3rd Thursday of month at 6:00 pm

☐ Monthly recurring: review of disbursements, payroll and treasurer's reports

JANUARY <input type="checkbox"/> Review of Department Heads as needed
FEBRUARY <input type="checkbox"/> Review of potential closure of Tax Incremental District No. 4
MARCH
APRIL <input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities.
MAY <input type="checkbox"/> Addressing items raised in financial audit.
JUNE <input type="checkbox"/> Mayor's Budget start date; build Council consensus for budget policy objectives; practice two-year budgeting. <input type="checkbox"/> Tax Incremental Finance Districts, review. <input type="checkbox"/> Impact Fees, review.
JULY <input type="checkbox"/> Addressing items raised in worker compensation audit. <input type="checkbox"/> Review and recommend Current Year Budget Amendment #1 (Jan. – June)
AUGUST <input type="checkbox"/> Budget deliberation.
SEPTEMBER <input type="checkbox"/> § 53-14 Updating capital improvement plan. <input type="checkbox"/> Budget deliberation.
OCTOBER <input type="checkbox"/> Initial review of calendar year insurance renewal policies. <input type="checkbox"/> Final Committee budget recommendation to full City Council. <input type="checkbox"/> 2020 Clerk/Treasurer Evaluation, review.
NOVEMBER <input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER <input type="checkbox"/> WPPA Contract multi-year contract, renewal (when applicable) <input type="checkbox"/> Review and recommend Current Budget Amendment #2 (July – Dec.)