

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

revised: 2/19/2021 -- by CT as requested by Alder Thomas  
 CT proposed additions (3/22/2021)

- Meeting night: 3<sup>rd</sup> 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"/> <u>Review and recommend Current Year Budget Amendment #1 (Jan. – June)</u>
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"/> <u>Review and recommend Current Budget Amendment #2 (July – Dec.)</u>

## NOTES FROM MUNICIPAL CODE

### [§ 85-9 Appointed staff job performance reviews.](#)

A. The job performance of the Clerk-Treasurer, City Attorney, Police Chief, Fire Chief, Assessor, Director of Public Works, Building Inspector, Emergency Management Director, Parks Director and City Engineer shall be reviewed by the Finance, Insurance and Personnel Committee. The Finance, Insurance and Personnel Committee shall report its finding to the full Council in closed session, as deemed necessary.

### [§ 53-12 Debt policies.](#)

Refunding: (a) Periodic reviews of outstanding debt by City of Waterloo staff will be undertaken to determine refunding opportunities. Refunding will be considered by the Finance, Insurance and Personnel Committee if and when there is a net economic benefit of the refunding.

#### § 53-14 Capital improvement program policy.

Policy. The City will make all capital improvements in accordance with an adopted capital improvement program. The City will develop a five-year plan for capital improvements and update it annually.

C. Procedure. The City of Waterloo Finance, Insurance and Personnel Committee or its designee shall, prior to each annual budget process, submit a capital improvement plan consisting of a project description, estimated costs and probable funding sources to the Council for its consideration. The Council shall act on the recommendations in a timely manner.

#### Qualifications and duties.

##### A. Clerk-Treasurer.

Appointment. The Finance, Insurance and Personnel Committee shall solicit applications for the position of City Clerk-Treasurer and shall review the applications and submit a list of at least three qualified candidates to the Council for initial interviews. The Council and the Mayor shall interview the selected candidates and select at least two candidates for a second interview. The Council shall then recommend one applicant to the Mayor for appointment.

#### § 53-4 Budget.

A. Departmental estimates. Each year, on or before October 1, each officer, department and committee shall timely file with the Clerk-Treasurer an itemized statement of anticipated disbursements made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year, and of the condition and management of such fund, along with detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Clerk-Treasurer and shall be designated as "Departmental Recommended Budgets" and shall be as nearly uniform as possible for the main division of all departments for incorporation into the budget document.

##### B. Preparation procedure.

(1) Budget to include. Each year the Finance, Insurance and Personnel Committee, with the assistance of the Clerk-Treasurer and the appropriate committees, officers and department heads, shall prepare and submit to the Council a proposed budget presenting a financial plan for conducting the affairs of the City for the ensuing calendar year. The budget shall include the following information:

##### (a)

The expense of conducting each department and activity of the City for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

##### (b)

An itemization of all anticipated income of the City from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the City from each of the same or similar sources for the last preceding and current fiscal year.

#### § 30-4 Standing rules.

The standing rules for the government of the Council shall be as follows:

E. Ordinances and resolutions referred to committee. All ordinances, resolutions, communications and other matters submitted to the Council shall be read by title and author and may be referred to the appropriate committee by the Mayor. The Clerk-Treasurer shall read and record each such reference by title. Any Alderperson may require the reading in full of any matter at any time it is before the Council. All bills and other financial claims against the City shall, upon receipt thereof, be immediately referred by the Clerk-Treasurer to the Finance, Insurance and Personnel Committee for report thereon at the ensuing meeting of the Council.