

**CITY OF FRANKLIN
FINANCE COMMITTEE MEETING MINUTES
MAY 26, 2020**

- I. The May 26, 2020 Finance Committee Meeting was called to order at 6:03 p.m. in the Hearing Room of Franklin City Hall by Chair Ciche.

Present were Members Ciche, Howard, Witkowski, Alderman Dandrea, Alderman Nelson, and Alderwoman Hanneman. Also present was Director of Finance & Treasurer Paul Rotzenberg.

- II. Citizen Comment Period: No citizens were present.

- III.A. Approval of the April 28, 2020 Meeting Minutes

Motion made by Member Howard and seconded by Alderman Dandrea to approve the April 28, 2020 Finance Committee Meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- III.B. Approval of the May 12, 2020 Special Meeting Minutes

Motion made by Member Howard and seconded by Alderman Hanneman to approve the May 12, 2020 Special Finance Committee Meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Discussion of Revenue Declines Related to the Public Health Emergency on 2020 General Fund and City Resources and Implications for the 2021 Budget

Director of Finance & Treasurer Paul Rotzenberg presented and reviewed this item with the Committee. Discussion was held. Committee recommendations included: 1) Review of school liaison contract and to bill even if no class days; 2) Ask department heads where they suggest cost reductions would best occur; 3) Be conservative, but realistic on revenue projections for 2021; 4) Consider Room Tax Rate increase; and 5) Revisit Fines & Forfeiture Rate increase.

Informational item only – no action taken.

- V. Review of the Fund Balance Policy, the 2019 General Fund Surplus, and Recommendation for Any Use of Fund Balance for the 2021 General Fund Budget

Director of Finance & Treasurer Paul Rotzenberg presented and reviewed this item with the Committee. Discussion was held. Committee input included: 1) Ask department heads where added savings should best come from; 2) Think about what programs/activities could be done differently or not at all; 3) Recreation: St. Martins Fair/Civic Celebrations – do they need to be tax supported; 4) Consider consolidation of services with other cities.

Informational item only – no action taken.

- VI. Review of the April 2020 Financial Report.

Director of Finance & Treasurer Paul Rotzenberg presented and reviewed this item with the Committee. Discussion was held.

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Motion made by Alderman Nelson and seconded by Alderwoman Hanneman to recommend to the Common Council acceptance of the April 2020 Financial Report. Upon vote, Ayes-All, Motion carried.

VII. Other Post Employment Benefit (OPEB) Portfolio Review

Director of Finance & Treasurer Paul Rotzenberg presented this item to the Committee. Discussion was held. Informational item only – no action taken.

VIII. Decide on Topics for June Finance Meeting Agenda

Director of Finance & Treasurer Paul Rotzenberg presented this item to the Committee. Discussion was held. Finance Committee recommends reconsideration of ordinance removing the budget from the Finance Committee – bring ordinance back to the Committee. June Meeting Agenda to include: 1) Review of TID's and development projections; 2) Review of Impact Fees and Park Impact Fee Rebate Plan; 3) Discussion of audit contract – when to solicit bids given staffing plans; and 4) A look at 2021 forecast if ordinance is amended.

Informational item only – no action taken.

IX. Update on Past Council Actions Related to Finance Items

Director of Finance & Treasurer Paul Rotzenberg updated the Finance Committee on the most recent Council actions pertaining to the Finance Committee items. Informational item only – no action taken.

X. Next Meeting Date: June 23, 2020 at 6 p.m.

XI. Adjournment

Motion made by Member Howard and seconded by Alderman Nelson to adjourn the May 26, 2020 Finance Committee Meeting at 8:27 p.m. Upon vote, Ayes-All, Motion carried.