



**CITY OF ELKHORN
COMMITTEE OF THE WHOLE AGENDA**

January 14, 2019

5:00 p.m.

Common Council Chambers, City Hall, 9 S. Broad St., Elkhorn, Wisconsin

CC: Mayor, Aldermen, City Administrator, City Attorney, Finance Director, DPW Operations Manager, Police Chief, Recreation Director, Utility Operations Director, Municipal Court Clerk, City Engineer, Fire Chief, Library Director, Zoning Administrator, Chamber, Press, Master File

1. Call to Order
2. Roll Call
3. 2019 Priorities
 - *Review/Discuss Administrator's Memorandum*
4. City Hall Relocation: Planning Considerations
 - *Discussion re site selection, feasibility study, space needs assessment, and other related matters*
5. Adjourn

DATED at Elkhorn, Wisconsin, this 11th day of January 2019

Cairie L. Virrueta, City Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the City Clerk's office at 723-2219. Upon reasonable notice to the City Clerk, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services.

To: Mayor & Council

From: City Administrator

Re: *2019 City Priorities*

Date: January 4, 2019

Summarized below are the several tasks that, in my opinion, need to be of primary focus during the first six (6) months of 2019.

1. City Hall Relocation

If the Council remains committed to a 2020 construction of a replacement for City Hall, the planning process needs to begin early in 2019. The most critical and immediate consideration is site selection; a process best managed by engaging the services a consultant. Though a consultant-led process will likely be “costly”, it is also an objective analysis unencumbered by “local” bias. Similar to the DPW facility, an RFP for completion of a feasibility study of 2-3 sites along with conceptual layouts/pricing should be entertained within the next 30-45 days.

2. CIP Review

Although the 2020-24 CIP has received tentative approval, a review of the project selection/financing plan needs to be undertaken. A review is particularly important in order to ensure projects such as Babe Mann Park improvements and vehicle replacement, as well other possible projects, are integrated and funded within the framework of a *comprehensive* capital program.

3. FMP Review

Closely aligned with the preceding subject, revisiting the city’s Financial Management Plan and the adopted *Financial Management Policies and Performance Standards* should also be a priority endeavor in advance of the 2020 budget planning process.

4. Vehicle/Equipment Plan: Adopt Strategy

As noted above, the replacement of rolling stock and other operating equipment needs to be an integral component of the CIP. The insufficiency of current reserves and/or future revenue to sustain a program of timely replacement was well- documented over the past several budget cycles, and a *concept paper* outlining financing options presented in 2018. Despite a well- documented and understood problem, no action on an approach addressing this matter has been endorsed (adopted) by Council.

5. Administrative Transition

An ongoing process requiring several months to complete. Much of the effort required is at the staff level subject to Council committee (HR) oversight.

The above is not inclusive of all possible issues the Council may identify as priorities, but each deserves additional attention. Some, like the Vehicle Replacement Plan, lend themselves to committee-level discussion in one or two meetings; however, matters such as City Hall are better suited to a committee-of-the-whole format and likely require several work sessions. To facilitate discussions, I believe the process is best served by temporally altering the pattern of twice-monthly committee meetings in favor of alternating committee-of-the-whole work sessions and regular committee meetings. I did discuss this idea with Mayor Reynolds, who does endorse the idea. Given the mayor's endorsement, and barring any opposition from Council members, it is my intention to begin the suggested pattern of meetings with a committee-of-the-whole work session on January 14.