

AGENDA

FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, AUGUST 3, 2020
6:00 P.M.

Remote Teleconference Meeting via ZOOM

This meeting may be viewed LIVE at <https://www.youtube.com/MononaTV>

NOTICE OF ELECTRONIC MEETING

Due to the current state of emergency because of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing in accordance with Emergency Order #7 of Public Health Madison & Dane County dated July 1, 2020 and the limited physical space available, the public is encouraged and requested to also attend via electronic means. Directions to do so are listed at the bottom of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at 608-222-2525.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from July 20, 2020.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
 - A. Consideration of Resolution 20-8-2428 Providing for the Sale of \$4,725,000 Taxable General Obligation Refunding Bonds and Authorizing the Redemption of Taxable General Obligation Promissory Notes, Dated October 3, 2011 and Taxable Note Anticipation Notes, Series 2017D.
 - B. Consideration of Resolution 20-8-2426 Authorizing a Contract with the Nehemiah Center for Community Facilitation Services.
 - C. Consideration of Resolution 20-8-2429 Amending the 2020 Operating Budget to Fund Community Facilitation Services.
 - D. 2019 Audit Report.
 - E. Acceptance of General Fund Accounts Payable Checks Dated July 17–30, 2020. (Documentation of invoices paid is available in the City Clerk’s office.)
7. Adjournment.

DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference at <https://us02web.zoom.us/j/81925693215> or by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter Meeting ID: 819 2569 3215.

You may attend via telephone conference by calling the following phone number:

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 819 2569 3215, FOLLOWED BY #

Please mute your phone when not speaking to ensure best possible audio quality.

PUBLIC APPEARANCE BY ZOOM

Persons interested in publicly appearing before the Finance & Personnel Committee via computer or phone on the Zoom application are asked to submit an [Appearance Before a City Committee form](#) so that we can accommodate all online and phone requests to speak. Please submit your form as soon as possible. Requests will be accepted before and during the meeting until the Appearances section is closed. Requests submitted after the Appearances section is closed will not be able to speak. Link to form: <https://www.mymonona.com/FormCenter/Committee-Application-11/Appearance-Before-a-Committee-Citizen-Co-82>

WRITTEN COMMENTS

You can send written comments on agenda items by utilizing the City Council Contact Form found at: <https://mymonona.com/FormCenter/City-Council-Contact-Form-3/City-Council-Contact-Form-64>

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number) Fax: (608) 222-9225 or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

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FINANCE AND PERSONNEL COMMITTEE MINUTES
July 20, 2020

The regular meeting of the Finance and Personnel Committee for the City of Monona, via Zoom, was called to order by Acting Mayor Wood at 6:17 p.m.

Present: Acting Mayor Doug Wood and Alderperson Kathy Thomas

Excused: Mayor Mary K. O'Connor

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Project Manager Brad Bruun, Parks & Recreation Director Jake Anderson, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Thomas, seconded by Acting Mayor Wood to approve the Minutes of the July 6, 2020 Finance & Personnel Committee meeting, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Project Manager Bruun reported the contractor for the following HVAC project was investigated by staff and Strand Associates and all are comfortable with the parent company who verified their much lower bid. One reading is being requested at the City Council tonight because of the long lead time needed for the special order HVAC unit. The Facilities Committee reviewed this twice in 2019 and once more recently.

A motion by Alder Thomas, seconded by Acting Mayor Wood to approve Resolution 20-7-2424 Award of Bid for City Hall and Library HVAC Upgrades, was carried.

Recreation Director Anderson reported the following action is for design work for two different projects combined for cost savings. This was approved by the Parks & Recreation Board on July 14. Site work around the Pagoda in Stone Bridge Park is included. City Administrator Gadow reported design work will be a 2021 Capital Budget project. Alder Thomas reported a Landmarks Commission member had questions about the hill behind the Pagoda that people use to jump onto the roof, and also some stone work. Recreation Director Anderson stated stormwater is the focus of this action but other plans will soon get into motion. Alder Thomas questioned the section that states Strand Associates will "assist the City" with the layout. Recreation Director Anderson responded they understand the need for a path and layout. Alder Thomas stated the contract is "not to exceed" \$50,000 but the estimate is \$50,000, and questioned what happens if the project goes over budget. Recreation Director Anderson responded it may go under budget but there will be more cost if the Council wants changes. Alder Thomas stated the completion date is December, then bids go out in January or February, which doesn't leave much time. Recreation Director Anderson responded bids wouldn't go out before that anyway.

A motion by Alder Thomas, seconded by Acting Mayor Wood to approve Resolution 20-7-2425 Approving a Proposal from Strand Associates for Engineering Design for Improvements at Stone Bridge Park and at the Monona Community Center Loading Dock. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow reported that he, Police Chief Ostrenga, and staff worked the last several weeks to gather proposals for outside review of the June 2 incident and only two were received. Mayor O'Connor and staff proposed the The Riseling Group. Sue Riseling will be at tonight's Council meeting. Alder Thomas stated there is a conflict in the information about whether the subject was or wasn't allowed in the premise.

A motion by Alder Thomas, seconded by Acting Mayor Wood to strike the following from Resolution 20-7-2423 Authorizing a Contract with the Riseling Group for Investigation Services Related to Police Incident: In Section 1., "It was determined the individual did have permission to be on the premises.", was carried.

Alder Thomas noted that not all citizens are residents and requests that word be changed.

A motion by Alder Thomas, seconded by Acting Mayor Wood to amend the following from Resolution 20-7-2423 Authorizing a Contract with the Riseling Group for Investigation Services Related to Police Incident: In Section 5. D., "Citizens" should be replaced with "Residents", was carried.

City Administrator Gadow reported this will be review of the June 2 incident only. Policies and procedures will be reviewed by the Public Safety Committee. Alder Thomas stated she doesn't want the Committee to come out in conflict with results of this report. They will be looking at policies on Wednesday night. City Administrator Gadow responded once the report, due by the end of October, is received any suggestions would be shared with the Committee. Alder Thomas questioned whether the Committee should wait to make decisions and the Council should wait to act on the Committee's decisions until this report is received. Members agree this will be the course of action.

A motion by Alder Thomas, seconded by Acting Mayor Wood to approve Resolution 20-7-2423 Authorizing a Contract with the Riseling Group for Investigation Services Related to Police Incident as amended. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reviewed the Financial Report through June 30, 2020. Revenue losses and gains were reviewed, including an increase in permits and boat launch fees. The School Resource Officer agreement is being reviewed by the School Board. If it is not renewed there will be a revenue loss as 75% of that salary is paid by the District. Alder Thomas reported the Board still isn't sure what they'll do but they have received many comments in support of the position. Members discussed possible school year plans that would affect this position, including remote learning or partial in-person days.

Finance Director Houtakker reported COVID-19 expenditures are being tracked for reimbursement from various CARES Act sources. Expenses are on target or under budget. COVID-19 Public Works wages were budgeted, so funding is there. He is trying to be on the safe side with his projections. Acting Mayor Wood reported it is unknown what Congress is going to do with the last COVID-19 relief bill and whether the City will receive any relief.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions.

A motion by Alder Thomas, seconded by Acting Mayor Wood to Accept General Fund Accounts Payable Checks Dated July 4, 2020 through July 16, 2020, was carried.

A motion by Alder Thomas, seconded by Acting Mayor Wood to adjourn, was carried. (6:58 p.m.)

Joan Andrusz
City Clerk

**Resolution No. 20-8-2428
Monona Common Council**

**A RESOLUTION PROVIDING FOR THE SALE OF
\$4,725,000 TAXABLE GENERAL OBLIGATION REFUNDING BONDS AND
AUTHORIZING THE REDEMPTION OF TAXABLE GENERAL OBLIGATION
PROMISSORY NOTES, DATED OCTOBER 3, 2011 AND
TAXABLE NOTE ANTICIPATION NOTES, SERIES 2017D**

WHEREAS, the City of Monona, Dane County, Wisconsin (the "City") is presently in need of approximately \$4,725,000 for the public purpose of refunding obligations of the City, including interest on them, specifically, the Taxable General Obligation Promissory Notes, dated October 3, 2011, maturing in the year 2021 and the Taxable Note Anticipation Notes, Series 2017D, dated November 1, 2017, maturing in the year 2022 (collectively, the "Refunded Obligations"); and,

WHEREAS, it is desirable to borrow the funds needed for such purpose through the issuance of general obligation refunding bonds pursuant to Section 67.04, Wis. Stats.; and,

WHEREAS, due to the requirements of the Internal Revenue Code of 1986, as amended, it is necessary that such bonds be issued on a taxable, rather than tax-exempt, basis; and,

WHEREAS, the Common Council has determined that it is necessary and desirable to call the Refunded Obligations for redemption on October 1, 2020 with proceeds of the bonds.

NOW, THEREFORE, BE IT RESOLVED that:

1. The City shall issue Taxable General Obligation Refunding Bonds (the "Bonds") in the amount of approximately \$4,725,000 for the public purpose of refunding obligations of the City, including interest on them.
2. The sale of the Bonds shall be negotiated with Huntington Securities, Inc. dba Huntington Capital Markets ("HSI"), and the terms of the Bonds, including the dating, interest rates, maturity schedule and other details with respect to the Bonds, shall be subject to approval by subsequent resolution of the Common Council.
3. The City Clerk shall cause an Official Statement concerning the Bonds to be prepared by HSI. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.
4. The Refunded Obligations are called for prior payment on October 1, 2020 at the price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to work with HSI to cause timely notice of redemption, in substantially the forms attached hereto as Exhibits A-1 and A-2 and incorporated herein by this reference (the "Notices"), to be provided at the times, to the parties and in the manner set forth on the Notices.

Adopted this _____ day of _____, 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Marc Houtakker, Finance Director

Council Action:

Date Introduced: 8-3-20

Date Approved: _____

Date Disapproved: _____

EXHIBIT A-1

NOTICE OF FULL CALL*

Regarding

CITY OF MONONA
DANE COUNTY, WISCONSIN
TAXABLE GENERAL OBLIGATION PROMISSORY NOTES
DATED OCTOBER 3, 2011

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have the CUSIP No. as set forth below have been called by the City for prior payment on October 1, 2020 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
10/01/2021	\$675,000	3.10%	610100SD2

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before October 1, 2020.

Said Notes will cease to bear interest on October 1, 2020.

By Order of the
Common Council
City of Monona
City Clerk

Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to October 1, 2020 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

EXHIBIT A-2

NOTICE OF FULL CALL*

Regarding

CITY OF MONONA
DANE COUNTY, WISCONSIN
TAXABLE NOTE ANTICIPATION NOTES, SERIES 2017D
DATED NOVEMBER 1, 2017

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have the CUSIP No. as set forth below have been called by the City for prior payment on October 1, 2020 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
09/01/2022	\$3,760,000	3.375%	610100XE4

Upon presentation and surrender of said Notes to Associated Trust Company, National Association, Green Bay, Wisconsin, the registrar and fiscal agent for said Notes, the registered owners thereof will be paid the principal amount of the Notes plus accrued interest to the date of prepayment.

Said Notes will cease to bear interest on October 1, 2020.

By Order of the
Common Council
City of Monona
City Clerk

Dated _____

* To be provided to Associated Trust Company, National Association, Green Bay, Wisconsin at least thirty-five (35) days prior to October 1, 2020. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to October 1, 2020 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>20-8-2428</u>
		Ordinance Amendment No. _____

Title: 2020 Refinancing off TIF Debt

Policy Analysis Statement:

Brief Description Of Proposal:

Staff is recommending refinancing two outstanding debt issuances all related to TIF borrowings.

1. 2017 Taxable Ban (5yr note) with a remaining balance of \$3,750,000. Refinancing into a long term note. TIF #4 share \$700,000 and TIF #9 share \$3,050,000.
2. 2011 Taxable G.O. Promissory Note with a remaining balance of \$975,000. All related to TIF #6. The purpose of this refinancing is to lower the principal and interest payments so TIF#6 can donate more increment to TIF#5. TIF#6 will be a donor district for TIF#5.

Total Borrowing \$3,750,000 + 975,000 = \$4,725,000

Current Policy Or Practice:

Impact Of Adopting Proposal:

This refinancing will allow TIF #6 be all to donate more increment and help TIF #5.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. <u>20-20</u>				No Budget Amendment Required <u>X</u>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
407	49	491000	000	Proceeds from Debt	0		700,000	700,000
407	58	58100	610	Principal on Debt	400,000	700,000		1,100,000
409	49	49100	000	Proceeds from Debt	0		975,000	975,000
409	58	58100	610	Principal on Debt	460,000	975,000		1,435,000
412	49	491000	000	Proceed from Debt	0		3,050,000	3,050,000
412	58	58100	610	Principal on Debt	79,000	3,050,000		3,129,000

Prepared By:

Department: Finance Department
Prepared By: Marc Houtakker
Reviewed By:

Date July 29, 2020
Date:

**Resolution No. 20-8-2426
Monona Common Council**

**A RESOLUTION AUTHORIZING A CONTRACT WITH THE NEHEMIAH
COMMUNITY DEVELOPMENT CORPORATION FOR COMMUNITY
FACILICATION SERVICES**

WHEREAS, on June 18, 2020, the City Council adopted Resolution 20-6-2419 regarding a commitment of action in response to a June 2, 2020 police call; and,

WHEREAS, as part of Resolution 20-6-2419, the City Council committed to five (5) action steps, including: “3. Organize ongoing community conversations, facilitated by professionals, to raise awareness of racial biases that exist within the community, and how we can address them.”; and,

WHEREAS, City Staff received a proposal from the Nehemiah Community Development Corporation from Madison, WI; and,

WHEREAS, after review of the proposal, the Mayor and Staff recommend contracting with the Nehemiah Community Development Corporation for community facilitation and education services on a year-to-year basis at a not-to-exceed fee of \$56,000.00; and,

WHEREAS, the estimated fee of not to exceed \$56,000.00 shall be allocated from Undesignated General Fund Reserves.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Monona, Dane County, Wisconsin, as follows:

1. The proposal submitted by the Nehemiah Community Development Corporation for community facilitation and education services, as attached hereto and incorporated herein by reference as Exhibit “A”, is approved.
2. The City Administrator and City Attorney are hereby authorized to execute a contract for the proposal as described in Exhibit “A”.

Adopted this _____ day of _____ 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O’Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: City Administrator – 8/3/20

Council Action:

Date Introduced: 8-3-20

Date Approved: _____

Date Disapproved: _____

Exhibit A

NEHEMIAH COMMUNITY DEVELOPMENT CORPORATION (NEHEMIAH) CONTRACT FOR SERVICES

For the City of Monona

OVERVIEW

At the request of the City of Monona, Nehemiah is pleased to offer its services to help Monona enhance its assets, take advantage of its opportunities, and preserve all that is good about the city.

While dealing with a global pandemic, we have been reminded of the resiliency of racism and the structures and systems that support it. With that in mind, Nehemiah staff will facilitate virtual lectures, group discussions, and facilitated small discussion groups for the City of Monona to address the hidden barriers that keep the city from reaching its equity goals.

The Objective

- Create a community-wide movement centered around equity and building an inclusive community.

The Opportunity

- Assess the strengths, weaknesses, and assets of the City of Monona's human capital.
- Empower a group of leaders who share, understand, and work toward a common vision for the City of Monona in the area of equity and inclusion.

The Solution

- Assist in hosting/planning listening events and later helping to interpret the data gathered.
- Provide a plan for police training.
- Create an Advisory Council of influential citizens and businesses.

OUR PROPOSAL

The City of Monona is in its second half century as a city and endeavors to be a thriving city for all; one that balances economic, civic, and environmental needs of the community. To that end, we offer our expertise in creating inclusive relationships and communities through an education-based model that is aligned with the city's strategic goals.

Nehemiah has developed a process that includes discovery, education, personal responsibility, and a bias toward action that invites participants to engage with difficult tasks like racial disparities, bias, and cultural assimilation while maintaining the dignity of the participants and the staff. Our process is designed to go beyond an instructional approach to embark on a learning journey with Nehemiah as the guide. Our approach uses cross-cultural leadership development skills, best practices based on research and practical implementation techniques. The history and science of bias do not change from one group to another, but the art of connecting with other people cannot be rushed or automated. It takes time, and to that end, we submit this proposal to walk alongside the City of Monona as it embarks on a new journey.

Rationale

- Historical Approach: History often provides the light we need to understand our present and predict our future
- Relational Approach: Change happens when we see ourselves fully and understand others.
- Community Approach: Individuals can't sustain movements, but a community can.
- Expertise: Our strategies are grounded in research from multiple fields and have been tested and perfected over the last five years in the Greater Madison area, by a 27-year old non-profit organization.

Execution Strategy

Our execution strategy incorporates proven methodologies, qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project is developed, a proposed timeline of events, and the reasons for why we suggest developing the project as described. Details such as outcomes and objectives are determined after the completion of the assessment and agreed upon by the City of Monona.

Project Approach

Assessment

Focus: Understanding the needs, challenges, opportunities, and strengths of City of Monona
See Assessment Overview on p. 6 for details.

Executive Coaching Sessions

Focus: The Mayor and other city leaders like Dept. Heads, etc.

1-hour sessions where Dr. Gee will infuse cultural engagement experience with transformational leadership expertise

Listening Sessions

Focus: The broader community

Dr. Reece will create a process to listen to the myriad of voices and concerns in the community centered around the equity. The information will be used to adjust or support the assessment findings.

Police Training Plan

Focus: The City of Monona Police Department

A set of recommendations that the city can employ to meet its equity goals and strengthen the trust between the Police Dept. and the community

Creation of a Community Advisory Council

Focus: Interested residents of Monona interested in city governance and equity

Nehemiah will help find, support, and deploy a group of concerned citizens, residents, and business owners to help create a community voice that can help guide and inform the Mayor and the City Council on issues of equity and needs in the community

Cultural Engagement Sessions

Focus: Personal engagement with society's ills surrounding racism and discrimination

1-2 Hour lecture or group discussion style learning paired with small group discussion (virtual)

Possible Topics (final topics will be based on assessment results and city approval)

- African American Experiences in Dane County/ Monona
- How to be an Ally of African Americans
- Social Action: How to Engage

African American Assessment

Focus: A deep dive with a focus group of African American residents that will explore the deeper experience and issues surrounding living and working in Monona

Nehemiah will help recruit and compile data from exploratory conversations with a select group of African American residents

PRICING

Services	Description	Service Cost
Assessment	Dr. Karen Reece will conduct and compile an assessment to guide the equity work	\$6,000
Executive Coaching Sessions	Dr. Gee will coach and advise the Mayor and other City Leaders, Dept. Heads (6 sessions)	\$10,000
Listening Sessions	Listening sessions to obtain community input	\$6,000
Police Training Plan	A plan of action to help the City of Monona develop training goals for equity in policing	\$10,000
Community Advisory Council Creation	A group of influential citizens and or businesses that are convened for	\$10,000
Cultural Engagement Sessions	1-2 Hour (virtual) lecture or group discussion style learning paired with small group discussions (4 sessions)	\$10,000
African American Assessment	A deep dive into the experiences and needs of the African Americans in the City of Monona	\$4,000
Total Service Cost		\$56,000

CONCLUSION

We look forward to working with the City of Monona and supporting your efforts to create a district where all residents are thriving feel they are at home. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering on your promise to the community.

If you have questions on this proposal, feel free to contact Harry at hhawkins@nehemiah.org. We would love to have an opportunity to engage in conversation about how our services can help you achieve your goals in person.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Harry H. Hawkins, III". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Harry H. Hawkins, III
Executive Vice President
Nehemiah Community Development Corporation

NEHEMIAH COMMUNITY DEVELOPMENT CORPORATION (NEHEMIAH) ASSESSMENT OVERVIEW

For the City of Monona

PURPOSE

Dr. Karen Reece, Vice President of Research and Education, will conduct an assessment to determine the current landscape and needs for equity work in the district. This assessment is not meant to be comprehensive; rather, it will serve as an overview that will inform the design of specific modules and training focus for Nehemiah’s services. This assessment will be conducted using one-on-one interviews, focus groups, surveys, and Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. Once the results of the assessment are compiled, Dr. Reece will review the information with the desired key personnel to determine district-specific outcomes related to work with Nehemiah. Dr. Reece will conduct periodic interviews and surveys to determine progress toward outcomes as well as identify unexpected results. Nehemiah will adjust services to be responsive to this evaluation.

Sample timeline (generally 4-6 weeks)

Week 1	<p>Work with the Mayor and staff as appropriate to identify:</p> <ul style="list-style-type: none"> • Key personnel who have been involved with equity work • Key personnel who have not been involved • Schedule dates and send invitations for focus groups and one-on-one interviews • Identify key questions to use for City staff and community surveys
Week 2-3	<ul style="list-style-type: none"> • Distribute City staff and community survey • Meet with staff to learn past, present, and future goals and activities and conduct SWOT analysis • Begin one-on-one interviews with key personnel and/or community members identified in week one.
Week 4	<ul style="list-style-type: none"> • Data analysis and summary
Week 5	<ul style="list-style-type: none"> • Present results to leadership and key staff. • Work with leadership and key staff to set city-specific outcomes for the year

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original <input type="checkbox"/> Update	Substitute No. _____ Resolution No. <u>20-8-2426 and 20-8-2429</u> Ordinance Amendment No. _____
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Title: Community Facilitation Services

Policy Analysis Statement:

Brief Description Of Proposal:

The city authorized a contract with Nehemiah Community Development Corporation for Community facilitation services. Cost not to exceed \$56,000. This was not budgeted and will need a budget amendment with funds coming from Fund Balance.

Current Policy Or Practice:

Not Included in the 2020 budget

Impact Of Adopting Proposal:

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
100	51	51410	395	Outside Services	0	56,000		56,000
100	49	49300	000	Fund Balance	413,311		56,000	469,311
				Totals		56,000	56,000	

Prepared By:

Department: Fire Prepared By: Reviewed By: Marc Houtakker	Date: Date: 7/29/2020
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**Resolution No. 20-8-2429
Monona Common Council**

**AMENDING THE 2020 OPERATING BUDGET TO FUND
COMMUNITY FACILICATION SERVICES**

WHEREAS, on June 18, 2020, the City Council adopted Resolution 20-6-2419 regarding a commitment of action in response to a June 2, 2020 police call; and,

WHEREAS, as part of Resolution 20-6-2419, the City Council committed to five (5) action steps, including: “3. Organize ongoing community conversations, facilitated by professionals, to raise awareness of racial biases that exist within the community, and how we can address them.”; and,

WHEREAS, City Staff received a proposal from the Nehemiah Community Development Corporation from Madison, WI; and,

WHEREAS, after review of the proposal, the Mayor and Staff recommend contracting with the Nehemiah Community Development Corporation for community facilitation and education services on a year-to-year basis at a not-to-exceed fee of \$56,000.00; and,

WHEREAS, these services were not planned or budgeted in 2020. The estimated fee of not to exceed \$56,000.00 will need to be allocated from Undesignated General Fund Reserves.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2020 Operating Budget is hereby amended to use up to \$56,000 from the General Fund Balance for community facilitation and education services as contracted with the Nehemiah Community Development Corporation.

Adopted this _____ day of _____ 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O’Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: City Administrator – 8/3/20

Council Action:

Date Introduced: 8-3-20

Date Approved: _____

Date Disapproved: _____

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>20-8-2426 and 20-8-2429</u>
		Ordinance Amendment No. _____

Title: Community Facilitation Services

Policy Analysis Statement:

Brief Description Of Proposal:

The city authorized a contract with Nehemiah Community Development Corporation for Community facilitation services. Cost not to exceed \$56,000. This was not budgeted and will need a budget amendment with funds coming from Fund Balance.

Current Policy Or Practice:

Not Included in the 2020 budget

Impact Of Adopting Proposal:

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
100	51	51410	395	Outside Services	0	56,000		56,000
100	49	49300	000	Fund Balance	413,311		56,000	469,311
Totals						56,000	56,000	

Prepared By:

Department: Fire

Prepared By:

Reviewed By: Marc Houtakker

Date:

Date: 7/29/2020