

FINANCE COMMITTEE MINUTES

August 18, 2016

The meeting was called to order by Chairman Berbee at 5:00 p.m.

Members Present: Henk Berbee, Mark Reams. Nevin Taylor- excused.

Others Present: Terry Emery, Jenny Hutchinson, Sandy Hoover, Chief Riley, Mike Andrako, Steve Campbell, Jared Borg

Approval of Minutes: The minutes for the meeting on July 21, 2016 were approved as presented.

AGENDA:

Citizen Comments:

Monthly Financial Update & Accept July Financials: Mrs. Hutchinson said as of July we had not received the second half property tax, since the July report we have received it. It was posted in August. For the General Fund property tax, we are a little less than this time last year. With regards to Income tax, we are a little higher than this time last year. Mr. Berbee asked why we are lower on the property tax. Mrs. Hutchinson said she has not had a chance to look into the difference yet.

Mr. Reams moved to approve July's financials. It was approved.

Discuss Auction items over \$1,000: Mr. Andrako handed out a list of items that are over \$1,000 that will be sold at auction. He will be bringing this to Council for approval, but would like for Finance Committee to review it. Chief Riley stated the squad has been out of service for a long time. Finance Committee will agree to sponsor the legislation.

Discuss Reallocating 2016 Fire Fighter Funds: Mr. Emery said that Chief Riley brought forth a change in how he would like staffing in the department. Mayor Rausch and Mrs. Hutchinson has listen to Chief Riley's proposal, and they would like Finance to hear what he would like to do. Chief Riley said the way we are staffed now is there are a Battalion Chief and six firefighters at the County Home station, and a Lieutenant and three firefighters are assigned at the City Hall station. This gives us 11 full-time people, we also staff three part-time positions each day, which allows us to maintain ten people when we have two people off. He said we do not have the ability to staff three people. They have had a high turnover rate, in the last three years they have lost 15 out of our 21 part timers. Our part-timers work five and six jobs and all waiting to get a full-time position. We only get the required 34 hours a month and it cost around \$3,000 to outfit each one. Allen Township and Liberty Township are downsizing their part-time help and going to full-time. A few others are downsizing their part-time or doing away with it, because they cannot staff it. We hired our last firefighters in 2012, since then we have had a 31% increase in the number of runs (most of them being EMS). He said Council passed zoning for three more senior living facilities. He added runs to Brookdale are about 125 time per year which is equivalent to these new senior living facilities.

The proposal would be to decrease the number of part-timer to two per shift, which would save \$96,000 per year. We would like to add three additional full-time people. The savings we would get for not being able to staff part-time would pay for the firefighters for the remainder of 2016. He said in 2017 with the savings on part-time firefighters and no promotions, would be about \$90,000.

Mr. Emery stated there would be no cost for this in 2016, however, there would need to be consideration for this in future budgets. Chief Riley stated there will be an additional savings in overtime, because we are paying over time now. Mr. Emery stated this could be a very favorable proposal for the City. We are not looking at extra spending this year, we are needing to look at it for next year.

Mr. Reams stated we need to put it in the budget process, because it is a commitment for next year. He did not see how it was fair to move this request up. Chief Riley stated he can fund this project this year. Mr. Reams said however, it is a commitment for next year. Mr. Emery stated we can bring it forward during the first budget meeting on Council, and Chief Riley could go ahead and get the people ready. Mrs. Hutchinson stated Finance Committee will be looking at the budget at the September meeting and we could review it then. Mr. Emery agreed that we will look at it in September. That will only delay it a month. There is not an issue of supporting the proposal but seeing the whole budget and where we are at. Mr. Reams thought that would be a great to bring it back in September.

Open Gov Presentation: Mr. Emery introduced Jared Borg and Steve Campbell to the Finance Committee. They are from OpenGov. They work with the government work flow, on the budgeting process. It shows requests by different departments in real time. They gave a presentation to Finance Committee, on the uses of OpenGov. Mr. Emery stated that he wanted Finance Committee to see what is available for open checkbook, to become more transparent. Mr. Reams stated some of the tools look useful. Mr. Berbee stated that it looks more like a excel spreadsheet.

Discuss 2017 Capital Requests: Mrs. Hutchinson showed the Finance Committee a copy of the requests from the department heads for the 2017 Budget. She said we will review this next week with the Department heads on their capital and operating request. The total of the requests is 8 million dollars. Mr. Emery stated we do a great deal of reduction during the individual meetings. Mrs. Hutchinson said we have about 1.9 million available. Finance Committee will see the initial reduction in September. Mr. Berbee asked which project will be eligible for bonds. Mrs. Hutchinson stated that any projects could be eligible for bonds. Mr. Emery stated we require the department heads to prioritize the request, and we move things around to see where it will fit. Mrs. Hutchinson told the Committee if they have any questions, please contact her.

The meeting was adjourned at 6:15 pm.