SPECIAL FINANCE COMMITTEE

NOVEMBER 13, 2014

The meeting was called to order at 6:30 p.m. by Chairman Tom Mackin. Committee members present were Todd Grayson, Tom Mackin and Jim Matuszak. Also present were Bridgette Kabat, City Administrator, and Dave Creps, Finance Director.

PORTABLE CELL TOWER

Gary Kleinfelter and Chief Dan Paez were present to request approval to purchase a 100’ portable communications cell tower for $43,700 as part of our emergency preparedness plan. During the fireworks we rent a tower, but in case of an emergency, we won’t have the lead time to reserve a tower and get our equipment on it. Ms. Kabat said that we would like to order it now so we have it early next year when we get the dispatch consolette. The item will be paid for from several accounts, similar to the portable traffic sign that is shared by several divisions. Mr. Grayson asked how we survived without this before. Mr. Kleinfelter said that we are more dependent on technology, and we are trying to prepare for whatever emergency may come down the pike. Mr. Matuszak asked about the useful life of the tower. Chief Paez said that we’ll always have radios and we may have to change an antenna, but the tower will still be useful. He added that by having our own tower, we can have people trained on what to do in case of an emergency. Mr. Mackin said he does not normally like large capital purchases at the end of the year from different funding sources, but the Administration has done a good job researching this and he feels it is justifiable. The Committee agreed 2-1 to recommend approval of this purchase.

SCHALLER RENTAL

Ms. Kabat reported that when a tenant rents the apartment above the Schaller Building, that person has cleaning duties that they are responsible for in exchange for reduced rent. When we are between tenants, those duties have to be performed by an employee of the Public Service Department. The Law Director is looking at drafting an ordinance that would allow the Administration to execute a lease with the tenant without going through City Council so there is no gap between tenants. Ms. Kabat said that the ordinance will be sent to the Committee for their review. The Committee agreed 3-0 to proceed with this request.

2015 BUDGET

Mr. Mackin stated that a representative from the Court was not available to attend the meeting.

Ms. Kabat reported that she checked with the State and if we delay the Carronade/Eckel Junction Road roundabout we will lose 5% in the scoring on each grant application for the next two years. If we cancel the project, we will lose 10% on each application.

The Committee agreed to recommend approval of the budget as presented with the following changes: they agreed 3-0 to recommend that the $200,000 line item to obtain financing for downtown improvements and the $16,000 for the public relations officer be removed and they agreed 2-1 to keep funds for the Eckel Junction and Carronade Road roundabout in the budget. They agreed 3-0 to recommend that $100,000 be added to the first budget amendment for downtown/riverfront improvements.

2013 AUDIT RESULTS

Mr. Creps reported that this is the first time we have had State auditors do our audit as opposed to a private company. He said that there were two findings, neither of which have anything to do with internal operations. The first involved a report that the auditors requested from our third party administrator for health insurance. They refused to provide the report but we no longer do work with this individual. The second issue involved the company that does our conversion from cash basis. When a developer installs improvements in a subdivision they deed them to the City. The company doing our conversion inadvertently put some water and sewer improvements into the General Fund as opposed to the proprietary fund. It has been corrected.

Mr. Mackin said that he was a part of the review and some of the recommendations made by the State auditors would be good in an ideal world, but it is not cost effective to our residents to tag each water pipe we put in. He said he is very confident that the Administration will make a sound decision as to how or if to implement their recommendations in the future. Mr. Matuszak asked if moving forward we will be using the State auditors. Mr. Creps explained that we have no choice, the State requires us to use their auditors.

There being no further business, the meeting adjourned at 7:37 p.m.

Respectfully submitted,

Thomas G. Mackin

Tom Mackin, Chairman
Finance Committee

Next regular meeting: Tuesday, December 9, 2014 at 5:00 p.m.