

FINANCE COMMITTEE

OCTOBER 14, 2014

The meeting was called to order at 5:00 p.m. by Chairman Tom Mackin. Committee members present were Tom Mackin, Jim Matuszak and Todd Grayson. Also present were Bridgette Kabat, City Administrator, Mathew Beredo, Law Director, Dave Creps, Finance Director, Tim Fisher, Deputy Finance Director, and Steve Bronder, Income Tax Commissioner.

INFORMATION TECHNOLOGIES BUDGET

Gary Kleinfelter was present to review the 2015 IT Budget. He presented the Committee with several spreadsheets showing IT expenses for 2015 which are down 4.78% from the 2014 budget. He stated that they are proposing three new initiatives for 2015: mobile GPS collection equipment to gather and collect information; voicemail upgrade – the system was purchased five years ago and is not maintaining connectivity well; and in-building cellular repeaters because there is very little to no cellular service internally and the use of mobile applications is increasing.

QUARTERLY BANKING REPORT

Mr. Fisher provided the Committee with the quarterly investment summary. He said that we bought and sold some bonds but there is nothing material to report, and we are happy with the customer service at both banks.

SUPPORTING DOCUMENTS FOR FUND REPORT

Mr. Fisher distributed the supporting documents for the monthly trial balance/fund report to the Committee. Ms. Kabat said if the Committee has any questions about the documents to please contact the Administration.

QUARTERLY LITIGATION REPORT

Mr. Beredo had sent the quarterly litigation report to the Committee electronically. Mr. Mackin asked if the Committee had any questions that needed to be discussed in Executive Session. Mr. Matuszak said he had a general question. He asked how much is owed from the litigation regarding tax filings. Mr. Bronder said he does not know because returns have not been filed for some of them.

FINANCE DIRECTOR'S REPORT

The Committee reviewed the report of expenditures over \$5,000 for the month of September. The Committee discussed the new format of the report, and Mr. Mackin said it is acceptable to him as long as it adequately reflects the expenditures over \$5,000.

Mr. Creps reported that the Health Insurance Fund is holding steady and the balance at September 30th was \$340,790.01.

TAX COMMISSIONER'S REPORT

Mr. Bronder reported that income tax collections for September were just shy of \$1.3 million and were up 4% from September 2013. He said that withholding was down from last year but that was not unexpected because of a onetime event that occurred last year. Year to date collections are up 5% from last year.

BUDGET DISCUSSION

The Committee started to review the proposed 2015 budget. Mr. Grayson asked why ambulance collections are down, and he asked about the increase to the Council projects line item. Ms. Kabat said she will check into those items. Mr. Grayson also noted that the Prosecutor's budget is a carbon copy of the previous year. Mr. Mackin asked about succession planning in the Prosecutor's office. Ms. Kabat said the Administration has had discussions regarding the issue and will make sure a plan is in place. Mr. Grayson noted that the court budget is up 10% for next year. He asked about the amount budgeted for professional services in the Administration's budget. Ms. Kabat said that this is for a Public Information Officer that can be paid hourly or per diem to disseminate information to the media and through social media like during the water situation this past summer. There was a brief discussion regarding whether this is warranted. Due to time constraints, the Committee decided to hold a special meeting to discuss the budget. Ms. Kabat asked that the Committee members provide a list of questions prior to the meeting so the Administration has time to do research and provide answers at the meeting. Mr. Grayson asked that the court be invited to the special meeting. Ms. Kabat said that she will invite the Judge. Mr. Grayson said that he feels we are overly conservative in budgeting revenue and would like to see more budgeted for revenue and that extra revenue designated for the reserve fund. Mr. Mackin said he has some concerns, but it is a legitimate point to discuss at the special meeting.

OTHER BUSINESS

There being no further business, the meeting adjourned at 6:12 p.m.

Respectfully submitted,



Tom Mackin, Chairman
Finance Committee

Next meeting: Special meeting, Monday, November 3, 2014 at 6:00 p.m.

Next regular meeting: Tuesday, November 18, 2014 at 5:30 p.m., which is a change from the regular date and time.