

FINANCE COMMITTEE MINUTES
July 02, 2012
City Hall – 1st Floor Conference Room - West

Finance Vice-Chairperson Christopher Able called the meeting to order at 6:02 PM

Present: Alderpersons Christopher Able, James Brey, Eric Sitkiewitz and Collin Braunel

Absent: Scott McMeans

Also Present: Mayor Justin Nickels, Alderperson Jill Hennessey, Finance Director/Treasurer Steve Corbeille, Assistant Finance Director/Treasurer Tony Scherer, Deputy Fire Chief Todd Blaser.

Approval of Minutes

Motion by Alderperson Sitkiewitz, second by Alderperson Brey to approve the minutes of June 2nd, 2012 Finance Committee meeting. Motion carried unanimously (4-0).

Public Input

No public input was presented.

Report & Discussion Regarding 2012 Budget Status

Vice-Chairman Able turned the meeting over to Finance Director/Treasurer Steve Corbeille. Corbeille passed out information to the Committee and proceeded to explain the accounts as shown in the report. In his presentation he reviewed many of the aspects covered at the previous Finance Meeting regarding Revenues, Labor and Insurance. He then went into more detail regarding the results from budget discussions with department heads and staff. Corbeille enclosed savings presented by various departments in the areas of wages and salaries, health insurance, worker's compensation, gasoline, heating fuel, electric utilities and other miscellaneous expenses. He reported additional anticipated revenues to the Tax Refund Intercept Program (TRIP), Mid-west Disaster Bond issuance fees and the MPU payment in lieu of taxes (PILOT). In his report, Corbeille also reported a projected revenue shortfall in investment interest earnings. In conclusion he informed the Committee that the City was currently forecasting a 2012 budget surplus of over \$325,000. A short discussion followed on fuel savings and interest income.

Report & Discussion Regarding 2013 Budget Timeline

Assistant Finance Director/Treasurer Tony Scherer provided a handout on the 2013 Budget Timeline. Mayor Justin Nickels noted that the Council/Finance Committee was scheduled to receive the 2013 Budget about three to four weeks earlier than in previous years. The Mayor also informed the Committee that he had instructed departments not to budget for wage increases unless contractually bound to provide them in 2013 and to budget at current (2012) staffing levels. Departments must present all requests for additional personnel separately. In this manner he would be able to assess whether or not wage increases and changes in personnel were achievable.

Springbrook General Ledger Software Demonstration

Assistant Finance Director/Treasurer Tony Scherer demonstrated to the Committee the capabilities of the City's accounting software which would allow them to gain additional information and access to city finances. Scherer demonstrated how to sign into the system and revealed how to use the system to extract information on one specific account, one account city-wide or groups of accounts by department or city. He also demonstrated the "drill-down" and reporting capabilities of the system. It was mentioned that the system would be made accessible to all Council members upon their request.

Credit Adjustment to Parks/Sr. Center Purchasing Card

Finance Director/Treasurer Steve Corbeille expounded on the request from the Director of Public Works Director stating that due to changes in the organizational structure the department manager, Denise Larson, was actually purchasing for the Recreation Department and the Senior Center with one purchase card. Therefore, on occasion, her attempts to make purchases were denied due to the card's low credit limit.

Motion by Alderman Brey, second by Alderman Sitkiewitz to approve the credit limit on the Park and Senior Center purchase card from \$2,000 to \$4,500.

There was a short discussion by the Committee members regarding the purchase cards and the \$4,500 limit.

Motion carried unanimously (4-0).

Motion by Alderperson Sitkiewitz, second by Alderperson Brey to adjourn. Motion carried unanimously. Vice-Chair Able declared the meeting adjourned at 6:41 PM.

Respectfully Submitted,

Alderman Christopher Able
By: Anthony Scherer
Assistant Finance Director

AS