

11-12-2019

BUDGET AND FINANCE COMMITTEE MINUTES

DEFUNIAK, GALLAGHER, BYVOETS, KUCZYNSKI

BUDGET FINANCE COMMITTEE TOPICS

1. REVIEW CASH POSITION BY FUND **all funds under budget with about \$2 million in the bank**

a. (CASH ON HAND VS DISBURSEMENTS)

2. TRUE UP THE FUND BALANCES

3. BUDGET VARIANCES all under budget

4. PROPERTY TAX DISBURSEMENTS last installment due end of December

5. INSURANCE REVIEW

a. **HEALTH (AIM) could save \$15,000-\$20,000 per annum**

b. **P&C for review ?????**

6. FINES AND FEES / BUILDING CODE **112 unpaid**

7. WATER BOARD DISCREPANCY **\$51,000 to be verified by water dept by year end,**

1. Water board to share costs of clerk and front loader any other.

8. UPDATE THE ORDINANCE BOOK **not discussed but required**

9. EMPLOYEE MANUAL

10. CAPITAL BUDGET

1. FIRE EQUIPMENT

2. FIRE STATION

11. COMMUNITY CENTER

1. LEASE RATES/OCCUPANCY (**comm center committee to review**)

2. REPAIRS/MAINTENANCES

3. Capital improvements list not submitted.

12. LEAVES CONTRACT **started too soon seasons have shifted**)

13. GARBAGE CONTRACT (WHEN) SUMMER RECYCLE

14. POLICE AND FIRE CONTRACT current amounts need review)

15. DUNELAND FIRE CONTRACT \$10,000 50/50 **GONE**

16. FLEET MGT. contract

17. DISPATCH FUNCTION/OT (**cross training complete?**)

18. ASSET INVENTORY (status)

19. POLICE SALARY AND BENEFITS SURVEY

1. (\$6100 per percent) I estimate 9200 per percent must include overtime.

2. \$4000 for Jagelski why? This constitutes an individual raise

3. salary ranges for all employees + current salary(to be sent)

4. Bullis on payroll? No, and his Larkin submission has been denied

20. Tighter Control of Budgets by Dept. distribute to each dept head monthly)

21. Fire Dept Capital Development Plan (**not received**)

22. stop 24 meeting

1. \$693,000 to \$857,000
2. MEETING FRIDAY
3. grant ok

23. Clerk operation procedure manual required

1. Invoice procedure
2. **Kruger contract not necessary---needs to be approved before any further work done**
3. Separate departments for fire, police, clerk, comm ctr
4. overtime review
5. any other items that are up for renewal ?
6. monthly statement of financial position to public
7. **what items are reported for building permits???impacts assessed valuation**
8. **employee performance review process by June 1**
9. water dept schedule of fees
10. DISASTER RECOVERY (ransomeware)

24. Presetation by chief for body cameras

1. **to be updated with financial statemen of supplier**
2. **cost of installation in auto**
3. **addition of stationary cameras at town entry points.**

CCG post mortem

I HAVE ENGAGED KARL CENDER TO CONDUCT A FUNDS ANALYSIS FOR THE PURPOSE OF DETERMINING HOW MUCH MONEY WE WILL HAVE, BY FUND, AS A BASIS FOR THE NEXT 75-25 GRANT APPLICATION (JANUARY CALL) WE NEED TO KNOW FUNDS TO BE AVAILABLE AS OF 6/30/2020 WHICH IS THE EARLIEST DATE FOR PAVING CONSTRUCTION TO BEGIN.

AFTER DISCUSSION WITH MATT OF HAAS WE ARE REQUIRED TO MAKE A FIRM STATEMENT THAT WE WILL HAVE SUFFICIENT FUNDS 'SEQUESTERED' BY 7/1 SO THAT WE MAY SATISFY OUR 25% PORTION OF THE GRANT..

MATT HAS INDICATED THAT THE ANALYSIS SHOULD BE COMPLETED BY DECEMBER 1 SO THAT HE MAY MAKE THE PROPER DECLARATION AND COMPLETE HIS SCOPE OF WORK.

COMPLICATING THE ANALYSIS IS THE ISSUE OF STOP 24. INDEPENDENTLY OF KARL'S WORK WE MUST DETERMINE HOW WE INTEND TO PROCEED IN LIGHT OF THE BID VS. ESTIMATE DISCREPANCY.

THE LAST CCMG GRANT DID NOT ACHIEVE THE 75% TARGET FOR THE TOTAL AMOUNT OF MONEY WE SPENT ON PAVING AND DRAINAGE DUE TO INELIGIBLE ITEMS AND ISSUES WITH THE BID VS ESTIMATE SPREAD. WE NEED TO MAXIMIZE OUR RESOURCES.

IN BRIEF I ESTIMATE WE LEFT AT LEAST

\$817,250 PAID W-K WORK UNDER CCG

\$37,889 TO REFUND FOR UNDER-ESTIMATED PROJECTS

\$42,779 PAID TO W-K FOR ADDITIONAL WORK NOT INCLUDED IN CCG BID. (QUALIFIED)

$(\$37889 + \$32084) \times 3 = \$209,919$ OF MISSED ADDITIONAL PAVING.

WE PAID TO W-K THE TOTAL OF \$860,029 AND WILL NET GRANT MONEY OF \$535,703 FOR A PERCENTAGE OF 62%.

WE SHOULD HAVE RECEIVED 75% OF \$860,029 OR \$ 645,021.

THE TARGET DATE FOR CF KARL'S 'NUMBER IS NOV. 15. THAT WILL ALLOW US SUFFICIENT TIME TO ADJUST OUR EXPENDITURE PLANS FOR STOP 24 AND OTHER PROJECTS BEFORE THE 12/1. DEADLINE FOR HAAS.

KARL WILL OBTAIN THE NECESSARY FINANCIAL INFORMATION FROM BILL TO BEGIN AND COMPLETE THE PROCESS.