

City of Portage
Finance/Administration Committee Meeting
Monday, August 24 2015 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Members Present: Rick Dodd, Chairperson; Mike Charles, Martin Havlovic, Doug Klapper, Richard Lynn

Also Present: Administrator Murphy, Finance Director Mohr, Police Chief Manthey, Fire Chief Simonson, Manager of Parks & Recreation Kremer, Bill Welsh – Cable TV, Craig Sauer – Daily Register

1. Roll call

Chairperson Dodd called the meeting to order at 6:00 pm.

2. Approval of minutes from August 10, 2015.

Motion by Charles, second by Havlovic to approve minutes from August 10, 2015. Motion carried unanimously on call of roll.

3. Discussion on 2015 budget and review of Police Services, Fire Services, and Park & Recreation budgets.

Mohr presented a high level overview of the first six months of 2015 the Police Department is at 45% of budget. It was also noted that Patrol OT is higher which is offset by lower wages. Manthey further noted this is due to hiring of new staff and covering with existing officers in the interim. Special Services is health insurance is lower due to change in coverage. The Police Services 2016 budget is projected to increase approximately \$25K at this point mainly related to increased OT. Manthey reviewed more specifics in the 2016 budget.

Mohr reviewed the Fire Department six month 2015 activity indicating the overall budget is at 48%. The proposed 2016 budget is looking to increase approximately \$6K at this point. The largest increase is for the volunteer fire service which Simonson indicated has not had an increase for 3 years. It was also noted that the hydrant rental is dictated by the PSC (Public Service Commission) which is paid to the Water Utility.

The Parks & Recreation 2015 six month information is at 47% of budget. The 2016 proposed budget is looking to increase around \$11K. Kremer indicated this is made up of increased printing/publishing for the Spring/Summer program guide of \$2.5K; an increase for the summer staff along with a new grounds/gardener position of \$5.2K; and \$2K for operating supplies with the addition of 2 new facilities.

The budgets currently do not reflect any increases for overall wages; health/dental insurance; changes in retirement rates; or general insurance. These will be updated as they become available.

Lynn asked whether the department heads had a chance to review the GovHR Staffing Analysis and if they had made any changes to the budget based on the report. The department heads each indicated they had read the Analysis but have not yet made changes in the budget.

4. Adjournment

Motion by Charles, second by Klapper to adjourn the meeting at 6:32 pm. Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director