



MINUTES OF THE FINANCE COMMITTEE

**TUESDAY, MAY 8, 2018, 4:30 PM
CITY HALL, ROOM 207**

A. ROLL CALL.

Ald. Dorff, Chair; Ald. Corpus-Dax, Vice Chair; Ald. Galvin, Ald. Lefebvre

Also present: Finance Director Diana Ellenbecker, Assistant Finance Director Pam Manley, City Attorney Vanessa Chavez, Purchasing Manager Rick Jensen, Fire Chief David Litton, Police Chief Andrew Smith and others.

B. APPROVAL OF THE AGENDA.

Moved by Alderperson Bill Galvin, seconded by Alderperson Veronica Corpus-Dax to approve the agenda. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of the minutes from the April 24, 2018 Finance Committee meeting.

Moved by Alderperson Veronica Corpus-Dax, seconded by Alderperson Kathy Lefebvre to approve the minutes from the April 24, 2018 Finance Committee meeting. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Discussion with possible action regarding the purchase of two Type I ambulances from Jefferson Fire & Safety, Inc.

Options:

- a) Purchase two new ambulances for a total cost of \$486,106
- b) Purchase one new ambulance for \$243,053 and one demo ambulance for \$221,500 for a combined cost of \$464,553

Moved by Alderperson Bill Galvin, seconded by Alderperson Kathy Lefebvre to purchase one new ambulance for \$243,053 and one demo ambulance for \$221,500 for a combined cost of \$464,553.

Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

E. INFORMATIONAL.

1. Report on the designation of the Official Newspaper for the City of Green Bay to the Green Bay Press Gazette for the estimated annual amount of \$55,000.

Moved by Alderperson Bill Galvin, seconded by Alderperson Veronica Corpus-Dax to receive and place on file. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Deactivated Account, Veronica Corpus-Dax, No- None, Abstain- None

2. 2018 Contingency Fund
\$127,249.99

3. The next Finance Committee is TBD.

The next meeting of the Finance Committee will be June 12th at 4:30pm.

F. REPORT OF THE FINANCE DIRECTOR

No report at this time.

G. ADJOURNMENT.

Moved by Alderperson Veronica Corpus-Dax, seconded by Alderperson Kathy Lefebvre to adjourn. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

VERBATIM MINUTES

- We have to get the cue from you guys so that we can start. Okay, I'd like to call the Finance Committee meeting to order. Let me just clarify, because we did roll call through this, do we still do roll call out loud?
- [Woman] Verbal would be good, yes.
- Okay. Roll call, Alder Galvin?
- Here.
- Alder Corpus-Dax?
- Here.
- Alder Lefebvre?
- Here.
- And Alder Dorff, present. We're all present. I'll entertain... Are you ready? Not yet.
- [Man] It's gonna have to be by voice. We're still having problems with our account.
- Okay, all right. We'll have the agenda. Motion for approval of the agenda for finance.
- Motion to approve.
- Second.
- All those in favor?
- [All] Aye.
- Opposed? Okay, Alder Galvin, moved to approve, and second by Alder Corpus-Dax. Unanimous vote to approve the agenda. Approval of the minutes from April 24, 2018.
- Move to approve.
- Second.
- Okay, motion by Alder Corpus-Dax, second by Alder Lefebvre to approve the minutes from April 24th. All those in favor?
- [All] Aye.
- Opposed? Motion carries. All right. Are we going too fast? No. All right. Regular business. Discussion with possible action regarding the purchase of two type I ambulances from Jefferson Fire and Safety, Incorporated. Options: A, purchase two new ambulances for a total cost of \$486,106 or B, purchase one new ambulance, for \$243,053, and one demo ambulance for \$221,500, for a combined cost of \$464,553. Mr. Jensen?

- We had two ambulances that were approved in the 2018 bond issue, and so we went out for quotes, and we received two responses, and Jefferson Fire and Safety was the low bidder for two ambulances at \$486,106. Subsequently, they came to us with an offer to sell us a demo unit which had been built... Two years ago, Chief?

- [Chief] This year.

- 2017? Which matched our spec. They built two ambulances for us last year, and this demo ambulance, they liked our spec, they built the demo unit and it's been a demo unit, it's only got 3,000 miles on it, it substantially meets our specifications, at considerable savings. We would still have to go out and purchase a radio and some of the other equipment, so there'd be some additional expense, but overall there'll be a net savings to the city to buy one demo and one new. A further advantage of getting the demo unit is that it can be put into service almost immediately, whereas it'll take nine to 12 months to build the new ambulances.

- Are there questions?

- Yes, on the demo, you said about the radio and that, how much would that cost?

- The cost of the auxiliary equipment, Chief?

- I think the total, once everything's all done, the demo ambulance'll be about \$4,000 less than a brand new one. We did inspect that ambulance, that demo, two weeks ago. It's under 3,000 miles, there are no imperfections in it whatsoever, so we'd be comfortable with taking the demo. We're also comfortable with taking a new one.

- Still like a \$15,000 savings, after you put everything in it.

- Is that what you said? No.

- It'd be about \$5,000.

- \$5,000 savings, yes.

- Not quite, but close.

- It's still a savings and it's ready to go now.

- To get a front line ambulance into service.

- Sure. Any other questions?

- Sure. How long will it take to get the other one in service?

- The demo unit?

- No.

- The new unit.

- The demo unit says ready to go. Yeah, the other new one.

- The typical build time from the award is anywhere from seven to 10 months. They're telling us right now it's about nine months for a new one.

- Okay, and we're transferring equipment or buying new equipment for it?

- Would you be able to come up to the podium, Chief?
- Sure.
- Thank you, it's better for video.
- All equipment, with the exception of... the new ambulances include a new power lift cot, because those things are only certified for seven years, and then they have to be done away with. Everything else, the heart monitors, all the other ancillary equipment is transferred. So from year to year.
- And the radios, all that kind of stuff?
- That's one of the things we have to purchase...
- Okay that's where some of that cost comes into the demo unit.
- So what happens with the new ambulances and I'll be providing the Finance Committee with a new spreadsheet on all of our capital purchases going out 20 years, I just want to let you know that's coming. But anyway, the ambulances stay front line for four to five years, depending on what our mechanics tell us. That's about the time that we get out of 'em. And then they go into reserve status, and we keep four reserve ambulances at all times, and the reason for that is, is that we have mechanical failures, we have routine maintenance, and we have these things called special events in the city where we can be using up to four ambulances at any given time at a special event. So they stay in reserve status. Once we put a radio in 'em, it stays in 'em until we actually get rid of the ambulance and are taken out. And by that time, the equipment's 10 years old, and generally not in service anymore.
- So the cost for this, though, is covered by Allouez?
- Yeah, you know, so there's two different things with all of these costs. We generate about \$5 million in revenues in the Fire Department. 1.8 and some change is our contract with Allouez and then we forecasted revenues this year and ambulance billing at about 2.9 million. So between those two things, that's the bulk of our revenue, and then there's some other ancillary things. So I guess you can look at it in that regard?
- Okay, and how long are the ambulances in reserve status, then?
- Four to six years. Again, depending on their mechanical condition and what else is coming off the line. Every year... It might be a unit that's actually older in age but in better mechanical condition. So that's evaluated by our emergency vehicle technicians, our mechanics.
- So you have a long term plan where you're constantly rotating new equipment in and old equipment out.
- That is correct. And I'll be able to provide that spreadsheet to you here this week. I'll be emailing that to you.
- All right, thank you, Chief.
- I would entertain a motion.
- Motion to approve.
- Second.
- Which thing?

- Motion to approve Item B.
- Item B. Purchase one new ambulance and then one demo ambulance. Is there a second?
- Second.
- Second by Kathy Lefebvre, motion by Alder Galvin. Any further discussion? All those in favor?
- [All] Aye.
- Opposed? Motion carries unanimously.
- Thank you.
- Get some ambulances. Then, informational report on the designation of the official newspaper for the City of Green Bay, the Green Bay Press Gazette, for the estimated annual amount of \$55,000.
- So there's a state statute that requires the city to post legal notices and meeting minutes in a local newspaper. And the only local newspaper that meets the state's requirements is Green Bay Press Gazette. The state dictates the line rates that the paper can charge, so it's really just a formality, and so we go through the process every year of sending out a bid. We get the one response, it's at the state rate, and so this is just making you aware that we are under contract starting June 1 and through May 31 of 2019 with the Press Gazette. And the \$60,000 has kind of been a three or four year average. Last year it was only 48,000. Not exactly sure why, but it is just kind of an average.
- 55. So do you need a motion?
- I think receive and place on file.
- I'll make a motion to receive and place on file.
- Second.
- Motion from Alder Galvin, second by Alder Corpus-Dax to receive and place on file. All those in favor?
- [All] Aye.
- Opposed? Motion carries unanimously. Next agenda item is the contingency fund. Anyone want to speak to that?
- And again, that's just informational. That is what was set aside in the 2018 budget in case there is an expense that was unbudgeted and we need to tap into it, we need to go to that fund to pay a bill. So it's just an ongoing running number that we provide each meeting just to let you know.
- Do you need a motion?
- No, just informational.
- So then the next Finance Committee is the next item. I would like to propose that we have the next meeting on the 22nd of May, or do you want to do June?
- I think I overheard you say earlier that the next Council meeting is not until June 19th. So if we do the week before, it would be June 12th unless something else would come up.
- I think that would be good.

- More importantly we would have to call a meeting, but again the Council isn't planning to meet until the 19th. Right, so June 12th would probably make the most sense.
- That would make the most sense to me.
- Yeah, unless we would have an emergency.
- Do you need a motion to set the next meeting?
- I don't think we need a motion.
- Chair can set. All right, June 12th at 4:30 for finance, and report of the finance director.
- Actually I have nothing to report at this time.
- Okay. I'll entertain a motion for adjournment.
- Motion--
- Second.
- Motion to adjourn.
- Motion by Alder Corpus-Dax, second by Alder Lefebvre to adjourn. All those in favor?
- [All] Aye.
- Opposed? Motion carries unanimously. We are adjourned.