

Minutes
FINANCE COMMITTEE
Tuesday, February 11, 2014
City Hall, Room 207
Immediately following Personnel which begins at 3:00 p.m.

MEMBERS: Alders Amy Kocha, Tom De Wane, Andy Nicholson, and Tom Sladek

OTHERS PRESENT: Ald. Joe Moore, Fire Chief Litton, Dawn Foeller, Diana Ellenbecker, City Atty. Tony Wachewicz, Rick Jensen, and others.

1. Roll Call. Alderman Nicholson was excused.
2. Approval of the Agenda.

A motion to approve the agenda made by Ald. Amy Kocha, seconded by Ald. Tom Sladek, and carried to approve.

3. Approval of the minutes of the Finance Committee meeting of January 14, 2014.

A motion to approve made by Ald. Amy Kocha, seconded for discussion made by Ald. Tom Sladek.

Finance Director Dawn Foeller requested to clarify the transfer of funds for the squad cars of \$270,000 from the 2013 general fund into 423 Fund.

Ald. Tom Sladek asked if had been in the print out of the finance minutes.

Finance Director Dawn Foeller responded that it was in the detail that was provided to the committee members from purchasing but was not included in the finance minutes.

A motion to amend the minutes from January 14, 2014 item no. 6 section B to include the request to transfer \$270,000 from the 2013 general fund contingency account to the Police Department capital replacement fund (Fund 423) made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

4. Report of the Purchasing Manager:

- a. Request approval to award a contract to CDW-G for the installation of an upgrade to the Cisco Phone System for the amount of \$13,500.

Motion to approval made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approval.

- b. Request approval to award a three year contact, with two 1-year renewal options, for Firefighter Physicals to Bellin Health for \$125,079 (total for initial 3 year term).

Ald. Tom De Wane asked if had been sent out or if any request for proposals (RFP) had been completed for these bids.

Purchasing Manager Rick Jensen stated that a request for proposals (RFP) had been done and it was posted on the bid website which only received two responses. Responses were received from Bellin Health and Bellevue Total Health and both providers have done firefighter physicals in the past. A bid summary was handed out to the committee members by Mr. Jensen.

The restrictions are pending geographical locations so it limits the people that can bid. They did have legitimate bidders. They evaluated the bids and scored them. They believed both of the bidders are equally qualified based on past performance. The award had been made strictly based on price.

Ald. Kocha asked if we had the terms of previous contracts and if they are available.

Purchasing manager Rick Jensen asked for clarification on the question.

Ald. Kocha responded by asking if the previous contract was 3 years with a two 1-year renew system with 5 year commitment. What was the length of the previous commitments with previous providers?

Purchasing Manager Rick Jensen responded that it's believed that in the past, it was a 5 year contract with Bellevue Total Health. In 2013 Bellevue Total Health was unable to perform that service so we had to contract that one year with Bellin Health. This it went out for bid.

Ald. Amy Kocha had asked what the dollar difference was of the other contract.

Purchasing Manager Rick Jensen responded that it was not a substantial difference, but unsure on the exact amount.

Ald. Amy Kocha requested a copy of the comparison of the bids be provided before council.

Purchasing Manager Rick Jensen agreed to provide council with the previous bid information.

Ald. Tom Sladek asked for clarification if the information being requested was the pricing from previous bids.

Ald. Amy Kocha responded that the information being requested was the amount of what the other competition was.

Purchasing Manager Rick Jensen responded that packets had been placed in the mailboxes but had not been attached to the Purchasing Report itself.

A motion to approve made by Ald. Amy Kocha, seconded by Ald. Tom Sladek, and carried to approve.

5. Report by the Finance Director

Finance Director Dawn Foeller stated that all City departments have been engaged our ERP Implication. We have group on the fourth floor doing static testing. Looking at our software, reviewing our software making and sure the bones are there so they can start the training in March.

Finance Director Dawn Foeller reported a preliminary close is estimated for 2013 and would be bringing forward those results to the first meeting in March. It appears we will finish in the black. There are still some things that are being processed and they want to make sure all invoices have been processed before giving the final numbers.

Motion to receive and place on file by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion to adjourn at 4:03 p.m. made by Ald. Tom De Wane, seconded by Ald. Amy Kocha, and carried to approve.

2014 Contingency Fund
\$110,000

- 1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT WWW.CI.GREEN-BAY.WI.US.
- 2). **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3). **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4). **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.