

FINANCE AND ADMINISTRATION COMMITTEE  
OCTOBER 22, 2018  
SPECIAL MEETING

Present: Steve Byrne, Walter "Bok". Read, Susan Powell; Township Manager, Andrew Haines

A. Review the FY2019 Draft Capital Budget

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Mr. Haines explained tonight's meeting is to take a step forward regarding the Draft 2019 Budget, and that he revised the budget based on the last Committee meeting and discussions with various councilmembers. Mr. Haines stated his goal is to work with the Committee, Council and staff to make the budget more simplified for the public and staff to read and understand. For example, Mr. Haines stated the GO bonds should be in a separate fund as a debt in lieu of placement in the Capital Budget. He explained the existing budget is mixing a lot of different capital items. Mr. Haines stated he will highlight with PowerPoint slides for the November 5, 2018 meeting.

Working through the various Capital items, Mr. Haines highlight items including:

- Technology needs for 2019 and the tentative plan for addressing changes with Microsoft support.
- Township building improvements in 2018 were the parking lot re-pavement, the ADA ramp and the window treatments in the meeting room. Mr. Haines stated 2019 plans to bring the Parks and Recreation Department to the front lobby to be more customer friendly. He stated Williamson College of the Trades will work with the Township to build a modular dais. Mr. Byrne asked if Williamson is working on the project at this time. Mr. Haines stated it has been designed and to be completed by May. He stated the Williamson students plan to come to a future meeting to present their design.
- Roosevelt School had a 2018 budget of \$240,000 and is working with Criterion Labs to lead the bidding process of the asbestos remediation of the west wing of the school. Mr. Haines stated the overall redevelopment of the school will be a referendum question in the spring; the asbestos remediation has to occur regardless of the redevelopment plan.
- The Fire Apparatus Fund will have an estimated payment due in December 2018 of \$811,000 for a replacement vehicle. Mr. Haines stated the cost of fire protection equipment is significant and asks Council to fully support the volunteer fire companies as aggressively and diligently as possible because it pales in comparison to a full-time paid fire company. At this time there are no significant fire vehicle needs expected in 2019.
- Mr. Haines stated he renamed the capital budget item "Various Park Improvements" to "TRID" as that is the intent of the funding. He stated the money has been received from the State to help with soft costs. He stated Meredith Merino has been overseeing this administratively. Mr. Haines stated the Township is the custodian of the funds. He stated the Township coordinates with the County, the School District and the Franklin Mint project to make sure the improvements are completed.
- Mr. Haines stated the Smedley Tract Improvements budget is listed at \$100,000 and that the wet summer has caused significant delays. He stated they had to pump out the temporary basin to get it dry to try to finish the grading. He stated the Township

worked with Kelly & Close to extend the contract with the vendor for completion in early 2019. He stated there is \$100,000 in the Draft 2019 Budget for grading of the site; he does not anticipate the ability to add the trail within the budget. Mr. Byrne asked what year the Township received the park. Meredith Merino stated it was acquired in 2005.

- Mr. Byrne asked if there is any income from Sleighton Park and Mr. Haines stated the income is marginal. Mr. Haines stated public space and recreational sites are a commodity and fees are a topic in the draft budget in revenue in the Parks Fund. He stated staff added \$10,000 in revenue as a placeholder for the discussion of fees, which he anticipates bringing forward on November 5, 2018. He stated the Township does not want to be the top fee but to be in the top middle of a fee structure.

Mr. Haines stated over the next three years there was approximately \$180,000 dedicated Capital Funds for improvements to Sleighton Park, such as restroom facilities and shelter structures. In 2019, staff will work to bid and select an architect to design facility needs. He stated the Public Works department has been working with the Parks department to have a pavilion to be connected to a public restroom facility.


B. Review recommendation to create non-enterprise funds as restricted funds for intended operations such as Liquid Fuels, Fire (support and apparatus), Library, Debt Service, etc.

Mr. Haines stated he wants to work with Council on a reformatting of the budget and with the Committee on created fiscal policies. The goal would be for the budget to be less consolidated to allow for enterprise funds and designed millage rates to have separate accounting sheets. This is an accounting change and would break apart the two (2) clustered budgets now; Operating Budget and Capital Budget. Mr. Haines stated, for example, the State aid called Liquid Fuels, would have a separate accounting fund to show all revenue receipts, expenditures and fund balances. These values exist today; however, are tucked within the General Fund Operating Budget and not viewed in a simple, comprehensive format.

The goal of fiscal policies would help guide both Council and staff on the targeted fund balances for each respectful account. Each type of account would have different type of fiscal targets; the Committee expressed interest in this idea as a goal for 2019.

Mr. Haines thanked Meredith Merino and Jean Kenny for all of their work on the budget. There being no further business, the meeting was adjourned at 6:39 pm.

Respectfully Submitted,

  
Sharon Browne, Recorder