

Finance & Judiciary Committee Meeting

MINUTES

November 17, 2009

5:15 p.m.

Members: Robyn Jones, Chairwoman, Jeff McClelland, Mark Masser

Roll Call: Robyn Jones, Chairwoman and Jeff McClelland. Mr. Masser was not in attendance.

Others Present: Mayor Brennan, Lou Chodosh, Beecher Hale, Bill Harvey, Larry Heiser, Russ Halsey, President Lampke, Jed Morison, Mike Price, Chief Rinehart, Kathy Rose, Rick Weber.

Review of Minutes: November 10, 2009 - **Approved**

Presentation and/or Special Guests: Russ Halsey, Bill Harvey, Bruce Langner, Mike Price and Kathy Rose.

Discussion of Budget for 2010 with various department heads.

Russ Halsey – IT Manager - Mr. Halsey discussed the IT budget beginning on page 11.

Software: The new police station does not have connectivity for phones and buildings. They needed some redundant lines in addition to enhancements for disaster recovery. Mr. Halsey said this is critical equipment that would transfer incoming calls to City Hall in the event of any downtime due to a disaster. The system is more functional and more efficient. This is 24 hour, seven days a week equipment.

Ms. Jones asked if this is a one time charge. Russ answered no; Cisco and the other companies dictate the pricing. This would include the voice router and switches. Mr. Kessler asked if the fiber connection is the voice system. Mr. Halsey said the fiber connection is for the data stream. In order for the data to transfer, it has to have the fiber. It is a standard model that is also used by Cardinal Health and Ashland Chemical. It is designed for long-term use and we won't have to keep updating it in the future.

Mr. Morison asked if the phones are connected between Parks & Recreation, City Hall and the police station. Mr. Halsey said yes they are connected and any call can be rerouted because we have redundant lines. There are 46 independent lines going into the police station that we did not have previously. He said he has been very diligent in eliminating any extra landlines and has rerouted those lines through VOIP.

Training - A small portion of this number is actually to be used for myself. The rest of the employees of the City will be using this training. He is also planning on employees being trained through Franklin County. This training includes the water department, service department, building department, etc. We have equipment that we not fully

utilizing currently and he does plan additional training on those products. This training does not apply to the police station because it is not the right fit.

GIS – He was originally looking to pull this information in layers. He is looking for MORPC to ducktail into it as well. We have senior employees who have been here for years with a wealth of knowledge that needs to be documented. One example for this use would be for Mr. Moore to be able to locate and separate by types of trees in the City. The street repairs could be targeted and leveraged in quite a few areas. President Lampke asked if this information will be available to the public. Mr. Halsey said perhaps some of the information could be made available to the public for use, but items like power grids and other areas of safety would be kept confidential.

President Lampke asked about the car allowance provided by the City. Mayor Brennan said Mr. Halsey keeps his trips between the City offices so it would not be covered under a mileage report. Mr. Weber said he remembers that there has been a lot of discussion about car allowances and has concerns about it not be equitable with the Parks & Recreation department. Council decided to discuss this at a later time.

Phone System – The utilization and training on the systems needs to be done for the employees to be able to get the most use from our current equipment.

Replaced majority of Copiers - Mr. Halsey said he replaced several copiers so they are now sharper and more productive. We had rollover on our leases and it dropped the cost to .06 per sheet. This is considerably less than the outside orders we had been placing. We have saved \$15,000 to date by printing in-house. We dropped the lease and now pay per copy for audit purposes.

Each employee is allowed 200 copies and have a pin they must use so we can tell exactly who is making the color copies and how many. If an employee needs more than 200 copies, they have to get a new pin and the 200 amount will reset. People are not able to print color copies at will. Mayor Brennan said other than Mike Price or Kathy Rose there is not a large number of colored copies printed. Mr. Halsey said there is a pin number in place and audit trail that shows who and when so there is a check and balance.

Mike Price – Director of Recreation & Parks – The project to renovate the interior of the Mansion has been approved and will be starting in January.

Jeffrey Account - The amount is down 1%. The utilities are up due to the exterior lights and the regular increase in utility rates. The operating has increased but that also includes the cleaning of the third floor once it is complete.

Jeffrey Park – Salaries have increased. Part of this reflects Ron's increase and a part-time position for 20 hours at the park. The overtime is flat and won't be going up. The Operating and Maintenance Supplies have increased. Ron is planning on being more proactive rather than reactive when it comes to the maintenance.

Mr. Weber asked what the status was for the Historical House and whether or not the Recreation and Parks was still paying their utilities. Mr. Price said they have painted the facility, put on new doors and handrails. He said they do the majority of maintenance but he does believe they are still paying the utility bills.

Mr. Kessler asked if the City was locked in IGS. Mr. Harvey said the City is locked in on prices. He decided to take this avenue for budget planning. Mr. Kessler said the natural gas is low currently and he called IGS. IGS will cut Columbia Gas' rate and result in 30% - 40% savings.

Page 38 – Recreation Fund - There was a reduction in numbers. The profit margins increased on professional people coming in. For 2009- 2010 the Camp Revenues are \$175,000 to \$378,000.

Page 42 – Summer Camp – The Mayor said next year it will have to be up. They should be running pretty tight. Mr. Price said his goal is to maintain \$250,000 - \$240,000. Mr. Weber said it was good news that they are heading in the right direction. Mr. Price said the Recreation Board's goal is to keep transfer within extent of administration. Mr. Morison told Mr. Price that he has done a great job. Mayor Brennan stated Mr. Price is very easy to work with and he has been pleased with his efforts. Mr. Weber said he appreciates the fact that he is very sensitive to the budget and from day one has done this job with less staff.

Mr. Price said he is considering possibly advertising or getting sponsors for the pool and building. Mr. Weber said if they consider this option they need to make sure it is done fairly, and not favor a sole advertiser. There should be a policy made to ensure promotion is evenly distributed. Mr. Morison suggested that the school may have something Mr. Price could look at in that regards. Mr. Price said they had 200 rentals. They are considering a capital improvement project for a permanent shelter. This shelter would give them something to rent out and generate some additional revenue as well. They are in need of a trash vehicle and the tennis courts need repaired to fix the lumps and cracks.

Kathy Rose – Manager of Building Dpt. – Ms. Rose referred to the salary and wages line item on her budget. She said the Code Enforcement Officer was out for a short time on medical leave and everyone pitched in to take care of that position. She said her department has been working with Mac Ware on the construction of the new police station. January – November last year and this year - \$170,000.00 (2008). There was a slight increase to \$178,800.00 (2009).

Our Electrical Inspector left in June and we are no longer paying that amount monthly. Karen Boker is our Architectural Review professional. Her fees have balanced out and are better than they were the previous year. Ms. Rose said she handles some of the smaller projects such as roofing and shingles and is very comfortable doing so. Mr.

Harvey said Ms. Rose has done a great job and is a driver to the City. She has had some challenges this year with staff turnover but has been a great manager.

Bruce Langner – Planning and Economic Development Director – Mr. Langner said the commission's retreat is a new line item. This would include speakers and meals. We are now on Face Book and Twitter for marketing purposes. The Community Gardens Donations are being received and we will be keeping money and grants together. We will be writing checks out of this account. We doubled the size the garden and added 60 ft. to both ends and upgrading the number of plots. This year we had 29 individuals rent 44 plots. We had 5 to 10 people unable to get plots.

The Tiff parcels are certified. We should be getting some money in those funds. The Mayor suggested that Mr. Kessler's group could get involved. Mr. Langner said the plan needs to be done so that when dollars hit, we are ready. Former legal counsel said to use state scape improvements. Former legal counsel said street scape improvements should be done first.

President Lampke suggested taking these funds to the Bexley Tree Committee. Mayor Brennan suggested that Mr. Langner work with Mr. Kessler's group to get involved and possibly create a plan. Ms. Jones said the City could be very creative, providing it with professionals who may either volunteer or do the work for a lesser amount. Mr. Kessler suggested that the ideas be given to the City Tree Commission. Ms. Jones said you could be creative as long as it supports Main Street.

Development Programs - We pay 35% which is \$10,000 dollars per building on tenant relocation. Development programs are down 35%. We pay dollars for the usage, \$10,000 per building. The commission is very good about getting the word out. Mr. Heiser said we do send 1099s to the property owners for the funds they receive for improvements.

Chief Rinehart –

Computer Aided Dispatch - On page 12, we have CAD listed. The CAD (Computer Aided Dispatch) has been upgraded by everyone that is currently using the program in their cruisers. The upgrade is \$54,000.00 (one time expense) and it needs to be upgraded every 10 years in order to keep the software up-to-date. The software is housed here in City Hall and there is a yearly maintenance charge from the software company.

Utilities and Building Maintenance – This was a difficult line item since of course we have no history at this point. I did receive figures from the architect, Mr. David King, who included HAVC, elevator expense, etc.). Mr. McClelland asked when the LEED items on the building will pay off. Mr. Harvey said in theory, this should start as soon as possible once we move into the building, but it not something you can check on a monthly basis. Chief Rinehart said the mechanicals were a little more expensive but will take years over time to see the savings. He said they did eliminate the solar panels used in the building because after research it was found that they never pay themselves off.

Mr. Kessler said you can usually estimate the costs of utilities by the size, i.e. \$7.00 or \$8.00 per square foot - \$790,000 including utilities, repairs, janitorial and taxes. President Lampke requested that we break out the gas and electric from the recreation's budget line in order to be able to track it more easily. Chief Rinehart said his number is a stretch but he tried to be as conservative as possible.

Mr. Morison asked about the overtime line item and said it is much less than last year. Chief Rinehart said he had requested a larger overtime budget from the Finance Department. He said the City needs to consider a minimum of 3% to reflect the increases in wages which would be approximately \$30,000.00 - \$40,000.00. Chief Rinehart said he does not use the overtime funds in the budget unless he absolutely needs to. We have some officers that opt for compensation time versus the overtime pay. If they request the pay, he needs to have that money available in the budget for processing. In addition, we do not know what type of emergencies might come up in the future.

Mr. Harvey stated he has had some professional Bexley residents who have volunteered to go through the old police station and offer comments and suggestions. This would be at no cost to the City.

Police Vehicles - Chief Rinehart said they have discontinued the leases on the cruisers which will result in savings to the City. He said the City will never have use more than one SUV. The Crown Victoria has been discontinued. We will be keeping with the black and white colors. Research shows these colors actually represent law enforcement more than other colors and the officers prefer it as well.

Mayor Brennan - Page 4 - Insurance line items were not listed on his budget last year but Finance had moved them to the Mayor's budget.

Special Needs- refers to items we need for some of the City programs. We spent \$8,000.00 or \$9,000.00 last year on interpreters and that was after we had negotiated the rate down substantially. Mr. Weber asked if there were any public funds available to assist with those requirements. Mayor Brennan said there were no funds available.

Furniture and Fixings - Mayor Brennan said he would like to fix up the lobby with some new furnishings but didn't want to over invest either in the event we would not be in this building in the future. He does have some concerns regarding security with the police moving to the new station. The City Hall building has three entrance doors and it will be much more accessible without the police in the old station.

Ordinances & Resolutions - No discussion due to time restraints.

a. Finance Committee Report- Robyn Jones, Chair

Third Readings.

None.

Second Readings.

Ordinance 58-09 to amend Sections 1060.10 and 1060.105 of the Codified Ordinances of the City of the Bexley to increase the rate for the collection and disposal of garbage, trash and brush within the City, and to declare an emergency, introduced by Ms. Jones (Introduced on November 10, 2009) **No Action**

Ordinance 63-09 providing for the issuance and sale of bonds in the maximum principal amount of \$4,200,000 for the purpose of paying the costs of improving municipal streets by reconstructing, resurfacing, repairing and otherwise improving the same, and including but not limited to, related sidewalks and water improvements, together with all incidental work and related appurtenances thereto, introduced by Ms. Jones (Introduced on November 10, 2009) **No Action**

First Readings.

Ordinance 66-09 to appropriate \$20,000 from the unencumbered General Fund for the purpose of paying for Turf Maintenance Contract within the Parks Department, introduced by Ms. Jones (Introduced November 17, 2009) **No Action**

Ordinance 68-09 to establish rates for all salaried employees, Police Chief, Police Captain and Part-time and Casual Employees of the City of Bexley, effective as of January 1, 2010, introduced by Ms. Jones (Introduced November 17, 2009) **No Action**

Resolutions

None.

New Business: None

Old Business: None

Adjourned: 6:55 p.m.