



## **City of Powell Finance Committee**

### **MINUTES October 10, 2017**

#### Attendees:

Frank Bertone, Dan Swartwout, Brendan Newcomb, Jane Van Fossen, Steve Lutz, Jessica Marquez, Debra Miller and other staff members.

#### Approval of minutes

Minutes were approved as printed.

#### Financial Reports for September 2017

Ms. Marquez presented the monthly Finance Director's report. She went over the details of revenue collections and pointed out the non-collection of the Local Government Fund from the state. Also pointed out was the legal settlement expenditure.

#### 2018 Proposed Budget Review

Mr. Lutz introduced the 2018 proposed budget by noting the budget being proposed is status quo. He brought the General Fund Summary report to the committee's attention showing the anticipated revenues and expenditures and projected fund balance for 2017 and 2018.

Ms. Miller began the run-through of the 2018 budget with the assistance of each department.

1. City Council/Clerk – Ms. Miller started with the Personnel budget stating that there were no staff or changes to hours begin requested. Also, no capital equipment had been requested. Ms. Miller asked Ms. Mitchell to explain the increases being requested in Records Maintenance (\$2,300), Codification (\$1,100) and Records Storage (\$1,400). Ms. Mitchell discussed adding software assistance hours to the On-Base records maintenance contract. 2017 was the first year for having this type of contract and we started with 20 hours which wasn't enough so this raises the amount to 40 hours a year. Codification was to finish the transition to the new provider with the costs still being less than what the previous vendor charged. Last, was the records storage request which is for social media. Ms. Mitchell and Ms. Canavan have been working on finding a software package that would assist them in fulfilling public records request as it relates to social media. This is anticipated to be a one-time charge every few years for updates.

2. Communication – Ms. Miller started with the Personnel budget stating that there were no staff or changes to hours being requested. Ms. Miller was asked to explain to the other people at the meeting when the other parts of the personnel budget would be discussed. Ms. Miller stated the raises would be discussed in an executive session by City Council and that the insurances also be discussed later either in October or November as more information was still coming in.

Ms. Miller also stated that no capital equipment had been requested. Ms. Miller asked Ms. Canavan to explain the increases totaling \$14,790 but also included some reductions. Reductions included printing/phone development of \$2,560 and downtown banners of \$3,150. Increases were Advertising (\$1,000) and Consulting (\$19,000). Ms. Canavan explained that the advertising was to increase the City's social media reach. She had money moved around in her budget this year and found the advertising reach to be beneficial to the City and their events. The Consulting is for 2 purposes. Ms. Canavan mentioned that if no one had noticed, she was pregnant, and that part of the increase was to allow the City to hire a firm to continue monitoring, responding and posting on the City's social media including Facebook. The City did this last time and Council & staff found it beneficial. The other part was to continue a 3-year re-branding project that started in 2017 and that will finish in 2019. Ms. Canavan handed out a power point presentation that she reviewed with the committee along with the request for proposal that was sent out in March 2017. Ms. Canavan also passed around examples of branding.

3. Building – Ms. Miller started with the Personnel budget stating that there were no staff or changes to hours being requested. Also, no capital equipment has been requested. Ms. Miller stated that there was a reduction of \$4,410 for car allowance since Mr. Wenzel retired and that was a grandfathered-in benefit. Mr. Lutz mentioned to the committee that Mr. Wenzel prepared the budget and once Mr. Moran gets a feel for the department suggestions for changes may be forthcoming. Ms. Miller asked Mr. Moran to explain the increases being requested in Travel/Seminars (\$3,140) and Plan Review & Contract Services (\$4,785). Mr. Moran explained that additional training was being requested to get the Permit Techs licensed in the department. Also, mileage will now be needed to pay for travel within the City for the new building inspector. The Plan Review & Contract Services is based on the projects that will be forthcoming to the City to assist with inspections and timely plan reviews.
4. Development – Ms. Miller again started with the Personnel budget stating that there were no staff or changes to hours being requested. Also, no capital equipment has been requested. Ms. Miller explained that this budget request was a reduction of \$2,000 for GIS Maintenance. Mr. Betz was asked about how he was going to be replacing the architectural advisor and he replied that he would be going through a RFP process. Mr. Betz also explained how he finds his part-time zoning inspector through the graduate program at Ohio State. However, that means sometimes the City isn't as responsive to zoning violations as residents desire since they are only here on certain days. He stated that sometime in the future a full-time zoning inspector will be needed. Also, Mr. Betz discussed he was going to be moving forward on a market (development) study that the Powell CIC would be paying for.
5. Police – Ms. Miller stated in 2017 the Personnel budget was increased by a police officer beginning in July. So, in 2018, the Personnel budget is seeing the increase of the second half of the year. No other staff or changes to hours are being presented even though an additional officer was requested. Ms. Miller mentioned that this budget

also had some reductions including \$6,000 in gasoline and \$2,000 in accreditation. Ms. Miller stated that we had been keeping the budget at a level to pay from \$3 a gallon gasoline thinking the prices would be going back up again but they have been holding steady at the \$2 to \$2.50 mark for a couple of years. Also, Chief Vest explained that the CALEA accreditation program was changing from a three-year cycle to a four-cycle which lowers the on-site costs for the City. Aging equipment is the reason for the additional equipment maintenance which is separate from cruiser maintenance. This department has requested capital equipment which included adding an additional cruiser. That request was postponed until 2019. So, the capital equipment requested is the normal \$75,000 for two cruisers along with \$12,000 in miscellaneous equipment. Chief also briefly updated the committee on the purchase of body cameras with the assistance of the grant that was just received.

6. Mr. Snyder and Mr. Bowers have multiple department budgets:
  - A. Parks – Ms. Miller started with the Personnel budget stating that there were no staff or changes to hours being requested. Mr. Lutz and Ms. Miller explained that with the indefinite time opening of the Seldom Seen Park – expenditures for 2018 were not included in the budget but were for 2019. Staff would come back to City Council in 2018 with an amendment to add an additional staff person and operating expenses for Seldom Seen Park once a definite completion date is available. Ms. Miller asked Mr. Bowers to explain the increases in water/sewer service (\$3,500), park maintenance (\$5,000), turf maintenance (\$4,000) and playground maintenance (\$2,500). Pond Maintenance and Contracted Services had reductions to their budgets of \$3,000. First, Ms. Miller explained the rationale behind the cost increase in the water/sewer budget since her department maintains the utility budgets. Cost increases have been occurring yearly in the sewer area and the water costs for the Splash pad increased this year due to heavy usage and less down time. Mr. Bowers explained that the City will be getting another park donated later this year. He also explained the difficulties of getting playground equipment replaced due to the age of the equipment. This department requested capital equipment including an additional mower of \$40,000 which was postponed until 2019 since the main reason for the equipment was the Seldom Seen Park. Each year the department replaces on a cycle their mowers – one riding and one stand-up – which is what is being requested in 2018. Also, requested is just miscellaneous park equipment that needs to be replaced – edger's, etc. A question was asked about what the Contracted Services was. Ms. Miller explained that in 2017 a request for a Forester position was turned into a consultant line item. Mr. Bowers discussed the amount of work the person has completed so far this year.
  - B. Public Service – Ms. Miller started with the Personnel budget stating that there were no staff or changes to hours being requested. Ms. Miller asked Mr. Bowers to explain the increases in Villages-cape Repairs (\$1,500), Street Light Repairs (\$3,000), Drainage Repairs (\$5,000) and Vehicle/Equipment maintenance (\$3,000). She asked Mr. Huber to explain the \$5,000 sidewalk program request since his department manages that program. Mr. Huber explained that the program usually ranges in the \$30 to \$35K range. The program will be changing slightly since this will be the first year that it won't be associated with a street maintenance program since that program really won't be done in 2018. Mr. Bowers explained (a) trying to maintain the drainage repair program that was started with the voted debt monies as only 60+ outlets of the estimated 100+ needing work were completed; (b) the cost increases along with older infrastructure. This department also requested

capital equipment – the Ford truck that was requested in 2017 and was to be relooked at mid-year. Mr. Bowers explained what the truck did – assisted with the smaller dump loads such as mulch and for salt plowing in tight spaces.

- C. Lands & Buildings – Ms. Miller stated that the department had a reduction of \$5,100 for phone equipment maintenance due to the change in phone equipment in 2017. Ms. Miller asked Mr. Bowers to explain the increase in rental storage (\$2,000). Mr. Bowers explained this increase is for the scaffolding being used at the Railroad tunnel. This department also had capital improvements of \$42,000. Mr. Bowers gave a brief summary of the general nature of the request and what they had used the money for such.
  - D. Parks & Recreation Programming – Ms. Miller and Mr. Bowers pointed out several budget numbers – the projected revenues for programming and Powell Festival – and maintaining the same type of expenditure budget as in 2017.
7. Engineering – Ms. Miller started with the Personnel budget stating that there were no staff or changes to hours being requested. Also, no capital equipment was being requested. Ms. Miller asked Mr. Huber to explain the increases to dues/subscriptions (\$800) and Engineering Plan Review (\$10,000). The dues/subscriptions was a one-time expense for Hydrocat software to use in conjunction with their Autocat software. The Engineering Plan Review is a new line item and Mr. Huber explained that sometimes they were not able to review and return plans in a timely manner depending on what was going on in the department. Mr. Huber was asked about his staffing needs and he stated he would estimate they needed 3 ½ people instead of the 3 they currently had. This will give them the flexibility hopefully they need to fulfill that work if a contracted can be found.
8. Other Non-General Fund Budget Requests from Mr. Huber included:
- A. Street Maintenance and Repair Fund - \$1,000,000 for the Street Maintenance Program but only \$350,000 is being funded; \$175,000 for the street repair on Sawmill Parkway and \$152,500 for the street repair on Seldom Seen/Liberty. Ms. Miller and Mr. Huber went over the projected plans for the next few years since a grant to assist for the Sawmill Parkway has been received and the potential of one for Seldom Seen/Liberty. The non-existing street maintenance program in 2019 may change based on higher revenues, lower costs such as little snow plowing and the potential grant changing into a received grant.
  - B. Downtown TIF Fund - \$500,000 for the Grace/Liberty signal along with \$200,000 to work on street repairs at the 4 corners intersection.
  - C. Sawmill Commercial TIF – the last advance payment is scheduled for 2018.
  - D. Voted Capital Improvements – Ms. Miller stated that the remaining proceeds are for the Seldom Seen Park construction. In order to remain in compliance with the borrowing, the proceeds need to be spent by February 2019. Ms. Miller and Ms. Marquez stated once the project expenses came in these would be the dollars spent first.

E. Items not funded where: catch basin repair of \$110,000; bikepaths \$200,000; CSX tunnel repairs \$180,000 and storm sewer structures where no dollar amount was given.

9. Administration – Ms. Miller stating that there were no staff or changes to hours being requested nor was there any capital equipment requested. The adjustments to the budget included moving Mr. Lutz's cell phone expenses from Lands & Building to this budget (\$1,000) and increasing the bi-annual survey costs by \$1,300.

10. Other Charges – Ms. Miller reviewed the Legal Budget - where the legal budget was reduced by \$8,000 because in 2017 the City had three union negotiations. Also, increased was the prosecutor budget due to heavy usage (\$4,800). Ms. Miller mentioned that change to the Emergency Management Budget (\$3,250) which had been discussed previously in the Finance Committee meetings.

Ms. Miller asked if the committee wanted to continue with the budget or postpone the remaining items for another day since there were other agenda items. The committee discussed and they will continue their discussion at the Operations committee meeting on Tuesday, October 17<sup>th</sup>.

#### 2016 City Council Goal – Fiscal Sustainability/Capital Funding

Mr. Bertone asked the committee if they had anymore names to give to Steve Lutz for the special committee. He stated he was a few minutes late tonight because he had been meeting with some interested members. Mr. Lutz stated that City Council would be reviewing the names to make the appointments.

#### Other Business

Ms. Miller stated that the City received their first award for the PAFR that was completed this spring.

#### Adjourn

Committee adjourned at 9:15 pm.