



## **City of Powell Finance Committee**

### **MINUTES October 9, 2018**

#### Attendees:

Tom Counts, Dan Swartwout, Frank Bertone, Brendon Newcomb, Jon Bennehoof, Melissa Riggins, Jeffrey Gardiner, Simon Barlow, Steve Lutz, Debra Miller, Jessica Marquez and department representatives.

#### Call to Order

Approximately 7:00 p.m.

#### Approval of Minutes

Minutes were approved as submitted.

#### Financial Reports for September 2018

Ms. Miller stated that revenue and expenditures continue to be in-line. She noted that the cash flow is solidly in the black for the 2018 year. Ms. Marquez updated the committee on the status of income tax collections in October – approximately the same percentage as current 1.5%.

Ms. Miller also stated that she would be sending out the September electronic reports tomorrow.

#### COHCC BYLAWS

Mr. Counts asked Ms. Miller to explain the consortium to the new members of the committee. The Central Ohio Health Care Consortium is made up eleven municipalities including the City of Powell to share in health insurance and other related product costs. COHCC has a three-year cycle with the next cycle starting in January for 2019 – 2021. The City has been a member for two trust cycles.

The premium rates are set actuarially in two groups – for entities over 50 and entities 50 and under. The entities over 50 employees are rated individually with their claim experience and entities 50 and under are rated together with all of their claim experience.

The committee has some discussions including asking about getting a red-line version of the updated agreement. (*Ms. Miller sent copy out next day*).

As a precursor to the 2019 Budget Review – Ms. Miller stated that the rates would be going up 14% in 2019 for the City. However, COHCC had a good year so the City would be able to take a credit to reduce their bill in 2019 bringing the increase based on cash outlay to 8%.

This agreement will be brought forward to City Council for their approval.

#### HB312 Changes to Credit Card Policy (Personnel Manual Ordinance#2016-40)

Ms. Miller reminded the committee that at last month's meeting the committee was interested in having the City's HR attorney review the document. Ms. Miller stated that Mr. Albrecht had reviewed the requested changes and it meet all the requirements of the law. He felt it was a "little wordy" but there was no need for any changes.

Ms. Miller then stated that Mr. Lutz had informed her that OML would be putting together a draft policy in the next month or so. So, Ms. Miller stated that if the committee didn't have any other changes, she would wait until the OML draft policy came out and compare to the version they currently are reviewing. Once it has been reviewed, changes may occur.

A policy incorporating these changes need to be done between November 2<sup>nd</sup> and February 2<sup>nd</sup>.

Ms. Miller stated that the Fiscal Responsibility and Management Policy changes based on last month's meeting was also included in their packet. However, since it wasn't on the agenda, it will be brought back in November.

#### 2019 Budget Review (Part 2)

Mr. Lutz started the discussion by giving a summary of the budget – close to a status quo budget. City Council will meet in executive session to discuss raises and any other salary changes.

Police – Deputy Chief Steve Hrytzik was here to respond to questions. Mr. Lutz stated that the Police Department had requested an officer to be added to the budget in 2019 and 2020 however both those positions are not reflected in the budget. This is due to the retirement of the Police Chief in 2019 and giving the new chief the opportunity to look over the department and make their own recommendations.

Ms. Marquez briefly reviewed the few changes to the Police budget – the travel/seminar/mileage account was decreased by \$10,000 for one year. The expenditures will occur in a Special Revenue Fund dedicated to police training since funds are available. Also requested was a speed trailer but it was not brought forward in the budget.

D.C. Hrytzik discussed the variety of vehicles the department has, the life schedule of those vehicles and that they are passed down to the Building Department for their use when the cruisers reach 100,000 miles. This allows the City to maintain (a) low maintenance costs on vehicles and (b) lower vehicle count needed as fewer instances where a vehicle is down and unavailable. D.C. Hrytzik also discussed the variety of miscellaneous equipment needs the department has.

The committee was interested in learning more about how the City auction offs there equipment such as the police vehicles so Ms. Karen Mitchell described the process.

Parks – Mr. Jeff Snyder was here to respond to questions. Mr. Lutz stated that the Parks Department had requested a parks laborer to be added to the budget to assist with all the new park land (Seldom Seen) going to be in use starting next year.

Ms. Marquez briefly reviewed the changes to the Parks budget – almost all were due to the opening of the Seldom Seen Park and the unnamed park (unofficial name is Blue Bird) by Steitz Road. The janitorial budget was lowered overall in the budget but the allocation throughout the departments have changed. Mr. Snyder explained the change in vendor that allowed the City to get lower costs but the change also meant that which area was getting the product was now not available. The costs will be allocated 70% to parks and 30% to land & buildings.

Ms. Marquez brought up the two new operating expenses – Wetland Monitoring and Athletic Field Maintenance. Mr. Snyder discussed that EPA reporting that is required for five years and various methods of maintaining the fields. Further discussion on how the City is going to handle field maintenance and scheduling will be forthcoming but the budget assumes the City is handling both.

Ms. Marquez described the various capital equipment requests with Mr. Snyder explaining the rationale behind each request. Again the majority of the request was to maintain Seldom Seen and Blue Bird Parks. Mr. Snyder talked about Seldom Seen Park being the City's first "active" park.

Lands & Building – Mr. Jeff Snyder was here to respond to questions. Ms. Miller noted that there are no employees in the Lands & Building budget – everything is either contracted or Mr. Snyder's employees handle.

Ms. Marquez noted that this was one of the budgets affected by the change in janitorial expenses. She mentioned the minor changes to the utilities budgets. She also explained the blank lines for the Seldom Seen Building. Ms. Marquez and Ms. Miller explained that due to when the building (concession stand) opens will assist in determining the amount needed to pay for utilities and on-going expenses. If it is late in the year, the other budgets may have sufficient excess to pay for the building. Otherwise, a budget amendment may be necessary next year.

Mr. Gardiner asked about the possibility of adding a percentage budget change column in the budget. Ms. Miller and Ms. Marquez stated that it was possible.

Ms. Marquez described the various special capital improvements requested with Mr. Snyder explaining the rationale behind the request and explaining with the general capital improvements budgets were used for.

Public Service – Mr. Jeff Snyder was here to respond to questions. There were little changes to the Public Service budget so the focus was on the snow plow requested to add to the fleet – bringing the total to 6.5 snow plows. The number and condition of the current 5.5 snow plows was discussed including the storage of the vehicles.

Engineering – Mr. Chris Huber was here to respond to questions. There were little changes to the Engineering budget so the focus was on what the NPDES Contract services, Engineering Plan Review and Contract Engineer line items do.

Ms. Miller asked the committee if they had any additional questions on capital improvements that had been presented in September since Mr. Huber was here and available.

Development – Mr. Dave Betz was here to respond to questions. There were no changes requested to the Development budget. Mr. Betz was asked why he didn't request or need anything. Mr. Betz explained he knew the City's financial status and if or when additional funding is available he has a list of ideas on what he could use the funds on.

Ms. Miller asked Mr. Betz to review with the committee the Architecture Advisor and GIS Maintenance line items with the committee. Mr. Betz described the services the City purchases with those line items.

Communication – Ms. Megan Canavan was here to respond to questions. Ms. Marquez noted the various changes to the budget including the specific requests for Website Maintenance and Consulting Services. Ms. Canavan explained the ups and downs to the Consulting Services budget – rebranding project, Murphy Epson contract and maternity leave assistance in 2018.

Ms. Marquez and Ms. Miller asked Ms. Canavan to explain a line item in the IT Budget – Web Design for \$10,000. Ms. Canavan went over the website redesign a few years ago and that it was now time to refresh to keep the pages active and to implement the rebranding findings.

Council/Clerk – Ms. Karen Mitchell was here to respond to questions. Mr. Lutz discussed the position changes being requested by the Department. This led the committee to discuss the status of historical scanning and maintaining public records access. Mr. Lutz noted that he would have a council committee look at this subject.

Ms. Mitchell went over the various membership dues including the largest one – MORPC, which is based on estimated resident population. Ms. Mitchell was asked about who belongs to the Ohio Bar Association – which was Ms. Mitchell, since she is a certified paralegal.

Building – Mr. Kevin Moran was here to respond to questions. Ms. Miller stated that City Council would be reviewing the reorganization request in executive session.

There were no significant changes being requested in this budget. Mr. Kevin Moran was asked to review Other Contractual Services and Plan Review Services line items. He also was asked to explain the jump in Computer Software Maintenance Agreement over the years – which Ms. Marquez explained was due to a price change which was taken care of multiple years.

Mr. Moran also explained the need for office equipment to store the various building plans that are going through the examination and permitting processes.

Administration – There were little changes to the Administrative budget. Mr. Lutz and Ms. Miller went over what the Consulting Services line item was used for – biannual survey.

Finance – Mr. Lutz stated that this Department had requested their part-time position (HR Specialist) to be changed to a full-time position (Finance Specialist) in 2019 however this is not reflected in the budget. This is due to the retirement of the Finance Director in 2019 and giving the new director the opportunity to look over the department and make their own recommendations.

Ms. Miller noted that the Income Tax Collection fee does not take into consideration if the City' municipal income tax ballot issue passes. The question arose as to how RITA's rate is based Ms. Marquez answered questions about Credit Card Fees and Bank Fees; then reviewed an example of Reimbursed Expenses for the committee (Powell Festival change).

Ms. Marquez reviewed the request for new table and chairs in the Finance Directors office.

Other Charges – Legal Services and General Charges were reviewed with the committee. There was some discussion on the “amount” of the legal budget which Ms. Marquez explained was for a “normal” year. Ms. Miller went over what is in the Wellness Budget line items and the difference between the Internal Contingency and City Council Contingency. Mr. Lutz has the Internal Contingency while City Council approval is needed for the City Council Contingency.

The various transfer's purposes were explained including the Compensated Absence Fund since the City would be having retirements in 2019.

Subaccounts – Ms. Miller and Ms. Marquez briefly reviewed the various accounts funded by the General Fund transfers.

Information Technology - Ms. Marquez and Ms. Miller reviewed the IT requests for the committee. What was the name of the City's technology consultant was asked – Kirch Technology Group. Ms. Miller followed up by stating that since the City doesn't have employees trained in this area, the City now does an IT audit every five years to make sure they are following best practices and needs.

Some discussion was held on the request for a server and the purpose since we spent a lot of money for server equipment in 2016. Ms. Miller followed up the question with an email response.

Appropriation Request(s)

None – just a place holder for last minute requests.

Other Business

Mr. Lutz followed up with the committee on the Adventure Park Barn that has been discussed with the Finance Committee and City Council. The consensus from the committee was to give the interested parties a definitive deadline and then to proceed with the demolition. The committee stated that public safety was a big concern with continuing the process.

Adjournment at 10:00 pm