

**City of Powell
Finance Committee
Minutes
October 8, 2019**



Attendees

Jon Bennehoof, Tom Counts, Frank Bertone, Brendon Newcomb, Melissa Riggins, Dan Swartwout, Simon Barlow, Steve Lutz and Karen Sybert. Also in attendance were David Betz, Director of Development; Silas Bowers, Interim Director of Parks, Recreation & Public Service; Megan Canavan, Director of Communications; Steve Hrytzik, Chief of Police; Chris Huber, City Engineer; Karen Mitchell, City Clerk; and Kevin Moran, Chief Building Official.

Call to Order

Approximately 7:00 p.m.

Approval of Minutes

The minutes for September 10, 2019 were approved as submitted.

Financial Reports for September 2019

Mrs. Sybert reviewed the September financial reports. Revenues and expenses are in line with expectations.

2020 Budget Review (Part 2)

Mr. Lutz started the discussion by giving a summary of the budget which is close to a status quo budget. Mrs. Sybert reviewed the 2020 general fund position. She explained the revenue lines, providing information on which lines are given to the City by the County i.e.: tax collection estimates and explained that other revenue lines are estimated based on historical data. Specific mention was made of the loss of revenue in the Commercial Building Liberty Township development revenue line due to the expected loss of Liberty Township development fees. The 2020 overall expenditures were reviewed, based on the cumulative data of City departments. The proposed 2020 Budget reflects an excess of operating revenues over operating expenses of roughly \$197,000.00.

Administration – There were little changes to the Administrative budget. The Consulting Services expenditures line was presented as \$20,500.00 but will be reduced to \$10,000.00 in response to postponing the biannual survey.

Building – Mr. Kevin Moran presented the Building Department budget. Personnel expenditures have been decrease due to the potential decrease of work from the loss of the Liberty Township permit fee work. Otherwise, there is no significant change to the budget.

Communication – Ms. Megan Canavan provided her presentation of the Communications budget. She noted that part of the budget is for materials to promote the City, including photo development, signage, and seasonal banners for downtown. The cost of website maintenance is reflected in the communications budget. It was asked if this would be more appropriately placed in the IT budget. The Website maintenance cost will remain in this budget for this year, with consideration of moving to the IT budget in 2021.

Council/Clerk – Ms. Karen Mitchell presented the City Council and City Clerk budget. The proposed budget reflects minimal change. Ms. Mitchell asked for an increase to the Records Maintenance Agreement line from \$13,500.00 to \$19,500.00. The increase will provide for an update to the Naviance software used in the department. Ms. Mitchell told the council that the expense to the Ohio Bar Association is to cover her association as a certified paralegal. Ms. Mitchell asked council to review and consider an increase to the salary for the part-time Planning & Zoning Clerk position. Ms. Mitchell stated that she believes the current salary is low in comparison to other nearby City Planning & Zoning Clerk position rates.

Development – Mr. David Betz presented the details of the Development budget. He specifically noted that he feels the City’s Comprehensive Plan should be updated in the very near future. Mr. Betz stated that since this is an update to an existing plan, he would expect the cost to be lower than the prior plan. The cost for an updated plan is not reflected in the current 2020 budget.

Engineering – Mr. Chris Huber presented the Engineering department budget. Some discussion was held on the personnel expense budget and the contract engineer expense budget. Budgeted funds were transferred from salaries to contract services near the end of 2019 to cover the cost of a contract engineer firm in lieu of replacing personnel for the time being. The 2020 proposed budget has funds returned to personnel line. Mr. Huber requested to add \$600.00 in the cell phone line that was not presented in the council’s packet. There were little changes otherwise to the Engineering budget.

Finance – Mrs. Sybert reviewed the Finance Department budget. There is no significant change in the budget from 2019. The budget does include the personnel cost of a part- time HR Specialist position that was added to the budget a few years ago but remains unfilled. Mrs. Sybert would prefer to leave the organization of the department as is until she can further assess the needs of the department, meaning that for the time being the position cost is in the proposed budget, but there are no immediate plans to fill the position.

Information Technology - Mrs. Sybert presented the proposed IT budget with minimal changes from the prior year. Council requested additional details on the proposed Audio/Visual expenditures budget of \$25,000.00. The requested funds would be to cover \$10,000.00 for a sound system upgrade to Council Chambers, \$5,000 for a replacement outdoor TV, \$7,000 and \$3,000 for additional projector and projector screen respectively for Council Chambers.

Lands & Building – Mr. Silas Bowers presented the Lands & Buildings budget. It was noted that there are no personnel expenses for Lands & Building included. Services are contracted or covered by employees represented in the Parks, Recreation and Public Service budget. Previous budgets separated janitorial budgets whereas the 2020 proposal is to roll the cost of the janitorial supplies together to one line rather than allocated an estimated cost. Software maintenance in this budget, as others, has been moved to the IT budget.

Parks – Mr. Silas Bowers presented the details of the Park, Recreation and Public Service budget and responded to council’s questions. Park maintenance, turf maintenance and park trees budget were specifically addressed because of the increase from prior year. Mr. Bowers made note that he requested an increase in park trees in order to maintain the City’s “Tree City USA” commendation. Other costs are expected to be incurred with Seldom Seen Park. The council is interested in be able to track costs related to the Seldom Seen Park project. Other items of interest were the budget request in specialized equipment. The 2020 budget request includes a replacement of a Backhoe to replace a 2002 version and also a Snow Plow to replace a 2003 plow.

Police – Chief of Police, Steve Hrytzik presented the Police Department budget. The proposed reflects minimal change with the exception of the travel/seminar/mileage budget which increased from \$18,500.00 to \$28,000.00. This increase in the general fund expenditures is directly related to a decrease in Special Revenue fund that was dedicated to police training. The Special Revenue fund is depleted at this time. Chief Hrytzik presented a request to increase our authorized strength from twenty sworn Officers to twenty one, and to allow for a fourth Sergeant. This cost of this request is not included in the proposed 2020 budget. Chief Hrytzik discussed the life / rotation schedule of the department’s vehicles and noted that the proposed 2020 budget includes the cost of two cruisers per the rotation schedule.

Adjournment

Adjourned at approximately 9:20 p.m.