

Finance Committee Meeting
Wednesday, February 25, 2015

The Finance Committee met on Wednesday, February 25, 2015 at 5:30 p.m. in the council chambers at the Knisely Centre.

In attendance were committee members Darrin Lautenschleger, Mrs. Ramos, alternate Winnie Walker and Chair Sandy Cox.

Guests were Mayor Dave Johnson, Auditor Beth Gundy, council president Sam Hitchcock, council member Dan Lanzer, Service Director Jim Zucal, Law Director Marvin Fete, Rod Miller - Parks & Recreation Superintendent, Vickie Ionno - Health Commissioner, Aimee May, Fire Chief Jim Parrish and Mark Cox. The above guests were present for all or part of the meeting.

Item 1: Various Materials and Supplies

Reviewed was a request from the Service Director to advertise for bids and to enter into contracts with the lowest and best bidder for various materials and supplies for 2015.

Mr. Lautenschleger moved to forward the request for various materials and supplies to the Law Director for the proper legislation and have the legislation read for 3 readings. Motion was seconded by Mrs. Ramos and was passed unanimously with 3 ayes. (Lautenschleger, Ramos and Cox)

Item 2: CDBG Contract for 2015

Reviewed was a request from the Service Director to advertise for bids, receive bids and award for the 2015 project.

The 2015 project will be on Tuscarawas Avenue N.W. (combination package with City of New Philadelphia School, the bus lane at West Elementary). This project includes storm sewer installation, sidewalks, drive aprons and curbing. Breakdown cost: City of New Philadelphia School \$5,000, Reeves Foundation \$5,000, City of New Philadelphia (local cash) \$32,105, City of New Philadelphia (in-kind) \$37,800 and Grant Funds \$323,600. The total cost of the project should not exceed \$403,505.

Mr. Lautenschleger moved to forward the request for the CDBG project to the Law Director for the proper legislation and have the legislation read for 3 readings. Motion was seconded by Mrs. Ramos and

was passed unanimously with 3 ayes. (Lautenschleger, Ramos and Cox)

Item 3: Budget

The following department line items were reviewed by the Finance Committee – Parks & Recreation, Health Department, Income Tax, Mayor, Auditor, Treasurer, Law Director, Prosecutor, Civil Service, Council, Capital Improvements, Transfers, Special Street Lighting, TV Cable Fees, Police & Fire Pension Fund, CHIP Program Income Fund, Small Cities Block Grant, CHIP Grant, Bond Retirement Fund, OPWC, Unclaimed Monies Fund, Profit Sharing Lots and Auditor's Law Library.

Rod Miller – Parks & Recreation Superintendent – 5200 New Equipment - replacement of 5 tractors.

Vickie Ionno – Health Commissioner – 3501 Enviro Health - chemicals for mosquitos spraying went up to \$4,700 per drum.

Ms. Ionno updated the committee on grants and additional services that have been added to the department.

Beth Gundy (representing Income Tax Administration) There were no questions.

Mayor – 3402 Professional Services – increased because the city will be going into contract negotiations this year.

Mayor wanted to add \$8,500 for a copier because the present one quit. The committee will discuss this item under City Hall for tomorrow evening during budget hearings.

The Chair asked where the H.R. position was located because there is no reference to an H.R. position anywhere in the budget. The Mayor said the HR position is in the budget but not under City Hall or the Mayor's budget. When the Mayor gets the approval, he said he was taking the position out of the budget as follows - 1/3 from sanitation, 1/3 from water and 1/3 from sewer. Ms. Cox said it is not in the budget at the present time and the Mayor said it was in the budget. There was a question as to where the money was located and Ms. Cox requested a line item to represent that position and expenditure. The Auditor said she would look at this and assign a number and line item for this purpose. Also, the Chair

asked the Auditor to please have that information available for tomorrow hearings for everyone to have this clear in their head as to how the budget is supposed to look. Mayor informed everyone if you do not move Mary Jo to the new position, she has to stay where she is and we will need someone down here.

Auditor – 3401 Prof Service/Computer – increase is due to software upgrade.

Law Director and Prosecutor – see revisions below.

Council – 3800 Legal Ads – increase from \$10,000 to \$13,000 because of an additional expense.

Mr. Lanzer asked why there was a 3% raise for the Council President and not the rest of council. The Mayor said he did not ask for it. The Auditor said she used what she was given. The Mayor said he considered only full-time non-bargaining, which is 13 out of 26. Ms. Gundy informed everyone that non-bargaining is 7 1/2% behind bargaining. Mrs. Ramos said that is most of the people in the City. The Mayor said everybody else in the city gets a raise every year. Mrs. Ramos said no, I am talking about the residents. You are talking about city employees and I am talking about the general population. You got to look at that too. Mayor said both of his sons received raises this year.

Transfers – Ms. Cox asked if there would be transfers needed for Street, Cemetery or CDBG during the year. The Auditor did not see a need at the present time.

Small Cities Block Grant – changes needed to be made, check revisions below.

Profit Sharing Lots – There was no budget, check revisions below.

Treasurer, Civil Service, Capital Improvements, Special Street Lighting, TV Cable Fees, Police & Fire Pension Fund, CHIP Program Income Fund, CHIP Grant, Bond Retirement Fund, OPWC, Unclaimed Monies Fund and Auditor's Law Library. There were no changes.

Revisions

Page 3: Police Prosecutor – 101-0800

	2015 Approps	Changes
1101 Salary	\$45,000	\$50,000
1102 Asst. Prosecutors (2)	\$55,000	\$60,166
1104 PT Clerical	\$22,000	\$0
1210 PERS	\$22,300	\$21,300
1250 Medicare Tax	\$2,400	\$2,250

The Law Director informed the committee he has chosen not to replace the executive assistant position in his office. According to the city auditor, the salary for the executive assistant was previously budgeted at \$22,000. The purpose of his request is to re-appropriate the money among the three (3) prosecutors serving in the office.

The salaries for the New Philadelphia Prosecutors were as follows as of December 31, 2011.

Chief Prosecutor: \$50,141

Assistant Prosecutor: \$34,715

Assistant Prosecutor: \$34,715

The Law Director reduced the salaries for the New Philadelphia prosecutors to the following below, saving the city \$31,405,

Chief Prosecutor: \$40,000

Assistant Prosecutor: \$25,000

Assistant Prosecutor: \$23,166

The salaries enacted were based on the premise that only one courtroom would be in operation on a day-to-day basis. When a new judge took office on January 1, 2012, she chose to operate three courtrooms simultaneously, which dramatically increased the workload on the prosecutors who now had to be available to cover three different courtrooms.

As the number of courtrooms in operation increased, so too did the caseload. In 2011, before the Law Director took office, the New Philadelphia Prosecutor's Office handled a total of 8,412 cases. In 2012, the office handled 10,689 cases, 10,133 in 2013 and 10,237 cases in 2014.

These numbers reflect only new charges. It does not include probation violations, multiple hearings on the same case, review hearings, or suppression hearings, all of which a prosecutor must be present for in court.

The above changes were made to the prosecutor's budget to reflect the Law Director's request.

Note: The Council President will assign this request to the Salary Committee.

Page 3: Council – 101-1100

3800 Legal Ads	\$10,000	\$13,000
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The Clerk requested an increase in legal ads. She recently just processed an ad for \$1,400 and was concerned she would run low on funds. The committee increased the line item by \$3,000.

Page 32: Small Cities Block Grant Fund – 287-8700

5930 AF 14 Admin	\$20,000	\$50,000
5931 AF 14 Project	\$276,000	\$300,000

Page 46: Profit Sharing Lots – 823-5300

1101 Wages	\$0	\$15,000
1210 PERS	\$0	\$2,200
1220 Worker's Comp	\$0	\$400
1230 Medicare	\$0	\$220
1400 Uniform Allowance	\$0	\$400

(*Note: This line item was changed to \$700 at the February 26, 2015 Budget Meeting)

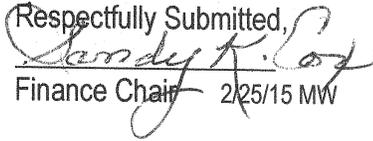
3415 Main Street	\$0	\$5,500
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3501 Maint & Operation	\$0	\$2,000
4100 Office Supplies	\$0	\$1,000
5900 New Meters	\$0	\$5,000

The Auditor did not receive any requests for this department and the above was appropriated.

Ms. Cox asked for approval of the changes made this evening. Mr. Lautenschleger moved to accept the changes this evening and was seconded by Ms. Cox. Vote: Lautenschleger aye, Cox aye and Ramos no. Passed 2 ayes.

Mr. Lautenschleger adjourned the meeting at 6:38 p.m.

Respectfully Submitted,

Finance Chair 2/25/15 MW

Finance Committee Meeting Thursday, February 26, 2015

The Finance Committee met on Thursday, February 26 at 5:30 p.m. in the council chambers at the Knisely Centre.

In attendance were committee members Darrin Lautenschleger, Mrs. Ramos, alternate Winnie Walker and Chair Sandy Cox.

Guests were Mayor Johnson, Auditor Beth Gundy, council president Sam Hitchcock, council member Dan Lanzer, Service Director Jim Zucal, Mark Cox, Matt Graham, Health Commissioner Vicki Ionno, Kelly Ricklic, Judge VonAllman, Clerk of Court Julie Stamets, Court Administrator Judee Dzigiel, Police Chief Michael Goodwin, Utilities Superintendent Ed Wilson, Fire Chief Parrish and Cemetery Superintendent Kelly Herron.

Item 1: Raises

The Chair had requested the Mayor to provide a list of full-time and permanent part-time employees for possible contemplation of a 3% raise and the Mayor furnished a list at the beginning of the meeting.

The Chair requested the above raises to be added to the budget, including elected officials and clerk of council. The budget will be reviewed as to whether there is money available to support this request.

(Note: The Auditor will plug in all the figures and revisions from the 25th and 26th meetings and council will need to review the total culmination of balances.)

Item 2: Budget

The following department line items were reviewed by the Finance Committee – Municipal Court (101), Indigent Driver Alc., Civil Fees, Legal Research, Computer Improvement, Probation Fund, Special Projects, Domestic Violence, Dispute Resolution, IDIAM, Criminal Diversion, Payment Plan Program, Police Department (101), Law Enforcement Video, OMVI Enforcement, Safety Police (225), Police Cont. Prof. Training, Police Law Enforcement Fund, Sewer Disposal & Sewer Revenue, Wages (713), WWTP Debt Service, Sewer Improvement, Water Office, Filtration, Distribution & Replacement, Water/Sewer Office, Water Improvement Fund, Street & Sanitation, State Highway Improvement, Motor Vehicle Per. Tax, Fire Department (101), Hazmat Team, Safety Fire (225), Fire Ambulance, Cemetery, Cemetery Endowment, Service Director's Office, City Hall, Airport, Transfers, Sidewalk Improvement, Master Capital, Airport Capital and Airport Federal.

Judge VonAllman, Clerk of Court Julie Stamets and Court Administrator Judee Dzigiel were present to represent Municipal Court.

The Judge updated the committee on how they have taken steps to improve the Court's financial landscape by:

In 2012 the Court began to contract with Capital Recovery Systems, Inc. to provide collection services for unpaid fines and costs. This is at no cost to the Court or City. These efforts resulted in the Court receiving over \$120,000.00 in fines and costs that may have otherwise gone uncollected.

Defendants who are sentenced to a term of community service may make a reasonable contribution to the general fund of the county/municipality that funds the court. We call this alternative CILOCS – Contributions in Lieu of Community Service. In 2014, this resulted in an additional \$101,395.00 deposited to the City's General Fund.

We are running pretty lean over there in terms of the number of staff we have. We are down in almost every department from 4 or 5 years ago. We are down in clerks, probation; we have 3 probation officers doing what 5 use to do. I am trying to run the court like I use to run my business for 25 years that is basically in terms of income and expenses.

Court Administrator Judee Dzigiel informed the committee she had talked with the Auditor and there was an adjustment in MCPL CT Domestic Violence.

Page 26: MCPL CT Domestic Violence – 246-2460

	2015 Approps	Changes
3400 Special Services	\$15,000	reduced to \$4,000

There was a question as to the definition of IDIAM – **Indigent Drivers Interlock Alcohol Monitoring.**

Police Chief Michael Goodwin – Police Department

The Chief informed the committee there is a possibility of 3 individuals retiring this year.

The Chair questioned under the 225 account (Police Safety) 5200 New Equipment \$181,444 – what the department was purchasing this year.

Police Chief was requesting four new cruisers and equipment to outfit them. He informed the committee he has some cruisers pushing 90,000 miles. We did a total from January 2014 thru today and I have spent almost \$33,000 on maintenance of vehicles to keep these on the road. The front ends have been the problem. These vehicles are on the road 24 hours, 7 days a week. Plus there is a lot of starting and stopping which really wears and tears on things. We have been fortunate that a lot of the repairs have been under warranty but the front ends have been gone out on them. That is \$1,000 to replace those front ends. That is a lot of brakes, even though they are heavy duty brakes. The cruisers cost about \$27,000 (Ford Explorer) – plain. (Purchasing under the state program) We are looking at replacing light bars. We are looking at remodeling the basement area (old auditor’s office) for our detectives (estimate cost \$10,000) Under 5900 Capital Improvements - changing out of the fluorescent lights (estimate cost \$30,000). 4200 – Operating Supplies – they are purchasing 7 bullet proof vests, replacing the old ones and this needs to be done every 5 years. Also, purchasing rifles.

Page 21: Police Cont. Prof. Training 226-2300

	2015 Approps	Changes
2000 Training	\$0	\$3,000

The Auditor asked the Police Chief what the meter person’s uniform allowance should be and the Chief said around \$700.

Page 46: Profit Sharing Lots – 823-5300

	2015 Approps	Changes
1400 Uniform Allowance	\$0	revised to \$700

(*Note: This line item was changed to \$700 at the February 26, 2015 Budget Meeting)

Ed Wilson Utility Superintendent – Sewer Disposal & Sewer Revenue

The Utility Superintendent informed the committee under Sewer Revenue 4301 Sewer Line Maintenance – a lot of sewer cleaning needs to be done that hadn’t been done in the past and lift station maintenance. Under 5300 Engineering and 5400 Construction – storm sewer project down at Howden Buffalo.

Sewer Disposal – 4400 Sewer Line Maint cleaning out sewers lines and control panel work. 5200 New Equipment - new automated samplers for our influence and affluence at our sewer plant. We have to purchase two of them and are estimated at \$8,000 apiece. 5400 Construction – sewer is helping out with the new automated meter readers – cost \$150,000. Sewer line work at the water plant. (Under mandate by the EPA) 5401 Capital Projects Sanitary Sewer - head work that we have to do at the sewer plant.

Page 43: Sewer Disposal – 713-3903

	2015 Approps	Changes
1400 Uniform Allowance	\$0	\$2,100 (new line item)
1121 HR Person	\$0	(new line item)*

*Ms. Cox asked where the HR person was located and Mr. Wilson said it was under 1102 Asst. Superintendent \$15,000. The Auditor will be assigning line item 1121 to HR person; she will distribute the funds and will work this new line item throughout the budget.

Mr. Wilson informed Mrs. Ramos he was over the water, sewer and billing. His new title is Utility Superintendent.

Ed Wilson Utility Superintendent – Water Office, Filtration, Distribution, Replacement and Water/Sewer Office

Mr. Wilson informed the committee he is shorthanded and the department is down to four people. Said he use to have 6 people. We need to add some money to the Water Filtration Department.

Ms. Cox asked the administration what they recommended. The Service Director said they had discussed this item and they wanted to add an additional employee.

Page 38: Water Filtration – 711-3702

	2015 Approps	Changes
1104 Wages	\$280,000	\$320,000
1210 PERS	\$49,000	\$54,600

1214 Pension Pick-up	\$14,000	\$15,800
1250 Medicare	\$5,500	\$6,100
1400 Uniform Allowance	\$1,500	\$1,800

Page 39: Water Distribution – 711-3703

	2015 Approps	Changes
1121 HR Person	\$0	(new line item)*
5200 New Equipment	\$22,000	\$30,000

*Ms. Cox asked where the HR person was located and Mr. Wilson said it was under 1102 Asst. Superintendent. The Auditor will be assigning line item 1121 to HR person; she will distribute the funds and will work this new line item throughout the budget.

5200 New Equipment – Mr. Wilson got rid of 2 pickups last year, needs to get rid of one more pickup this year and wants to purchase two used pickups. There were questions as to whether you could purchase two used vehicles for \$22,000. The administration decided to change the figure to \$30,000.

Water Replacement – 711-3704-5401 Engineering & Construction is replacement of water line around Howden Buffalo. Right now the water line is underneath Howden Buffalo. 5300 Meters, Exts & Hydrants - \$150,000 of the figure is for automation of the meters.

Water/Sewer Office – 713-3901-5200 Equipment – This is our share of the cost (\$5,000) of the security system. Mayor said that they have also included Wastewater, General Services and here. The cost for City Hall is also \$5,000.

Mayor informed the committee they have been working on a program to secure all the buildings and grounds. The back door will be keyed only to come in and panic bar to go out (back door cost \$700) and everybody will have to enter through the front door. The Mayor said he believes we will be mandated pretty soon to do this upgrade. Everybody needs to enter through the front, some girls tell me there are people coming in the back door and they have no idea who they are, they might be salesmen, but you have no idea who they are.

Ray Grewell – General Services Superintendent

Street Department 5200 New Equipment - \$70,000 is for a truck/plow 1 ton and will be purchased through State Purchasing.

Page 13: Street Department - 203-4100

	2015 Approps	Changes
1121 HR Person	\$0	(new line item)
1400 Uniform Allowance	\$0	\$2,700 (new line item)

Note: The Service Director informed the committee the cameras will be used to secure the fuel farm and front gate. Note: The cameras can be reviewed up to 30 days.

Page 18: Sanitation Fund – 219-1900

	2015 Approps	Changes
1121 HR Person	\$0	(new line item)
1400 Uniform Allowance	\$3,000	\$3,300

Fire Chief Jim Parrish

Safety Forces Fire 5200 New Equipment \$50,000 – purchasing a truck to replace the 1999 Ford Expedition Command Vehicle that the Captains drive.

Hazmat Team Fund 216-1600 Fire Chief talked with the Auditor and after this year they no longer need this fund. Appropriated all the funds of \$2,325.62 and will purchase a gas meter that the fire department uses for carbon monoxide investigations. The estimated revenue was changed to zero.

Fire Ambulance 5200 Equipment – we are replacing a stair chair for about \$7,000 and two IV pumps which are \$5,000 each. 6100 Principal Payment \$62,500 is for land payment.

The Auditor suggested we move the land payment to Master Capital if we are going to continue to place money into Master Capital.

Page 45: Ambulance Fund – 715-5100

	2015 Approps	Changes
6100 Principal Payment	\$62,500	\$0

(Note: \$62,500 will be moved to Master Capital)

Fire Chief's goal in the next 6 years is to have the City rated a Class 3 from ISO (Insurance Service Organization) which could save businesses money and a little for the homeowner.

Note: This is a group of trained, professional evaluators that assess almost every fire department in the U.S. ISO uses a consistent set of guidelines to evaluate a fire department. ISO bases a fire department's rating on many factors including the number of personnel on duty, training level of personnel (paid or volunteer), the amount of water the fire department can get to a fire, and the amount and quality of equipment used (such as fire engines and hand tools). The purpose of ISO is to give insurance companies a uniform system on which to base their insurance premiums.

Kelly Herron Cemetery Superintendent

5200 Equipment \$17,000 – we are going to trade in one of our mowers for a zero turn because it is easier to control, we can get done quicker and we will not be damaging headstones. They are more manageable. 3502 Maint Facilities – repair damage to slate roof for mausoleum and replace fence damage on Fair Avenue.

Service Director Department

3405 Special Projects – Security cameras will be paid out of that accounts and we are planning on two boat ramps in the area off of Mill Avenue. (Waterworks and Wastewater)

Page 5: City Hall -101-1700

	2015 Approps	Changes
1121 HR Person	\$0 (7)	(new line item)

5200 New Equipment	\$0	\$8,500 (copier)
4400 Public Defender	\$22,500	\$24,500

Page 35: Master Capital Improvements – 437-7700

	2015 Approps	Changes
3401 Engineering	\$100,000	\$140,000
6100 Front Street Loan Payment	\$0	\$62,500 (Fire – new line item)

Reviewed 101 Airport, 101 Transfers, 285 Sidewalk Improvement, 475 Airport Capital and 476 Airport Federal and there were no changes.

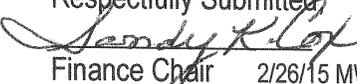
Ms. Cox mentioned the projections that the Auditor had provided to council a couple days ago is based on the city spending every penny that was appropriated this year and in all the years I have been here that has never happened. The Auditor said if we continue to place money into Master Capital next year and there all kind of variables that I can't answer. Ms. Cox said with a carryover and Master Capital placed in the general fund next year there would be a carryover. The Auditor said that could be.

Ms. Cox reminded the administration to keep a watch on the budget and when there is a need to look at transferring Master Capital into the General Fund due to low funds to let us know and we will have an updated meeting.

Ms. Cox asked for approval of the budget changes made this evening. Mr. Lautenschleger moved to accept the changes this evening and was seconded by Ms. Cox. Vote: Lautenschleger aye, Cox aye and Ramos aye. Passed with 3 ayes.

Ms. Cox thanked everyone for their participation and time spent this year on the budget.

There being no other business Mr. Lautenschleger adjourned the meeting at 7:25 p.m.

Respectfully Submitted,

 Finance Chair 2/26/15 MW