

## 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 25<sup>th</sup> and 26<sup>th</sup> 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.

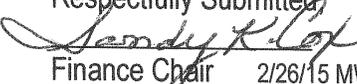
Ms. Cox mentioned the projections that the Auditor had provided to council a couple days ago is based on the city spending every penny that was appropriated this year and in all the years I have been here that has never happened. The Auditor said if we continue to place money into Master Capital next 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