CITY OF REYNOLDSBURG

FINANCE COMMITTEE - BARTH COTNER
MONDAY OCTOBER 10, 2016

COMMITTEE MEETING: IMMEDIATELY FOLLOWING THE PREVIOUS MEETING

PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068

1. Call to Order

   PRESENT: Clemens, Cotner, Long, Skinner, Joseph
   ABSENT:

2. Approval of Agenda

   Agenda stands approved.

3. Approval of Minutes

   a. Finance Committee – Committee Meeting – September 26, 2016

   Minutes stand approved.

4. Discussion

   a. Ordinance Requesting Council Appropriate $10,500.00 from the Unappropriated Computerized Needs Fund (211) for the Purchase of Scanning Equipment. (First Reading 10/10/2016).

   Mayor McCloud: Thank you Chairman Cotner and Members of Council, this is a request from the Clerk of Courts Office to appropriate $10,500 from the unappropriated Computerized Needs, to go toward the purchase and maintenance of software and scanning equipment. These funds are dedicated to the Clerk of Courts office.

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

   b. Ordinance Authorizing the Mayor to Enter into an Agreement with New World for the Purchase of MyCommunity Suite Software and Related Services AND APPROPRIATING THE FUNDS THEREFORE. (First Reading 10/10/2016).

   Mr. Sampson: Thank you Chairman Cotner. As I mentioned in our last meeting, one of our priorities was to rebuild our Building Department. We currently have a system to track our Code Compliance, our Zoning, called BDS, which was purchased in 1995. The new system

will supplement the City's New World system that we currently use. It would be an addition to that. It will be used for both the Building and the Zoning Departments, for Code Enforcements, inspections, and permits. It is an updated tracking system. It is very sophisticated. It is very user friendly. Again, it is very complimentary with what the City currently utilizes with this New World system.

Councilman Long: Bill, I have a quick question. I know we were kicking around years ago, before you even got involved with the City, a land lord rental property registration program. I am noticing here a centralized parcel and address information for complete parcel management. Is that a possibility, as an additional item to be tracked in this system?

Mr. Sampson: That is in fact one of the features of this program. It is more up to date. Meeting with our New World representative, and with what is being done in other municipalities are size and larger, in terms of a more comprehensive tracking tool for renters, landowners, or homeowners, land lords. Again, being able to track quantitatively what we see in terms of the real trouble spots in the City, where the violations are occurring, and being again more proactive in reaching out and identifying these problems before they do in fact become major issues.

Councilman Long: Thank you, Sir.

Chairman Cotner: Does anyone else have questions?

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

c. Ordinance Authorizing City Auditor to Remove Equipment from the City's Fixed Asset List. (Parks & Recreation). (First Reading 10/10/2016).

Ms. Bauman: Thank you Chairman Cotner. We have a 2002 Dodge utility truck that we would like to have removed from the fixed asset list. The floor boards have rusted out and it has been deemed unsafe, so we will dispose of it. Any monies we receive will be put into the General Fund.

Chairman Cotner: Does anyone have questions about this issue?

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

d. ORDINANCE AUTHORIZING THE APPROPRIATION FROM THE UNAPPROPRIATED GENERAL FUND FOR REPAIRS TO THE SENIOR CENTER, AND DECLARING AN EMERGENCY. (First Reading 10/10/2016).

Ms. Bauman: We are asking for $11,000 to go towards demoing a portion of the deck. Once that is removed, we will replace it with a concrete pad that is about 70 x 10. The deck is very uneven. We have had several seniors fall. It is a safety issue right now. DSS Services would remove the deck for us for about $3500. Jeoffery Beene Cement has given us a quote of $7100 to pour the new pad. And then, our staff will put it top soil, level it, and grade it off, and put down sod. And, we would like this as an emergency please.

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Mel Clemens, Ward IV	
AYES:	Clemens, Cotner, Long, Skinner	

e. Ordinance Making Transfer of Funds Among General Fund Accounts in Parks and Recreation, and Declaring an Emergency. (First Reading 10/10/2016).

Ms. Bauman: This $2625 that we would like transferred from 10.343.5639, which is he Capital line item, Other Equipment, is in the Senior Center Account. We would like to transfer it to the Misc. Services Contract to make up the remaining difference for the $13,600 for the project, for the deck.

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MOVER:	Barth R. Cotner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

f. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTIONS 160.02 "AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE" Subsection (A) "ADMINISTRATIVE"; Subsection (F) "POLICE DEPARTMENT"; AND Subsection (G) "SERVICE DEPARTMENT", OF CHAPTER 160 EMPLOYEE COMPENSATION. (First Reading 10/10/2016).

Ms. Boller: Good Evening Chairman Cotner, and Members of Council, what we have done recently is a complete audit of all of our job descriptions and we have requested to change a few titles. There is one position in your memo you would have received, for the Water/Wastewater Department, we are asking for a fourth position to be added to that department, an that is only in the event that we would go to monthly billing. We would not be asking for funding, except partial funding for next year. There is another position within the Police Department that we will talk about in a bit. All the other positions are just cleanup language.

Councilman Luzader: just to let you know, I have talked to Ms. Boller a couple of different times today. And, correct me if I am wrong, there is one other position that is being changed from a 3/4 time position to a full position in the Street Department.

Ms. Boller: That is correct. We are asking one other position to be changed from 3/4 to full time. That position will not be funded. It would just be at a later date, if we would need to add a position, we could do that.

Councilman Luzader: I probably will have a few more questions for the Police Chief. I believe he is on vacation.

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MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

g. ORDINANCE TO AMEND THE "CITY OF REYNOLDSBURG, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL" ADOPTED BY ORDINANCE NO. 14-03 PASSED MARCH 10, 2003 AND AS SUBSEQUENTLY AMENDED (Various Sections). (Amending 4.04). (First Reading 10/10/2016).

Ms. Boller: Again, this is as a result of our audit of our job descriptions, and also looking at Fair Labor Standards since the Federal Government has come out with new rulings, we looked at our staff to make sure that we had everyone that should be in exempt status and discovered that there are a few individuals that we should be changing, and we are requesting that with this ordinance.

Chairman Cotner: Anyone with questions or comments?

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MOVER:	Barth R. Cotner, At Large	
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h. Ordinance Making Transfer of Funds Among General Fund Accounts. (Building to Legal Svcs). (First Reading 10/10/2016).

Mayor McCloud: Thank you Chairman Cotner, members of Council, this is simply a transfer that I am requesting. Not a request for new funds. We have some funds in the building department that I would just like transferred to Special Council.

Chairman Cotner: Questions, comments for the Mayor?

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
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AYES:	Clemens, Cotner, Long, Skinner	

i. ORDINANCE MAKING TRANSFER OF FUNDS AMONG GENERAL FUND ACCOUNTS, AND DECLARING AN EMERGENCY. (First Reading 10/10/2016)

Mayor McCloud: This is a request to purchase a carpet cleaner that will be used in all the facilities.

Chairman Cotner: Sounds like something we could use. We have to keep everything clean since we use it forever.

Councilman Long: Mr. Mayor, I am assuming by the ordinance that we are currently utilizing an outside contractor for all of that?

Mr. Harris: A lot of this carpet is commercial grade carpet. The machine he has is older than me and I am older than dirt. The only time you can do it with the old machine is at night. This machine will dry so that you don't have to have down time. Because as you guys have said, a lot of this stuff we have kept for years and years and the maintenance on it gets tougher and tougher for them to do.

Councilman Long: They had stated here to save time and money, so I did not know if they were using an outside service or not. So are we paying over time in the evening for an individual to do it. So if they can do it during the day, I could see time and money being saved. Thank you.

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MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

j. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTION 160.02 "AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE" Subsection (F) "Police Department"; of CHAPTER 160 EMPLOYEE COMPENSATION, AND DECLARING AN EMERGENCY. (First Reading 10/10/2016).

Ms. Boller: This is a first step in trying to reduce some of the over time for the sergeants that we experience at the Police Department. This position would be a civilian position, and we would move a sergeant that currently does these duties back on to street patrol.

Councilman Clemens: Is this a new person that would be a support. We just passed setting that position.

Ms. Boller: This one would have some emergency language on.

Councilman Clemens: it is not in there because the other was not an emergency.

Ms. Boller: We were trying to add this position to 160 separately.

Councilman Clemens: It is in the other one.

Ms. Boller: Right. And, I referenced that this would be under separate legislation.

Councilman Clemens: I don't mind the position. What I mind is the emergency. I know there are things coming up. But, isn't this something that was thought of before last week, or even a couple of weeks before that.

Ms. Boller: In the review of the job descriptions and looking at everything, that is when we decided to go ahead. Yes, we did talk about it earlier, but it wasn't firm.

Councilman Clemens: We always come up with these as an emergency, and that is what get me. It is not like it was something that we didn't know we were going to do. I have not problem with the position, but I do have a problem with it as an emergency.

Ms. Boller: The reason we would ask for emergency language on this is because of some bidding that has to take place at the Police Department, and the shifting of that staff. It is generally done in early November.

Chairman Cotner: Any other questions. We will send this to Council for a first reading and will send to Council to pass as an emergency on the next.

Councilman Clemens: This is going to Council as a first reading as an emergency?

Chairman Cotner: First reading tonight. We will still come back to committee before passage.

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

k. RESOLUTION AUTHORIZING THE MAYOR TO SEEK FINANCIAL ASSISTANCE FROM THE OPWC FOR THE FUNDING OF VARIOUS CAPITAL INFRASTRUCTURE PROJECTS (Jackson Street Improvements) AND DECLARING AN EMERGENCY. (First Reading 9/26/2016~ Requesting Emergency Adoption at Second Read).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

l. Ordinance to Authorize the Mayor to Purchase a 2016 Jeep Cherokee 4X4 for the Building Department and Declaring an Emergency. (First Reading 9/26/2016~ Requesting Emergency Adoption at Second Read).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

m. Ordinance to Approve Payment of Services Performed Prior to the Auditor's Certification of Availability of Funds and Declaring an Emergency. (First Reading 9/26/2016~ Requesting Emergency Adoption at Second Read).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

n. Ordinance Authorizing Mayor to Enter into an Agreement with Sound Communications, Inc., for the Purchase of Sound Communications Software. (Second Reading 10/10/2016).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

o. ORDINANCE TO AMEND THE "CITY OF REYNOLDSBURG, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL" ADOPTED BY ORDINANCE NO. 14-03 PASSED MARCH 10, 2003 AND AS SUBSEQUENTLY AMENDED (Various Sections). (Amending 4.09 Second Reading 9/26/2016~ Requests Emergency Adoption on Third Read).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

p. Ordinance Authorizing Mayor to Enter into an Agreement with Tritech Software Systems., for the Purchase of New Records Management Software and Related Services. (Second Reading 9/26/2016).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

q. Ordinance Authorizing the Mayor to Enter into Contract with the District Advisory Council of the Board of Health of the Franklin County General Health District for Health Services from January 1, 2017 to December 31, 2017. (Second Reading 9/26/2016).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 10/10/2016 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	