

COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES

REYNOLDSBURG CITY COUNCIL

June 20, 2011

Members of Community Development Committee present: Leslie Kelly, Barth R. Cotner, Chris Long, Nathan Burd.

Other members of Council present: Fred Deskins, Jr., Doug Joseph, Council President William L. Hills. Councilman Mel Clemens was absent.

Mrs. Kelly: I'll call the meeting to order at 7:30 p.m. The first order of business is the approval of the agenda. Are there any changes or deletions? Seeing none, it will stand as written.

The next item for business is approval of the minutes of the Community Development Committee meeting June 6, 2011. Are there any changes, deletions? Seeing none, they will stand as written.

Item No. 4 - ORDINANCE ADOPTING THE "OLDE REYNOLDSBURG STRATEGIC PLAN" - - - second reading 5-9-2011; on 5-16-2011 item held; *on 6-6-2011 item held.* Mr. Haire, do you have anything to add at this time?

Development Director Haire: Thank you, Chairwoman Kelly, Council members. You should have before you a packet that includes the latest, updated plan, and also a memorandum showing the exact changes that were made in the text of that plan. The draft date on that plan was 6-8-2011 is the most recent update. So, I'd be happy to answer any questions you have about that draft.

Mrs. Kelly: Are there any questions? Okay, before I make a recommendation to move this on to Council for its third reading, I would like to thank you and everybody in your department for being so thoughtful and taking your time to go back to the community and listen to their thoughts and be reactive to the requests of Council. So thank you very much for being so diligent with that. Appreciate that, and with that being said, I would like to send this forward to Council for its third reading. Seconded by Mr. Long. All in favor vote "Aye". (All voted "Aye") Opposed. (No response) Okay, thank you and with that, I will close the Community Development Committee Meeting at 7:32 p.m.

Community Development Committee

- - -Nancy C. Frazier, Clerk of Council

June 20, 2011

(Transcribed - S. Cochran, Ass't. Clk. of Council)

SAFETY COMMITTEE MEETING MINUTES
REYNOLDSBURG CITY COUNCIL
June 20, 2011

Members of Safety Committee present: Chris Long, Nathan Burd, Fred Deskins, Jr. Councilman Mel Clemens was absent.

Other members of Council present: Leslie Kelly, Doug Joseph, Barth R. Cotner, Council President William L. Hills.

Vice Chairman Long: I will open the Safety Committee meeting at 7:33 p.m. The first item on the agenda is the approval of the agenda. Any additions, deletions to tonight's agenda? Hearing none, it'll stand as printed.

The third item on the agenda tonight is the approval of the minutes from the Safety Committee meeting from June 6, 2011. Are there any changes? Hearing none, they will stand as written.

Item No. 4 - Discussion: Authorize MOU - 2011 Edward Byrne Memorial Justice Assistance Grant (JAG).

Chief Suci: Thank you, Vice Chair Long. Again, this piece of legislation would authorize the Mayor to enter into a Memorandum of Understanding, an Interlocal Agreement with the Franklin County Department of Homeland Security, for the Justice Assistance Grant that we apply for every year. I would ask for an emergency on this due to the fact that I have to get it back to the Franklin County Homeland Security by June the 30th, which they always have a short turnaround on this for whatever reason; and also a new requirement this year is we have to hold a Public Hearing before the grant is approved. So I would ask that a Public Hearing be set for next Monday the 27th at 7:00 p.m. prior to Council; and I'll stand for any questions.

Mr. Long: Any questions from the Committee, Council? President Hills, would you be the one setting the Public Hearing for the 27th?

Mr. Hills: We have a Public Hearing now at 7:15 p.m., correct Nancy?

Mrs. Frazier: That's right, but the public hearing he is referring to will be conducted by the Police.

Mr. Long: Great, thank you. I'll then make a motion that we send this on to Council for a reading and adoption as an emergency. Seconded by Mr. Burd. All in favor vote "Aye". (All voted "Aye") Opposed. (No response) And I will close the Safety Committee Meeting at 7:35 p.m.

Safety Committee--Nancy C. Frazier, Clerk of Council June 20, 2011
(Transcribed - S. Cochran, Ass't. Clk. of Council)

FINANCE COMMITTEE MEETING MINUTES

REYNOLDSBURG CITY COUNCIL

June 20, 2011

Members of Finance Committee present: Doug Joseph, Leslie Kelly, Fred Deskins, Jr..
Councilman Mel Clemens was absent.

Other members of Council present: Barth R. Cotner, Chris Long, Nathan Burd, Council President William L. Hills.

Vice Chairman Joseph: Okay, I will open the Finance Committee at 7:35 p.m. The second item on the agenda is approval of the agenda. Any additions, deletions or changes to the agenda tonight? Seeing none, the agenda will stand approved.

Next Item 3a, approval of the minutes of the Finance Committee Meeting for June 6, 2011. Any changes to those minutes? Seeing none, those minutes stand approved. Item 3b is approval of the Special Finance Committee Meeting minutes for June 13, 2011. Any changes to those minutes? Seeing none, those minutes stand approved.

Item No. 4 - RESOLUTION ADOPTING THE TAX BUDGET OF THE CITY OF REYNOLDSBURG OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2012 AND DECLARING AN EMERGENCY--read for the first time 6-13-11; Public Hearing set for June 27, 2011 at 7:15 p.m. in Council Chambers. Mr. Harris, anything additional on this tonight from your office?

City Auditor Harris: No, Sir.

Mr. Joseph: Mayor, anything from your office on this?

Mayor McCloud: No.

Mr. Joseph: Any questions from Finance Committee tonight, from Council? Okay. I'll make a motion that we send this on for its second reading, after the Public Hearing on the 27th. Seconded by Mrs. Kelly. All in favor vote "Aye". (All voted "Aye") Opposed. (No response). Motion carries, thank you.

Item No. 5 - ORDINANCE AUTHORIZING AND DIRECTING THE CLERK OF COUNCIL TO CERTIFY GRASS AND WEED CUTTING COSTS (2010) FOR COLLECTION BY THE FRANKLIN COUNTY AUDITOR--first rdg 6-13-11. Any questions from the Committee on this item, from Council? Okay, I'll make a motion we send this on to Council for the second reading. Seconded by Mr. Deskins. All in favor vote "Aye". (All voted "Aye") Opposed. (No response). Motion carries, thank you.

Item No. 6 - ORDINANCE AUTHORIZING AND DIRECTING THE CLERK OF COUNCIL TO CERTIFY GRASS AND WEED CUTTING COSTS (2010) FOR COLLECTION BY THE LICKING COUNTY AUDITOR- -first rdg 6-13-11. Any questions from the Finance Committee on this item, from Council? Okay, I'll make a motion we send this on to Council for the second reading. Seconded by Mr. Deskins. **All in favor vote "Aye". (All voted "Aye")**
Opposed. (No response). Motion carries, thank you.

Item No. 7 - ORDINANCE APPROVING SALARY FOR NEW CHIEF BUILDING OFFICIAL I- -first rdg 6-13-11. Mr. Miller.

Safety/Service Director Miller: Thank you, Chairman Joseph, members of Council. Since the last Committee Meeting two weeks ago, you've received two memos that provide additional information on the activities of the Building Department, and before I ask Council if they have any questions, I wanted to take a moment to explain a couple of examples that I've provided in the memo about what we collect for building permits, and what we collect versus what we actually spend.

When you build a deck on your house, or when you finish a basement, we collect a fee of \$50 for the inspections, plus we collect \$25 for a plan review, and it's important that we keep those two separate, because when we out-source those services we pay \$95 an hour for plan review, and we pay \$65 an hour for inspections, and we have a minimum of three inspections on a deck of a home. We have a foundation inspection, we have a framing inspection, and then we have a final inspection; and on a finished basement, as long as there are fewer than four new lights installed, we have a minimum of four - a rough electrical, a final electrical, a framing inspection, and a final inspection. We do all of that in-house for a \$50 permit fee. Again if we out-source that, including travel time for our inspector from wherever they come from to the City of Reynoldsburg to do those four inspections on a finished basement and three inspections on a deck or whatever you may have, we are obviously going to be spending way more per inspection than what it is we collect.

So we're faced here with a little bit of a conundrum given that if we don't hire a Chief Building Official and we out-source all these services, it's going to cost us quite a bit of money. If we don't hire a Building Official, we certainly need to re-evaluate our fee structure in the Building Department and after careful review and careful consideration, we have opted to want to fill the Chief Building Official position in the Building Department with a starting salary of \$70,229; and in addition to that, if you were curious as to what other Building Officials make in other communities, I attached a, it's just one page from a 250-page document that MORPC published on salaries and fringe benefits for all Central Ohio communities that are members of MORPC, and you can see here for cities that are similar to Reynoldsburg in size and demand, on their Building Official, the lowest salary that I saw, again from a similar city, was the city of Delaware at \$70,491. The others, which I've highlighted there, I would say that the mean is \$80,000 or above, so I don't feel that the salary is unreasonable based on what it is that we're receiving from Mr. Boso, if we offer him the position, with Council's approval. So just after sharing that information, I want to ask Council if they have any other further questions that they would like me to answer and/or research and answer.

Mr. Joseph: Questions from the Finance Committee?

Mrs. Kelly: I have a couple.

Mr. Joseph: Go right ahead.

Mrs. Kelly: When I, on page two, third paragraph down, first sentence, it says the cost of out-sourcing our CBO's duties are approximately \$143,860 a year. Help me understand. Last time when I was here and we spoke about it, and I think you do mention it later in here in the paragraph below, we have however out-sourced only 143 inspections at a cost of approximately \$20,000. So the \$143,000 a year, is that all of the duties? Like the entire Building Department if we out-source everything in the entire Building Department it would cost \$143,000 a year?

Mr. Miller: No, that's the Chief Building Official's duties, which also includes Flood Plain Management, and that's one of the reasons that \$76,000 figure in which you're referring to is for inspection work only.

Mrs. Kelly: Okay, so what happened to the \$20,000? Last time when we talked I asked you and so far we have paid \$20,000 for someone to do the work of the Chief Building Officer.

Mr. Miller: That's inspection work only. Okay, we have out-sourced 143 of 591 of our inspections at a cost of approximately \$20,000 for 143 inspections.

Mrs. Kelly: So for this year, who's been doing the other work that we haven't out-sourced?

Mr. Miller: We've been doing it internally with an _____ Building Inspector.

Mrs. Kelly: So, so far this year, we have internally for this year, the only thing we've had to out-source is about \$20,000 worth of stuff. We've been doing the rest of it internally.

Mr. Miller: Yes and no. We've been doing it internally, because we have been under the impression that we're going to be without a Chief Building Official on a temporary basis. Our Building Inspector has an interim license and he is not authorized to do these inspections by himself.

Mrs. Kelly: What would he have to do to get a regular license?

Mr. Miller: He's actually in the process of doing that. There's several different licensures that compose a CBO, many of which require anywhere between 5 - 10 years of experience in different categories, such as electrical, structural, roofing, things such as that. So he doesn't have the years of experience necessary to have a complete license, which is what he's working on at the moment.

Mrs. Kelly: Let's say he did. Say we had somebody in here who did have that. He all of a sudden was able to get that license. We would then really only need to contract out technically the \$20,000 right?

Mr. Miller: No. That's \$20,000 so far this year and it's only June. So if you're looking at that \$20,000 number, that is between January and now, those things that we've out-sourced and I have been doing the Flood Plain Management.

Mrs. Kelly: Okay and in-house.

Mr. Miller: Yes.

Mrs. Kelly: Okay. So we've been able to do that thus far. What type of permits that you've talked about where we've had 771 permits and I think you've probably said this before so it would be great, I know it would help me with my memory if you maybe could put something in writing for us. How many of those permits have been new-builds, which I believe take a lot more time and inspection versus 'I need to put a deck on my house' or 'I'm redoing my basement'. So that's my one first question.

Second question is, who's inspecting those right now? Who goes out and inspects those? 'I had to put a deck on', or 'I'm putting a den in my basement'.

Mr. Miller: When workload permits, I'll answer your second question, our inspector does residential inspections. Again, with his interim license.

Mrs. Kelly: Okay.

Mr. Miller: And I'm sorry, I didn't absorb your first question. I didn't quite.....

Mrs. Kelly: Could you kind of put together something in writing, because I do believe you told us this before and I just don't remember the numbers, of those permits that we have issued so far, how many of those are residential, as far as I need to put a deck on my house, I'm fixing my basement versus a new-build or a new commercial, because don't new-builds and building a whole new house or building a whole new business take more time and more inspections versus 'I'm putting a deck on my house'? So that would entail more time from somebody?

Mr. Miller: Right, and that number is actually in my second memo. Thus far this year, we've had 591 commercial inspections.

Mrs. Kelly: What about residential, as far as new-build versus I'm putting a deck on my house or basement on my house.

Mr. Miller: Residential new-build? Correct me if I'm wrong, but I think we've had three new-builds, and people aren't building new houses right now, but they are doing a lot of renovating.

Mrs. Kelly: Okay. Do you know, when you look at some of these other places, like in Delaware for example, do you have any idea how many new-builds are going up that way, because I think places with more open spaces may have more new-builds.

Mr. Miller: The housing market is in a slump. Everywhere there are not a lot of new-builds. I don't have the numbers exactly.

Mrs. Kelly: Okay.

Mr. Miller: I can call and probably get them, but again, you know, I'll stress that the new-build number is really misleading, because you do the same kind of, and just as many inspections on a new-build as you do on renovations. Now the inspections aren't as large or as time consuming, but the numbers don't really change. You still have electrical, you still have framing, you know, depending, you still have foundations.

Mrs. Kelly: But if they're not as time-consuming, so I might be able to go out and do seven, five, I really don't know what is a reasonable number, but seven or five inspections on renovations, first is one on a new-build, because how long it may take me to do it. Would that be accurate?

Mr. Miller: Perhaps, yeah.

Mrs. Kelly: That's all my questions for now. Thank you.

Mr. Joseph: Okay. Mr. Miller, you said right now that you are doing the Flood Plain Management. How much of your time does that take?

Mr. Miller: I spent almost my entire last week on a Flood Plain issue for BW3's up there next to the Olive Garden. It's time-consuming. A lot of Reynoldsburg is in the 100-year flood plain.

Mr. Joseph: Other questions? Mr. Deskins.

Mr. Deskins: Thank you, Councilman Joseph. Jim, just curious, he's leaving a job in Grove City or he will be leaving a job in Grove City paying \$86,000 per year, coming down to \$70,000, which is our top pay scale. Any reason for that?

Mr. Miller: Well, I'll share with you that he has a lot more responsibility in Grove City than he does here and he's been there for over 20 years and he wants to dial it back a little bit. He's looked at Reynoldsburg, he's driven around, he's met with me several times. There's a staff of people here

that he looks very forward to working with. There's professional opportunities here because of a small department, there's opportunities here for him to do different things that he hasn't done before and that's what's motivating him here is quality of his work day.

Mr. Deskins: I'm assuming we've done a police report on him and a background check.

Mr. Miller: I'll check with Billie Reidel; I believe that we have.

Mr. Deskins: I just find it strange that you go from a \$15,000 - \$16,000 more pay....

Mr. Joseph: Any questions from the Finance Committee, Council? Okay, yes, President Hills.

Mr. Hills: I think I'm getting old, so this is just to help my memory and because there was a statement you made about having to have a Building Official during construction season. Jim, you started here what, in 2008?

Mr. Miller: Yes.

Mr. Hills: In 2009, did we have a Chief Building Official? Fred, do you remember? Did Chet leave at the end of January of 2009? Is that somewhere in there? What I'm trying to do is figure out have we.....

Mr. Miller: That year, Stu Douglas had an Interim Chief Building Official's license. Shane Maharg has his Interim Building Inspector's license, not a Building Official; and then in 2010, we had Bill Kraft.

Mr. Hills: So all of 2009, you're saying we had someone in the Chief Building Official's position?

Mr. Miller: Yes.

Mr. Hills: And in 2010 you're saying for all twelve months, somebody was in the Building Official's position?

Mr. Miller: Not all twelve months. I believe it was a, he started in May and his last day was in December.

Mr. Hills: We did have 6 - 7 months of somebody?

Mr. Miller: Yes.

Mr. Hills: And then, so it's just been since January to the end of June that we have had nobody.

Mr. Miller: Correct.

Mr. Hills: And that is why our interim person is still able to continue to do his due diligence.

Mr. Miller: Correct.

Mr. Hills: Because they do, again, as long as we're farming out to someone who is certified, we as a city do not lose our certification.

Mr. Miller: Correct, correct.

Mr. Hills: Okay, I was just trying to fill in the blanks. I thought, I couldn't remember, I know we've had a number of changes in the last two and a half years in those positions, so trying to fill in the blanks. Thank you, Doug.

Mr. Joseph: Okay. Other questions?

Mrs. Kelly: I have one more.

Mr. Joseph: Yes, Councilwoman Kelly.

Mrs. Kelly: Thank you. Listening to Mr. Hills, brought up another question for me. How many people do we currently have in our department who can do the inspections and those types of things in the Building Department?

Mr. Miller: We have nobody that can do the commercial inspections. Shane can do commercial electrical inspections.

Mrs. Kelly: So we only have one inspector. We only have one in the whole department that does any inspections at all.

Mr. Miller: Correct.

Mrs. Kelly: What do our other members of the Building Department do?

Mr. Miller: Shelley Taylor is the Secretary, and we have two part time Code Enforcement Officers.

Mrs. Kelly: Okay, when the other folks that you're talking about, the one Mr. Hills was referring to, and I forgot his, Shane, is that the last one you just said?

Mr. Miller: Yes.

Mrs. Kelly: Was that an additional person?

Mr. Miller: No, he was here.

Mrs. Kelly: So you always only had one?

Mr. Miller: No, at one time, we had three, and we have since let two go.

Mrs. Kelly: How long have you been at one person? Just those....

Mr. Miller: Since Bill Kraft left in December of last year. In 2009 we had four people. We had three inspectors and a CBO.

Mrs. Kelly: Okay, thank you.

Mr. Joseph: Yes, Councilman Deskins.

Mr. Deskins: Jim, I think what Leslie was leading to there and I hoped it was coming out, we spent \$20,000 for out-sourcing through June, as of now. We have six more months; and I don't know how much, if you average out, you're talking \$50,000 - \$60,000 that if you would add the \$70,000 salary and 40% or 50% benefits, you're up in the \$100,000's - is there no benefit in trying to out-source it?

Mr. Miller: As I mentioned earlier, if we out-source it, we're going to be spending money to pay for the fees of whomever we out-source all the work to, because we collect no, you know, we collect a very minimal amount for our permits as it is now and that was, those were the numbers I presented to you in my last memo was that's what it will cost us with our existing fee schedule if we don't have a CBO.

Mrs. Kelly: Can I ask a....

Mr. Joseph: Yes, Councilwoman Kelly, go right ahead.

Mrs. Kelly: If we were to keep things the same, if we, let me just clarify, because I'm having a hard time understanding where it's going to get to \$148,000. If we look at the \$20,000 that we've out-sourced right now and then we just say, okay, it's going to be double that, there's six more months left, \$40,000 - \$50,000 because you're going to add another \$20,000 - \$30,000 to out-source. If, are you getting to the \$148,000 by saying, by going with the assumption that the gentleman who's currently doing our inspections no longer does any inspections, we out-source all of the Building Department inspections?

Mr. Miller: That's correct, yes. I mean if we're not going to put a Building Official there, I'm not comfortable having an Interim Building Inspector, not a Building Official, and they're very different, I'm not comfortable having a Building Inspector working without a Supervisor, which he's required to be working for.

Mrs. Kelly: Okay. Do you know what the current salary of that person is?

Mr. Miller: Shane? I don't.

Mayor McCloud: That would be \$40,000...\$42,000.

Mrs. Kelly: Off the top of your head.

Mayor McCloud: It's about \$42,000 with benefits.

Mr. Harris: I got it.

Mr. Joseph: Other questions?

Mr. Deskins: I'm just sitting here wondering if it wouldn't have been smarter to try to upgrade his pay scale before you ask for a person.

Mr. Miller: Well, the pay scale has been this way since 2005..2006 and the whole thing needs to be adjusted; I don't disagree.

Mr. Joseph: Mr. Harris, you have something to add?

Mr. Harris: The Building Inspector who's in there now, Shane Maharg, also does the electrical inspections, his base salary's \$41,909.63.

Mrs. Kelly: Okay, now, if you said Shane's currently in the process of getting his license to do...

Mr. Miller: His inspector's license.

Mrs. Kelly: His inspector's license. What would that license allow him to be able to do?

Mr. Miller: It would allow him to do the inspections for both commercial and residential buildings; it would not allow him to do plan reviews; it wouldn't allow him to do Flood Plain; and it, I don't know, Luke, if I'm missing anything else?

Mrs. Kelly: What do we, real quick, if it's in here, I apologize, what are the services that we have out-sourced for? The plan reviews? Have we out-sourced those?

Mr. Miller: Plan reviews, and inspecting, commercial inspections.

Mrs. Kelly: So if he got his license, we could continue to out-source the plan reviews, which we have done and that would just leave the Flood Plain stuff that would still need to be covered?

Mr. Miller: Uh-huh.

Mrs. Kelly: Thank you, that's all I have.

Mr. Joseph: Okay, any other questions from the Committee, Council? Okay. I'll make a motion we send this on to Council for the second reading. Seconded by Mr. Deskins. **All in favor vote "Aye". (All voted "Aye") Opposed. (No response).** Motion carries. That was our last item on the Finance Committee agenda. I will close at 8:00 p.m.

Finance Committee

-- Nancy C. Frazier, Clerk of Council

June 20, 2011

(Transcribed - S. Cochran, Ass't. Clk. of Council)