



**SERVICE COMMITTEE
MONDAY MARCH 16, 2015**

COMMITTEE MEETING:

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

1. Call to Order

Service Committee Called to Order by Chairman Mel Clemens at 7:35 PM.

PRESENT: Barrett, Kelly, McGrady III, Clemens, Cotner, Long, Skinner, Joseph

ABSENT:

2. Approval of Agenda

Agenda Stands Approved

3. Approval of Minutes

1. Service Committee - Committee Meeting - Mar 2, 2015 7:30 PM

Minutes Stand Approved

4. Discussion

1. Authorization to Enter into Contract for Meter Reading

Mr. Root: Chairman Clemens, members of Council, good evening. Our meter reader position is currently open and instead of filling that position, we would like contract with a company to read our water meters as a step to move forward to monthly billing. What this contract would do is it would allow us for them to come in, read roughly 4000 meters a month, similar to what we're doing right now, but they'd be in place for when we go to monthly and are looking at over 12,000 meters a month or 6,000 meters a month. At that point we would need a company to come and read meters. So at this time, we're trying to get a company in, in place to start reading our meters.

Mr. Clemens: Aright Mike, how much is this, is this going to save us anything?

Mr. Root: This is kind of a 2 part situation. In Finance Committee we're looking at a change to 160. We're looking at removing the meter reader position and adding a billing clerk position, because the meter reader is kind of a dual purpose. But they're in the office, they're out reading, they cover lunches, like today we have a guy on vacation, if someone were to call in sick that leaves one person to cover the whole office. We just can't operate like that. So it's not going to save us any money, but we're not spending any more money. The contract, I'm going to cut back some of the things I was going to do in the budget this year to

pay for this contract, so I'm not asking for any new money. And then the Finance, that position was already funded for that year.

Mr. Clemens: I read the agreement, it seemed like a good agreement. Is the City Attorney.

Mr. Root: Jed looked through it and their contract was a little short and Jed sat down and worked up a really good contract for it.

Mr. Hood: I had numerous terms. They came with a pretty simple agreement, so we added a bunch of clauses that we normally have in standardized in our Personal Services Agreements so it meets my approval. Thank you.

Mr. McGrady: The meter reader position, how long has it been vacant.

Mr. Root: It's been vacant since the first part of this month, about 2-3 weeks or first part of March, so this cycle my guys actually went out and read meters and covered all the field stuff.

Mr. McGrady: And the vacant meter reader position, what was the annual salary on that?

Mr. Root: \$36,813.00

Mrs. Kelly: I see on page 5 of our packets, it talks that we will be billed per attempt to read as follows, touch pad and manual read is 55 cents a read, radio read would be 25 cents a read, is that on top of, is that the cost, I see anticipated costs monthly costs of \$1,745 is it from you anticipated the number of those touch pad manual reads and radio reads.

Mr. Root: Yes, what it is, is they're charging us, a radio read is it can be read from the truck. So he drives by, hits a button, so they're charging us less for that.

Mrs. Kelly: But that's where that \$1,745.00 is coming from?

Mr. Root: Yes and that's not a monthly average, one cycle is larger than the other.

Mrs. Kelly: So when we go to monthly billing, which I love, when we go to that, it's 12,000...

Mr. Root: A little over 12,000...

Mrs. Kelly: Do we know what that anticipated cost will be if we are 25 cents a read, 55 cents..

Mr. Root: We've done some numbers on that, I would give it to Dick, because we're either going to go with monthly reads... We're going to do monthly billing regardless. It depends on if we take 3 cycles and divide it into 2 cycles and so instead of reading 12,000 counts a month, we'll read 6,000 a month and then you'll get an estimate. So you'll get it actual,

estimate, actual, estimate. So we gotta really put the numbers down to see, we would like to read monthly so you would have an actual read every month, but starting now, financial wise it might be better to go actual, estimate, actual, estimate. The only other option is, I use Gahanna as kind of a template, or not necessarily a template, but they're the same way for water and sewer as us. They went all radio reads so they read them all from the office. That's something that we are installing currently, but to finish out the city so where we wouldn't have to contract a meter reader, it's almost a million to two million dollars which we don't have the money to focus on that.

Mr. Harris: Yeah, one thing Council should be aware of is, when we purchase the software that we currently have for both my department and Mike's area, one of the things we insisted on is that the water billing part had the ability to do estimated readings, so you would get an estimated reading one month and the next you'd get an actual reading, which is like what you get with your gas and electric so, it depends on, we're going to look at a cost benefit analysis to see what if anything we gain by going to reading all every month vs. Doing the estimate. My guess is it probably won't make a whole lot of sense to read the whole thing in one month if you're not going to save any money.

Mr. Clemens: You're asking us to waive the competitive bidding..

Mr. Root: Correct and I've included the other contract on there, the other contract was like 35 cents per read, and they were pushing more to install our MXU's and I called another company and they couldn't even get close to any of that. So there's not a whole lot of other companies out there that do this. I was told this employee lives in Blacklick, so he's local to the area and not someone they're brining in from Michigan.

Mr. Clemens: You are asking us to approve this on first reading?

Mr. Root: Yeah, I put one reading on it that way everything is in place that way they can do next cycle that way my guys can go out and start doing yard work from all the main breaks.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 3/23/2015 7:30 PM
MOVER:	Mel Clemens, Ward IV	
SECONDER:	Barth R. Cotner, At Large	
AYES:	Barrett, Kelly, McGrady III, Clemens, Cotner, Long, Skinner	

5. Department Reports

1. January & February Code Compliance Report

6. Adjourn

Chairman Clemens closed the session at 7:42