

MINUTES SPECIAL MEETING
REYNOLDSBURG CITY COUNCIL
January 9, 2016

President Doug Joseph called the meeting to order at 9:00 AM

PRESENT: Long, Skinner, Cicak, Luzader, Spalding, Joseph

ABSENT: Clemens, Cotner

New Council Training

Introduction of the Various Administrative Departments

by Council President Joseph

Service Department- Nathan Burd

Building Department- Nathan Burd

Service Director, Nathan Burd explained that the Service Department is the umbrella over the Building, Water, and Street Departments. He explained some of the inter office and maintenance positions, and spoke about various past projects, and of the grant the City received to do Livingston Avenue. He explained that the Livingston Avenue project will begin in a couple of months and will include paving to Brice Road, sidewalks, curbs, and the Brice path to the Metro Parks path. Mr. Burd stated that this is a \$4,000,000.00 project, in which \$3,000,000.00 is provided in a grant, and that at the end of the project, there will have been about \$9,000,000.00 spent in projects on Brice and Livingston over the last three years. He also stated that there will be a fairly sizable residential project this year, that the Water Department has been making great strides in replacing old water lines, and that each project requires several pieces of legislation in which Council is heavily involved. Mr. Burd also explained that the Service Department is involved in many other various projects such as landscaping, mosquito spraying, reviewing and contracting with engineering firms, identifying an electric aggregation program for the residents, fireworks for Independence Day, garage sale permits, processing of utility permits, and the trash consortium. He explained that the City's trash program consists of solid waste, recycling, and yard waste, and all of the resident calls that come into the City pertaining to trash come into the Service Department. Mr. Burd emphasized that the Building Department does not only handle Code Compliance, but also has the responsibility of enforcing the Ohio Building Code and reviewing building plans; and that in an average year, they approve 1400-1500 building permits, and do thousands of property, building, and electrical inspections. Mr. Burd spoke about the strides that Code Compliance has been making with the two full time Officers, and that the Building Department was currently looking to hire a Chief Building Official. Mr. Burd concluded by stating he, and the other directors, have an open door policy and that they welcome the Council's questions and interactions.

Councilman Long reiterated that the City Directors and Staff are easily accessible and that contacting them prior to Council meetings is highly encouraged.

Water/Wastewater- Mike Root

Mr. Root explained that Water and Wastewater is bought from, and sent to, the City of Columbus. He stated that water is brought into the City by six master meters located throughout the City, which are supplied by two different types of water plants, a surface water plant located on Morse Road and a ground water plant on Parsons Avenue. Mr. Root explained that Water and Wastewater is an Enterprise Fund and is solely funded by Water/Wastewater, and all expenses come

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from Water/Wastewater. He also explained that Water/Wastewater must come before Council when increases are necessary due to increases from the City of Columbus and infrastructure costs the City of Reynoldsburg has or may have. Members of Council inquired as to whether the amount of water lost has decreased with the infrastructure changes from the 30% plus loss rational from a couple of years ago. Mr. Root confirmed that the loss is now around 23%.

Street Department- Keith Kundtz
Mr. Kundtz, the Superintendent of the Street Department, Stormwater Department, and Mechanic Division spoke to the number of employees, and their perspective duties in each department. Mr. Kundtz elaborated on the processes for snow removal; and a discussion involving street department funding followed.

Development Department - Dan Havener

Mr. Havener gave a brief synopsis of his employment with the City, and of the Development Department prior to his arrival. He spoke about land development, land use, zoning, planning, and economic development. Mr. Havener emphasized that he focuses on business retention and expansion within the City, as well as bringing more business and jobs to help the commercial tax base. Mr. Havener explained that he works with the Service Director regarding infrastructure so that we are appealing to businesses. He also spoke briefly about the need for tax incentives. Mr. Havener stated that he has been working hard to reestablish the image regarding development that the city has, and that he has been working on department efficiencies to also assist with that image. Mr. Havener touched on the two Boards and the Commission that the City has, that work with Zoning and Planning. Mr. Havener stated he is always anxious to get the views of the Council Members and asked them not to hesitate to visit the City Departments.

Councilman Long spoke to the Council about being ambassadors to the city, and listening to local business as they patronize them. He stated that passing on any information obtained greatly assists the Development Department.

Planning & Zoning- Eric Snowden

Mr. Snowden explained that he dealt more with the mechanics of the Development process and ultimately enforces the City's Zoning Regulations. He stated that he would explain Zoning and Planning more in depth at a later point in the meeting.

Parks & Recreation Department- Donna Bauman

Ms. Bauman spoke about the employees under the Parks and Rec. Department, the equipment used by the Department, and duties of some of the employees. She conveyed that the City has seven parks which consist of 275 acres, and that the department oversees the Senior Center, the Livingston House, the V'Laar House, the Rutherford Building, three restrooms, two concession stands, two basketball courts, one skate park, four tennis courts, thirty acres of sport specific turf grass, tow greenhouses, and two community gardens. She also stated that the Department plows snow at twenty-three different sites, and publishes two brochures a year. Ms. Bauman also conveyed that the department has sixteen different special events a year and that they recently added the Winter Market, and she elaborated on all the activities and trips in which the Senior Center participates. Ms. Bauman serves on several community boards. Ms. Bauman went into detail about the plants that are

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grown in the greenhouses and how they are planted in landscaped areas around the City, and she spoke about the costs of tree removal in the City.

Computer Services- Scott Teeters

Mr. Teeters talked about the funding of the Computer Services Department, as well as the Staff, the departments they support, and the City's back-up recovery. He also spoke about their system support and that he and his staff are on call twenty-four hours a day, seven days a week.

Human Resources- Sandra Boller

Ms. Boller talked about the staff of the City as an asset and how they do a great job of representing the City. She spoke about the duties of the Human Resources Department and about the high turnover of employees. She stated that the City has a yearly turnover rate of 25%-28%, and that there is a high cost involved with that turnover. Ms. Boller spoke of a recent job survey that compared 58 job descriptions and that 26 of those were at the very bottom of the pay scale for the same position in the area, and only 2 of the 28 were in the top half. She stated that the City's employees had a health insurance increase of 9% and that they received less monies toward their HSA's, so their net income has decreased. She also stated that better training and equipment would also help the turnover rate. Ms. Boller conveyed that the City has elected, appointed, civil service, and collective bargaining employees. She stated some 2016 goals for the Human Resources Department.

Councilman Spalding questioned employee review practices, and Ms. Boller stated that it is difficult to review employees when most are at the bottom of their pay scales and there is no compensation for job performance.

Civil Service- Billie Reidel

Ms. Reidel spoke about the Civil Service employees, the Commission, and the duties of each. She stated that the main function of the job was to provide the best possible candidates for open positions, and that in 2015, they provided candidates for thirty-three positions. She also spoke regarding the hiring process and various appeals. Ms. Reidel spoke about the various meetings that are required and that there are two types of positions, classified and non-classified. A Council Member asked if Veterans were sought out and Ms. Reidel responded that Veterans receive classification points. Ms. Reidel reiterated the concerns about the City's pay scales. She stated that a job was advertised at the top end of the City's scale, and that not a single application was received; and her office perceived that as being due to the fact that the top of the City's scale is still under the bottom of most pay scales in the area.

Police Department- Lt. Shane Mauger

Lt. Mauger stated that the City's Police Department has 90 employees, consisting of 54 sworn officers, 18 civilian employees, property room clerks, court liaisons, and about 18 in the reserve program. He stated that there is around 29 patrol units, working three shifts. Lt. Mauger stated that three years ago the Mayor wanted a community based police department, and that last year we started with one officer and are moving this year to a Community Resource Bureau. He also talked about the City's recent merger of the SWAT team with that of Gahanna, and that the department is in

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need of new software that links multiple departments to assist in sharing of information. Lt. Mauger stated that Sgt. Gregory is tasked with finding grants to assist with financial needs.

Councilman Long stated that Lt. Mauger gives an excellent tour of the Police Department and discussion ensued regarding the DEA task force. Lt. Mauger stated that the City of Reynoldsburg probably has the number one DEA officer in the state, who was been under cover for about sixteen years and has many DEA contacts.

The Basics of the Council Office

-See attached Clerk of Council Presentation

Council Rules/the Charter

Codified Ordinances of City

The Agenda

Deadlines

Your Packet

The Legislative Process (following a piece of legislation through the system)

The Zoning Map/Council's Planning Responsibilities

-See attached Planning Administrator's Presentation

Other Boards and Commissions

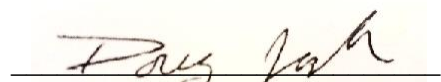
CLERK OF COUNCIL PRESENTATION

PLANNING ADMINISTRATOR'S PRESENTATION

Adjournment



April L. Beggerow, Clerk of Council


Doug Joseph, President of Council