



COMMITTEE WORK SESSION DECEMBER 1, 2008

Committee Members Present: Ken Braman
Brenda Hlas
Tom Jones-Excused at 8:15
Dennis McGlone
Bill Mowery-Excused
Mike Zita
Scott Pelot-Excused

Also Present: Mayor David Koontz-Excused at 9:05
Rick Ryland-Excused
John Moss
Karla Richards
Ann Campbell

The Committee Work Session convened on Monday, December 1, 2008 at 7:00 PM, in Council Chambers of the Safety Administration Building. The meeting was called to order by Mike Zita, Vice President of Council. Following a salute to the flag and the Pledge of Allegiance, there was a moment of silent prayer.

Committee Work Session General Discussion:

Employee Health Care

Mrs. Hlas turned the discussion over to Mr. Moss for the details. Mr. Moss introduced Mr. Bob Lamm, of Associated Underwriters to present the information regarding the proposals for health care. Mr. Lamm explained the attached printouts in detail, and suggested that the city renew once again with Pan American for the employee health care. Mr. Lamm explained that the renewal rate is artificially low for this year. Mr. Lamm suggested working with Mr. Ryland and Mr. Moss on developing ways to lower the per employee/per month figures, which are an increase of thirty-five (35) percent for 2009. Mr. Jones asked how could we control that figure? Mr. Lamm replied there are some things you cannot control such as demographics, older employees staying on with the city, etc. Mr. Lamm stated things you could control are pre existing conditions such as asthma, heart disease, and other chronic illnesses. Mr. Lamm suggested education for employees on the proper use of benefits and testing requirements. Mr. Lamm suggested establishing incentives to use mail order prescriptions and generics when available. Mr. Lamm discussed various wellness programs that are available, which would add \$2,400.00 to the annual premium. Mr. Jones asked how would you go about educating the employees? Mr. Lamm replied meetings with employees, health risk assessments

which are totally private. Mrs. Hlas suggested trying something like a lunch and learn program to get employees participation. Mr. Moss reminded everyone that we are still in union negotiations and we need to get the union representatives involved. Mr. Jones stated that obviously in the past we have done nothing to hold these costs down. Mr. Lino, a Norton resident, commented on the free prescriptions he used to get by mail, until the government got involved. Mr. Lino stated that it is still cheaper to use co-pay. Mrs. Elaine Tompkins, a Norton resident stated that although it was not announced, it appears the 2009 forecast indicates \$1220.00 per employee/per month unless something changes. Mr. Moss stated that what is different is the \$1220.00 pe/pm, it is a much higher figure than the \$932.00 by contributing. In fact, last year's average cost was \$1096.00 and a contribution of \$932.00, we were shorting the fund all year by \$164.00 pe/pm. Mr. Moss stated that next year the revised sheet has a total monthly contribution per employee of \$1285.00, which is substantially more money. This figure does two (2) things; it catches up the carry over balance which was short from the last year, and covers the additional spending level for the next year and the additional \$8,000.00. Mrs. Hlas moved to add this item to Council's next agenda, waiving the second and third readings as an emergency, seconded by Mr. McGlone.

Roll Call: Yeas: Hlas, McGlone, Jones, Braman, Zita
Nays None

Motion passed 5-2.

2009 Budget

Mrs. Hlas turned the discussion over to Mr. Moss for the details. Mr. Moss explained some of the revised pages in this packet. In addition there is a draft of legislation for the Wadsworth, Berry and McGowan waterline project. The original estimate was for \$50,000.00, which was way too low. Mr. Moss stated the newest estimated as of today was for \$250,000.00. Mr. Moss stated the total revenue area is down due to some being flat or decreasing. A type of decreasing revenue would be personal property tax because the State has eliminated that tax. Local government assistance has been rather flat and we project very little increase. Interest revenue has also been down and he projected the same for 2009 and 2010. Mr. Jones questioned the figure for the waste haulers license fee being at zero this year. Mr. Moss stated it might have gone into a different account, he was not sure. Mrs. Hlas asked to have this clarified and provide Council with a memo on it. Mr. Jones asked Mr. Moss where we are with the cell tower behind the Police Dept. Mr. Moss replied that this was a five (5) year contract originally. Mr. Moss stated at the end of the contract there were options, they presented council with a proposal which Council rejected. At this point they are still paying the full amount. Mr. Moss stated he was not sure where it stands at this point, and hoped we could renegotiate that contract in the future. Mrs. Hlas commented on the fines being low in the Mayors Court, and Mr. Moss stated there has been a downward trend in that area. Mr. Jones commented about the Police Dept. Budget being up from last year. Mr. Moss explained that the vast majority of the Police Dept. Budget is for personnel, and we do have a request for a Records Clerk and that salary figure is included here.

Mrs. Hlas questioned Mr. Moss about the need for 3 police cruisers in next year's budget. Mr. Moss explained that this year we did budget to purchase two (2) cruisers, however we only purchased one (1) and we purchased a second vehicle for the Det. Bureau. Next year the request is to buy three (3) vehicles and would put us back on track for two (2) vehicles a year. Mr. Moss stated that in 2007 we only bought two (2) cruisers. There was an insurance claim that replaced one of our newer vehicles last year. Mr. Moss added the average cost for a new police cruiser is \$25,000.00. In review of Council's page, the advertising costs were discussed. Mrs. Richards expressed that in 2009 we would have several Agricultural Districts coming forward, which requires legal advertising. There was discussion regarding the Engineering expenses and Mr. Moss stated that we are currently negotiating contracts for services, and was unsure where it stands at this point. Mr. Moss explained the increase in expenses because the engineering activity has gone up and will continue to grow. Mr. Zita questioned the \$20,000.00 for equipment and Mr. Moss replied this is for lateral files (\$4,000.00 estimated) and for a large-scale printer-scanner (\$16,000.00 estimated). Mr. Moss stated that this large expense would be a one-time expense due to the long life expectancy of ten (10) years or more. Mayor Koontz added that the Building and Planning Depts. would also share the printer-scanner. Mr. Jones indicated he was familiar with the size of the lateral files and asked if we have the space for this now, and Mr. Moss replied this has not been planned out yet, we will need to do some re-arranging. The position of Community Development Director was discussed and **Mr. Moss stated the cost for 2009 is \$65,000.00. Mr. Moss indicated that this figure was provided by Mr. Oberdorfer, the Interim Planning Director. Mr. Oberdorfer had been asked what do we need to spend in order to attract someone for that position.** Mr. Jones questioned if Mrs. Pat Ryan could combine her position and cover this and save money? Mr. Moss stated that Mrs. Ryan has stepped up and covered most of the details and attends meetings, but he was not sure she could take over the entire position and keep up with what she does now as Zoning Inspector. Mayor Koontz added that Mrs. Ryan is qualified for most of the requirements, however she is still missing the Economic Development aspect. Mr. Jones stated he has been reading the minutes of the Planning Commission and felt that Mrs. Ryan seemed to be qualified to handle a lot of that. Mayor Koontz added that we do have an opportunity here looking at the Engineering and Planning and Development and perhaps there is someone that could do this for the least amount of cost possible, so in the background we are trying to do something better. **Mrs. Hlas stated that you have to have employees in order to move the city forward. Mr. Moss concurred, adding that the cost of a full time employee does include health care costs and other benefits. Before you put a full time employee in place you do get a benefit back from it. We are re-evaluating what is going on in both of those areas.** Mr. Jones excused himself from the meeting at 8:15 PM, stating that he had to leave. Mrs. Hlas asked if he had other concerns about the budget because it would be passed to Council's agenda on Monday. Mr. Jones replied that he realized this. Mrs. Hlas was concerned if any other Council members felt the need to leave, and if anyone else leaves Council would no longer have a quorum and we would have to end the meeting. The remaining Council members remained for the duration of the meeting. Mr. Zita questioned the Clerk of Courts position and asked if we eliminated the overtime. Mr. Moss replied yes, however the assistant still has overtime it is built into the salary numbers. Mr. Moss pointed out that the Clerk of Courts is no longer working weekend

hours and when he was working that was paid overtime hours. Mr. Moss indicated that because nothing was documented on the collections in the past, he has nothing to compare this to now. Mr. Moss suggested that if Mr. Mitchell could document that then Council would want to know so they could reconsider if they want to budget for overtime in his department. There was discussion about the collections of unpaid fines, and if this could be the reason for the declining figures. Mr. Zita discussed the expense in 2009 for new equipment and Mr. Moss explained part of this is for a new system estimated at \$25,000.00. Mr. Moss explained the current system was maxed out at the time we purchased it, and was not a reasonable choice to begin with. This new phone system would provide more flexibility and reliability. We would have voice over internet protocol so we would be sending phone calls over our T-1 to connect. Lastly is security, which would provide employee tags to each employee and identifies who they are in addition to access to the equipment and the buildings, rather than using key systems. The turnout gear expenses for the Fire Dept. was discussed and Mr. Moss added that although \$100,000.00 seems high, this gear is very old and needs replaced. Mr. Zita stated that it has been approximately sixteen (16) years since this equipment was purchased. The cleaning fees for the Community Center were discussed and Mr. Moss discussed the cleaning fee of \$12,000.00 and that it needs to be addressed by Council early next year. The employee health care expenses were briefly discussed again and Mr. Moss added that although the unions would still come into play, it is projected that employees would be paying \$200.00 per month. Mrs. Richards expressed her concerns with the costs for codification fees for 2009, since we went over the budget this year by nearly doubling that figure. Mr. Moss agreed, and explained the process of codification of our ordinances and resolutions. It is difficult to project what is needed for any given year, however it could be addressed later on in the year if we are short and cut back somewhere else to cover that amount. Mrs. Hlas suggested leaving it where it is instead of increasing this.

Mrs. Hlas moved to place legislation for the 2009 Budget on Council's next agenda, with emergency language, waiving the second and third readings, seconded by Mr. McGlone. Mr. Moss reminded Council they have the authority to modify the budget throughout the year. Mr. Zita added if anyone has questions relating to the 2009 Budget to contact Mr. Moss prior to Monday's Council meeting.

Roll Call: Yeas: Hlas, McGlone, Braman, Zita
Nays: None

Motion passed 4-0.

Mrs. Hlas moved to place legislation authorizing the Bond Anticipation Notes for 2008 on Councils next agenda, waiving the second and third readings, seconded by Mr. McGlone.

Roll Call: Yeas: Hlas, McGlone, Braman, Zita
Nays: None

Motion passed 4-0.

Mrs. Hlas moved to place legislation for the Berry, McGowan and Wadsworth Road waterline advance in the amount of \$310,000.00 on Council's next agenda, waiving the second and third readings, seconded by Mr. McGlone.

Roll Call: Yeas: Hlas, McGlone, Braman, Zita
Nays: None

Motion passed 4-0.

Mrs. Hlas moved to place legislation to repeal Ord #98-2008 on Council's next agenda, waiving the second and third readings, seconded by Mr. McGlone.

Roll Call: Yeas: Hlas, McGlone, Braman, Zita
Nays: None

Motion passed 4-0.

Mrs. Hlas moved to place legislation for the transfer and movement of income tax dollars to Council's next agenda, waiving the second and third readings, seconded by Mr. McGlone.

Roll Call: Yeas: Hlas, McGlone, Braman, Zita
Nays: None

Motion passed 4-0.

Mrs. Hlas moved to place legislation for eliminating the authorized transfers and authorize transfers for the 2008 Special Revenue Funds, and amends the Budget for Fiscal Year 2008, to Council's next agenda, waiving the second and third readings, seconded by Mr. McGlone.

Roll Call: Yeas: Hlas, McGlone, Braman, Zita
Nays: None

Motion passed 4-0.

Mr. Moss stated that for next year he would like Council to do two (2) new things; one is to adopt a tax budget sometime in March or April. Mr. Moss indicated this has not been done in the past, and it is not a requirement and is not binding, it is a projection of resources that can be used for the County's assessment of our levies. Secondly, although we did come forward with the 2009 Budget one (1) meeting earlier this year, it did not really help that much. By the hiring of the Assistant Dep. Director of Finance, next year this should improve and the 2010 Budget should be presented earlier next year.

Unfinished Business:

None

New Business:

None

Public Comment-Non Agenda Items:

None

Topics for the next Work Session:

None

Adjourn

There being no other business to come before the Committee Work Session, the meeting was adjourned at 9:20 PM.

Mike Zita, Vice President of Council

****NOTE: THESE MINUTES ARE NOT VERBATIM****

All Committee Meetings will be held at the Norton Safety Administration Building, unless otherwise noted.