

MINUTES

COUNCIL-MANAGER BRIEFING

December 6, 2010

The Council-Manager Briefing was called to order by Mayor Ronald A. D'Epifanio at 6:00 p.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue. The following Councilmembers were present: Mike Oler, Marty Judd, Tim Meyers, Mitch Rhodus, Terry Senger, Tim Abbott, and Mike Snyder. Staff present: Dennis Stuckey, Judge Joyce Campbell, John Clemmons, Angie Johns, Jim Bell, Dave Butsch, Mary Hopton, Drew Young, Andy Eddy, Mike Dickey, Ed Roberts, Ben Mann, Dave Crouch, Art Pizzano, Carol Mayhall, Peggy Flaig and Tim Bachman.

Budget Overview

Finance Director Mary Hopton briefly overviewed the budget, noting revenues are down about 2.8%, expenditures were reduced about 10% and the general fund accounts were 5.2%. She commented we are still in a recession and no signs of it truly recovering any time soon. She explained she has projected that we will decrease our revenues around 1%, which includes the fund charge backs. She further explained the expenditures with the fund charge backs and also the debt for our Bypass 4 project. She commented overall fund balances will be down anywhere between 7 and 8 million for all of our funds. She discussed 86% of the debt is long term debt, which was increased from 29 to 39 million due to the Bypass project as well as funding anticipated for the Winton/Gilmore Project. She explained revenues are expected to decrease by 2% with expenditures having a slight increase due to that one time payment received from income tax that will be refunded, as well as, other operational costs that we do not have control of; however, there was an overall decrease in departmental budgets. She commented for next year we are projecting about 5.5 million with 5 million being our minimum. Ms. Hopton discussed the grant funding, which for this year is \$40,000. Councilmember Rhodus discussed the Civitan has requested \$5,000 for an alarm system, which they have received bids on from \$4,700 to \$7,500. He commented if they are given \$1,500 it will not put an alarm system on their building, which will not eliminate their heavy vandalism. He further commented if we give them \$5,000, they would not be back every year. Mayor D'Epifanio suggested Council get rid of their phones and have Art analyze to see if blackberries are needed rather than cells. He further suggested a moratorium for two years for travel to NLC. Council Abbott suggested rotating and send one representative of staff and one of elected body to each event. Councilmember Oler explained at the conferences for each session, there might be 15-20 seminars or classes and you can only attend one, so if there are three you all select different subjects. Councilmember Oler discussed the prescription drug program, which was brought back and LED lighting. Councilmember Meyers suggested looking into online learning. Councilmember Oler, seconded by Councilmember Snyder moved to amend for separate vote. Motion Carried 7-0. Councilmember Abbott, seconded by Councilmember Meyers moved to cancel the travel for two years. Motion failed 3-4; Councilmember Oler, Councilmember Snyder, Councilmember Judd, and Councilmember Rhodus dissenting. Councilmember Meyers, seconded by Councilmember Snyder, moved to eliminate all cell phones and Blackberries for City Councilmembers that are paid by the City. Motion Carried 7-0. Council asked the City Manager to make a determination on cutbacks on other blackberries and cell phones in the city. Ms. Hopton explained with the cell phones it is just over \$4,000 from the account that will be moved to cover the grant for the \$5,000. She explained the allocations which are a percentage based on past history, which will mean that Partners in Prime will receive \$22,000, Community Foundation will receive \$11,000, Tempo will receive \$4,600, Big Brothers/ Big Sisters \$1,200 and the Civitan with the Council's cell phone funds will be \$5,000.

Municipal Court

Ms. Hopton stated the overall decrease was .7%. She explained they do cover several different funds with the bulk of the operations out of the General Fund; however, they have special funds and probation. Judge Joyce Campbell commented this is the tenth year of Mental Health Court. She discussed the first year of the drunk driving court has been completed, for those with a second or third offense within six years. She discussed the program including the interlock for their vehicle and scam bracelet. She explained they started their budget cuts in 2010. Judge Campbell discussed the pay raises for Court employees were merit raises only. Judge Campbell discussed an increase in indigent defendants, which is a big cost to the City. She stated they are seeing a lot more people asking for community service and a lot more people asking for treatment. She briefly discussed the indigent alcohol treatment fund. Judge Campbell discussed the number of probationers has decreased by 3%. She explained probation pays for itself through probation fees and does not come out of the General Fund. She stated so far this year they have collected \$477,000; last year it was \$468,000. Judge Campbell commented there is a 2% increase in the number of crimes, traffic cases are 50% down, and civil cases are about the same. She stated collections are ahead about 230,000 this year, last year we had 300,000 by this time. She explained the jail bill is high and is only used when we have tried everything else, unless it is a violent offender or mandatory jail time. Judge Campbell explained she has a civil clerk that is gone and she is not sure if she will fill the position. She also discussed a part-time deputy bailiff position that may need to be filled because she doesn't want to put anyone at risk. Councilmember Rhodus asked if videoconferencing was done for arraignment. Judge Campbell explained the technology is there, but a lot of cases are resolved at arraignment and with videoconferencing you cannot enter a plea. Chief Dickey explained cost is involved because the jail has to assign a person or two three to monitor, which is actually a transference of cost. Clerk of Courts Ed Roberts explained it actually costs more money because deputy bailiffs still need to be there.

Parks

Ms. Hopton stated Parks Department saw a decrease of over two percent and there are seven divisions within Parks. She discussed Parks Administration and Parks Maintenance saw a decrease in professional services, advertising, bank charges and supplies. She explained any decreases in their operational budget was offset by an increase in their hospitalization, which she explained those that went to the high deductible plan previously saw a larger increase this year than over the traditional plan. Parks Director Jim Bell explained Parks Maintenance has blended this operation together with golf and parks. He discussed there are areas that are smart mow or no mow in which they are not cutting as much and allowing a more natural look to save on manpower and fuel. Ms. Hopton explained savings for the Community Arts Center include janitorial services, education, and printing, which were offset by the utilities. She explained a lot has been done to improve the efficiency, however, this year it was particularly hot and the style of the building makes it harder to maintain its cooling. Ms. Hopton explained the Aquatic Center is funded off user fees. Mr. Bell commented at Marsh Fishing Lake, the Lake Manager has everything computerized to keep track of the fish in and out. He discussed the Community Arts Center revenue accounts including professional services, which includes tickets. He further discussed the changes at the Aquatic Center this year including adding heaters, a new spray ground, and taking over concessions. Mr. Bell discussed the Recreation Fund, which is good. Mr. Pizzano stated this year breaking even is a real testament to the containment on the expense side along with the ability to find creative ways to up the revenue as Jim described for the pool. He further stated he regularly gets reports about communities in a lot of places and several in this region that are experiencing major shortfalls on recreational facilities. Ms. Hopton discussed decreases within the golf operations and golf maintenance, which include various decreases in rentals, taxes and concessions, bank charges, and wages, offset by utilities and communication increases. Mr. Bell stated self operation of concessions pulls the money in, even though golf was down concessions were up. He discussed the smart growing at the golf course to fill in the rough sections with wildflowers. He explained a lot of part timers are in the recreation/activity fund and are used year round for different classes. He further explained within any of the maintenance facilities it works very well because a lot of the part-timers are off the books for the year, whereas if we had comparable full time they would be sitting on the books with benefits throughout the whole year. Human Resources Director explained employees have to work 40 hours a week to get benefits, but they are in PERS.

Police

Ms. Hopton explained Police saw a 1% decrease within their budget. She stated they are the single largest budget within the City. She explained there was trimming back in education, communication, wearing apparel and gasoline, again this was offset by hospitalization. She commented the Justice Center increased savings in janitorial service. Police Chief Dickey explained they have lowered the budget for the last two years. He commented he is probably at a point where he has to say they can't do much more. He commented the Explorer's post is up and running, but that would have been difficult without the grant. Chief Dickey commented overall the budget is a maintenance budget and they have cut back on the overtime. Mr. Pizzano discussed the special assignment and other duties including increasing patrol of Village Green to deal with vandalism, an increasing amount of community events. Chief Dickey discussed for each special event they do a special event plan that analyzes each position. Mayor D'Epifanio commented he wanted to make clear they are not looking to cutting personnel or furloughing, they are not at that level and that would be the last thing they want to do. Mayor D'Epifanio asked if the number of traffic citations being down had anything to do with overtime. Chief Dickey commented over the last several years they have averaged between 3,000 - 4,000 traffic citations, they are making a lot of stops and write tickets on about a third of the stops. He commented he will take a look at that. He further commented there used to be more traffic details out, now it is not so much the overtime, it is directed patrols within the patrol division. Chief Dickey briefly discussed the reduction in education and communications. He discussed the account for prisoners, which was budgeted at \$500,000 and we are over \$600,000 at \$65 per day. He explained at Mr. Pizzano's request he and Ed Roberts did a study and we are still money ahead at this point in continuing to charge under City ordinance. Ms. Hopton explained it slowly has been growing and we have put in a half million again for next year. He discussed he is looking for and working on grants for grass operations, a \$30,000 grant for the explorer post and a grant for the evidence truck.

Public Utilities

Ms. Hopton stated Public Utilities operationally had a decrease of four percent. She explained that both water and sewer divisions are self funded by user fees and both are funds that we have built into the budget for fund charge backs. Ms. Hopton stated they had a decrease of 1.3% in operations, however, if you include the charge backs it actually looks like it is 3.4% because of the large increase that was talked about. She explained the decreases due to sludge removal, contract negotiations, engineering and maintenance. Public Utilities Director Dave Crouch stated they are proud that the rates and revenue allow them to support and help out with the General Fund. He pointed out they operate 24/7, 365, and they have the same number of employees in the utility department that they had in 1981. Mr. Crouch explained they continue to track energy for the city and that is one area where they are going to continue to focus. He stated they recently did a partnership with Duke Energy to save us money at the Wastewater Plant for LED. Mr. Pizzano stated Dave is utilizing his supervision both in terms of the hierarchy of the organization and the individuals in ways they hadn't been

utilized before. He commented now he has middle management taking responsibility. Mr. Crouch stated there is a rate study underway and what that rate study will do is it will be more geared toward the CIP budget, but will also help us with the operational budget especially with reimbursement or payback to the general fund. Mr. Crouch briefly discussed several projects in which they worked in partnership with Public Works including Hicks Manor and Bypass 4. He also discussed they are working with Development Services to use the contractors who are taking care of blighted properties to do a contracted mower operation for the 21 satellite facilities that are maintained by the Utilities Department. He commented on using the revenue being generated by the cell tower leases on our water tanks to fund this, which will allow him to use city employees in other ways including cross training. Mr. Pizzano commented on the interdepartmental relationship of Public Utilities and Public Works. Mr. Crouch discussed various reasons for overtime. He briefly discussed a program they are working on for automated meter system. Councilmember Abbott recognized Dave, Drew and staff for their great job on energy conservation. Mr. Crouch recognized Water Superintendent Andy Eddy for his efforts in meeting EPA standards.

Public Works

Ms. Hopton explained the adjusted budget is 8.8%, which is increased due to salt. She explained the three divisions are administration, construction services and the municipal building. She discussed the decreases are engineering/professional services, wages, maintenance of land and building, and the janitorial services. Public Works Director Dave Butsch explained they continue to look at efficiencies including the Operation Dump Truck Program and replacing lighting at Public Works. He explained on the wages, with the retirement of two sidewalk inspectors, it was cut to one sidewalk inspector, the loss of an employee and his position has not been filled; Dave Hoffman retired and Ben Mann has picked up many of his responsibilities. He discussed the janitorial service contract, which overall we are down about \$70,000 a year from various departments combined. Ms. Hopton discussed for streets and transportation, which is the street crews, that spans three different funds and the majority of their funding comes from gas tax and motor vehicle tax, which have been stagnant for the last four to five years. However, the expenditures or money paying out has not been stagnant and varies from year to year depending upon Mother Nature. Ms. Hopton explained this past year and next year, one third of that budget comes from the general fund and is the single largest subsidy from the general fund. She explained there are wages, hospitalization and traffic control maintenance is now being funded out of the Street Improvement Fund, road salt and chemicals vary and fleet which they have taken a look at and trimmed back. Mr. Butsch explained they looked at efficiencies by trimming overtime, which has steadily gone down since he has been here. Mr. Crouch explained Ben Mann and Nick Dill worked together to design the Magie Waterline Project in house. Ms. Hopton announced the Public Hearing will be at the Council meeting on December 13th and the appropriation ordinance will be on for Council's approval.

Adjournment

The Council/Manager Briefing adjourned at 6:43 p.m.

Respectfully Submitted,

Angela Johns
Clerk of Council