

City of Gahanna

*200 South Hamilton Road
Gahanna, Ohio 43230*



Meeting Minutes

Monday, November 14, 2011

7:00 pm

Council Committee Rooms

Committee of the Whole

Brian D. Larick, Chair

Beryl D. Anderson

Shane Ewald

John R. McAlister

Nancy McGregor

Timothy W. Pack

David L. Samuel

Isobel L. Sherwood, MMC, Clerk of Council

Members Absent: Nancy R. McGregor

Members Present: Brian Larick, Shane W. Ewald, John McAlister, Beryl D. Anderson, Timothy W. Pack and David L. Samuel

Additional Attendees:

Gen. Jim Williams, Brian Hoyt, Dottie Franey, Karl Wetherholt, Tony Collins, Chief Murphy, Donna Jernigan, Tom Weber, Anthony Jones, Jennifer Teal, Brandi Braun, Sue Wadley, Tom Kneeland, Stephen Renner, Karen Angelou, Ryan Jolley, Michael Schnetzer, Brandon Wright, Press.

PENDING LEGISLATION:

ORD-0211-2011

TO AMEND CODE CHAPTER 1150, OLDE GAHANNA DOWNTOWN DISTRICT, OF THE CODIFIED ORDINANCES OF THE CITY OF GAHANNA.

Larick called the meeting for Monday, November 14, 2011 to order; I would first like to welcome the newly elected members of Council; our first agenda item is to amend Code Chapter 1150; I understand we have a request to move that to the next committee meeting. Samuel said yes it needs to come back to Finance Committee. Larick said can we then proceed to the next item which is to amend Code Chapter 1197. Jones said we have requested that these Code changes all go together so we would ask you to move them all to Finance Committee.

Recommendation: Back to Finance Committee on November 28, 2011.

Held in Committee

ORD-0212-2011

TO AMEND CODE CHAPTER 1197, DESIGN REVIEW, OF THE CODIFIED ORDINANCES OF THE CITY OF GAHANNA.

See discussion under ORD-0211-2011.

Recommendation: Back to Finance Committee on November 28, 2011.

Held in Committee

ORD-0213-2011

TO AMEND CODE CHAPTER 1135, DISTRICTS AND ZONING MAP, OF THE CODIFIED ORDINANCES OF THE CITY OF GAHANNA.

See discussion under ORD-0211-2011.

Recommendation: Back to Finance Committee on November 28, 2011.

Held in Committee

ISSUES - From Chief of Police:

Towing Contracts

Murphy said we are requesting legislation for the Mayor to enter into agreement with 2 towing companies, Broad & James and Cal's; we have used these companies in the past and the contracts are no cost to the City as the fees are passed on to the vehicle owners. Larick said do you intend to use both; do you go back and forth. Murphy said in the past, we just go first to one then the other and continue to alternate.

Recommendation: 1st Reading; no need to come back; 2nd Reading, Consent Agenda for 2 ordinances.

ISSUES - From Director of Technology:

Business Continuity Plan & Disaster Recovery Plan

Kneeland said I sent a report documenting everything for the Disaster Recovery (DR) and Business Continuity Plan (BCP) development; we are at high risk; in a State administered technology audit of our Financial Systems, the auditors noted this in their written comments on us; we have had several incidents; we had an environmental issue where in our main server room the air conditioning failed; if we had a back up plan to implement, we could have continued working while repairs were made; I will clarify one issue; there are 2 supplementals requested; one is for hardware and the second is for the business consultant to build a plan; this will provide for documentation to go to General Williams and the emergency management group to identify any gaps; if we have a tornado for example, we can collect funds quickly to do recovery and get back to work from a disaster.

Samuel said who is on the evaluating committee for this. Kneeland said General Williams and my team of system support people; we have been evaluating for 4 weeks or longer; it is pretty in depth and we have detailed notes on vendors and we are weeding them out.

Ewald said does the new budget send agreements and maintenance back to each department. Kneeland said these have always gone back to the original department; we tried to collect all of them and make a central location for filing but it is really not related to this; we do have quite a bit of maintenance costs that we are trying to reign in. Ewald said so the new hardware is just for your department. Kneeland said yes.

Anderson said you want this work done by the end of the second quarter next year regardless of the vendor. Kneeland said yes; in the financial report from the State, they want it done ASAP; realistically I see it by the end of 2012; I would like first quarter next year but that is just not enough time.

Jernigan said so this is 2 separate supplementals. Teal said yes they come from different accounts.

Larick said we have no DR plan; none for our day to day operations; this puts us at a significant risk; the Mayor had said that this is not just for the hardware, the Police rely on it. Kneeland said if we lose the internet, we lose safety service; we only have a single feed going one direction; redundancy and diversity are necessary.

Larick asked for any other questions; there were none.

Recommendation: 1st Reading; no need to come back; 2nd Reading, Consent Agenda for 2 ordinances.

ISSUES - City Engineer:

Accept Deeds - Hamilton Granville Intersection Imp.

Wetherholt said these are housekeeping ordinances to accept these deeds and get them filed in the Clerk's office; then they will have them for the record for anyone searching for them; when we acquired them shows up on the Ordinance; routine stuff. Larick asked if there were any questions; there were none.

Recommendation: 1st Reading; no need to come back; 2nd Reading, Consent Agenda.

Accept Deed - 4427 E. Johnstown

See discussion under accept deeds Hamilton Granville Intersection Imp.

Recommendation: 1st Reading; no need to come back; 2nd Reading, Consent Agenda.

ISSUES - From Director of Public Service:

2012 Rates - Water/Sanitary Sewer/Code Changes

Franey said it is the time of year when we receive our new rates; we purchase from Columbus as we are a master meter community; we also pay Columbus for sewer treatment; in mid October they gave us a rate with a net increase of 5.8%; in past years we were able to incorporate the rate but this year our residents will see rates go up 4.9% to absorb the Columbus increase; we have 4 different types of rates; I will go through each code section change; there is the net increase of 4.9% per thousand gallons.

Code Change/Columbus Consent Order

Franey said the Columbus Consent Order has a pass through charge; the EPA requires us to separate storm and sanitary sewer services; sanitary lines pass on 10% for use of lines for sewage treatment; we charge \$7.62 per ERU (equivalent residential unit); this is not an increase in rate.

Code Change/2012 Storm Sewer

Franey said the storm sewer charge is \$12.00 per ERU; not an increase in rate; Code sections that need changed are 929.12 to modify the water rate; Code Section 929.15 changes fire tap rates based on the increase; Code Section 921.11 is sewer rental rates and we need to change the year; it is the same rate; we also need to modify Code Section 927.17 for storm sewer; we are not changing rates but we need to change the year in Code; That is all I have unless you have questions; we do need emergency for a January 1 effective date.

Recommendation: 1st Reading; no need to come back; 2nd Reading, Consent Agenda, Emergency Language for 4 Code Changes.

Code Change/Section 135.05/Bid Opening & Acceptance

Larick said is that it then. Franey said I have more; at a recent procurement meeting we discussed combined purchasing efforts; one of the outcomes was for fleet maintenance; prices from all communities seem to stand pat while the City of Columbus is paying much less for parts than anyone else; we are excited to go into their bid process and to be free to take advantage of their bids which will require a modification in our purchasing Code; Gahanna Code 135.05 E 5 under Bid Openings and Acceptance; we need to have it mirror the Ohio Revised Code Section 9.48 and reference specifically joint purchasing programs; the Ohio Revised Code says all the entities and we can add on to these also; need to pass this as emergency so it will be codified by the end of the year.

Samuel said what else can be purchased from this. Franey said anything if it makes sense; from office supplies to safety equipment; Franklin County allows elevator maintenance on theirs; can't get better rates. Larick said so this refers to the agreement to a specific part in order to take advantage of cost savings.

Recommendation: 1st Reading; no need to come back; 2nd Reading, Consent Agenda, Emergency Language.

Award Contract/Clotts Road Pressure Reducing Value

Franey said we are ready to take this project to the next level and relocate the pressure reducing valve; we opened bids November 11 and McDaniel's Construction was the low bidder at \$118,716; we are asking to enter into this contract plus a 10% contingency; we have money in appropriations and we need this as emergency with a waiver of second reading. Larick said I know the age of the water there is relevant and it is a safety issue. Pack said is this the same issue from April. Franey said yes we have been working on it for some time.

Angelou asked if she could ask a question. Larick said yes. Angelou said can this work be done in the winter. Franey said yes; we have no problem working on this in winter.

Recommendation: 1st Reading; no need to come back; waiver of 2nd Reading, Consent Agenda, Emergency Language.

Award Contract/Hamilton Road Sanitary Sewer Repair

Franey said we have an area of sanitary sewer that needs immediate repair along Hamilton Road; legislation needs to be done to enter into agreement with Park Enterprise Construction as the lowest bidder; asking for 10% contingency and emergency.

Larick said where is this located. Franey said just north or south of Gatsbys.

Angelou asked is this age or damage. Franey said it is a line with a belly; that is where the bottom of the line sags down and it makes the movement sluggish and it backs up.

Anderson said what is the average age of our sewer lines. Wetherholt said some were put in back in the 1920s. Franey said but they can last long time. Anderson said so are most of them that old. Franey no just some. Anderson said so more of these cases could come up. Franey said definitely. Larick said this request is also with waiver and emergency.

Recommendation: 1st Reading; no need to come back; Waiver of 2nd Reading, Consent Agenda, Emergency Language.

Supp. App./Techcenter Science Connector Contingency

Franey said the Techcenter Bike Path crosses Taylor Road; where it crosses, it goes up and down hill and did not appear to the rider that they had enough time; just didn't feel like it; we had to reroute bike path to the crest of the hill; we actually may have enough money in the original contract but it is so close we decided to ask for a supplemental and not take a chance on accidentally going over or having to stop the project; we are asking for a \$10,000 supplemental. Larick said this is the actual trail at Rice Avenue. Franey said that is the original. Wetherholt said this is behind the roadway. Larick said are there any liability issues; do we have the rights to easements. Wetherholt said we have sufficient right of way from the Taylor Road widening in the 1990s. Franey said this needs waiver of 2nd reading only.

Recommendation: 1st Reading; no need to come back; waiver of 2nd Reading, Consent Agenda.

ISSUES - From Clerk of Council:

Accept Deed/Golf Course

Jernigan said these are housekeeping issues from the Clerk of Council; we found the deed to the golf course was not accepted even though it has been 40 years; needs to be done for tracking. Pack said sounds "par for the course".

Recommendation: 1st Reading; no need to come back; 2nd Reading, Consent Agenda.

OML Insurance Pool Payment

Jernigan said next is the OML Insurance payment for our deductible.

Teal said you may remember during audits, some information about the appropriate process came up when it turns out the date on an invoice appears to be after the P0 for the invoice; in the case of claims or insurance deductibles, many years can pass from the beginning of the claim to the settlement payment; the P0 in this case was not pulled until the case was resolved and it is over \$3,000 so we need your consent to pay.

Recommendation: Motion Resolution, Consent Agenda.

ISSUES - From Deputy Director of Finance:**Supp. App./Workers Compensation**

Teal said in March of this year, we approved Workers Compensation self insurance; we are seeing significant savings from doing that; at the time we became self insured it hadn't been vetted; have been working with the auditors and looking at other communities to determine the best way; we do have an established fund structure; it is a good set up; the workers comp money gets moved into the fund then when we have an expense, it is paid from here; in order to record these expenditures we are requesting a supplemental of \$29,815; the future balance will continue to be built up every pay period so that this will not be necessary in the future. Larick said we can see the benefits of this in the appropriations; half from prior years.

Recommendation: 1st Reading; no need to come back; 2nd Reading, Consent Agenda.

Supp. App./Dispatcher Insurance

Teal said this is a request for a supplemental appropriation of \$17,397 for the Dispatcher's Insurance; we looked at them and estimated the cost of fringe benefits at current coverage levels; then we have had individual changes in the coverage election; there was a vacancy at this position and now they have full staff; as we approach the end of the year, we need to be able to fund this for the rest of the year; not relevant here, but we do have a couple that is married so we will be saving on their insurance.

Recommendation: 1st Reading; no need to come back; 2nd Reading, Consent Agenda.

Misc Issue

Ewald said I would like to ask Wetherholt and Murphy about a parking space for Creekside; it is very close to the crosswalk at the Bike Shop; would like for them to look at that. Larick said the Police can take that out specifically. Ewald said in the past the Police could pull the parking back; I am hopeful they can do that with this space since it is so close and hard to see the children; I will turn the issue over to the new Ward 2 representative.

2012 Appropriations Overview & Timeline

Larick said this is the 2012 Fund overview and timeline; we would ask you to hold questions until the end.

Teal provided a power point presentation; a copy is available in the Council Office.

Questions and comments:

Larick said to Teal very good job.

Angelou asked if she could have a copy of the presentation; Teal said it would be provided to all current and newly elected Council members.

McAlister said it was a great presentation; would like to nominate Teal for Director of Finance. Teal said she appreciated the support.

Anderson said she dittoed the others' comments; question about the auditor's attention to investments; would like you to make Council aware of investments and reinvestments; can you send it out so we are apprised. Teal said I am amazed at how this is going; we have investments called on a daily basis; these are ones purchased 2 or 3 years ago; we do have to reinvest at a much lower rate; our financial advisors are giving us alternatives; we are not leaving it idle; I speak to our investment advisors at least 3 times a week; we are making purchases about 3 times a week; I can include the composition of our portfolio in the quarterly presentations. Anderson said I would be interested in having it ASAP. Teal said as of October our yield was at 1.4%; we are trying to keep older things and have some new investments at 0.5%; this vs the industry average of 1.2% on their base. Anderson said can we get an average of each sector.

Larick said you are asking for specific investment information. Teal said we have direction given in the ORC (Ohio Revised Code) and a specific investment policy; Council can say what investments we want; policy says they have to be safe; they cannot be losing and they have to be liquid; I have that information.

Pack said to Teal you did a great job; is the early retirement having any effect on appropriations. Teal said we have 45 days left in 2011 to see what happens; it should have no effect unless we get an immediate request; then we have to pay for 2 years of buy out; we have no indication that will happen.

Schnitzer said on investments, do you know the average yields and average maturity. Teal said I do not know right now; our portfolio does not exceed 5 years; it has been fairly steady; like a ladder, you see bumps in it but it is fairly steady.

Renner said on the General Fund, we have 3% debt; what are the debts and when are they paid off; and how do you know the calculation for the inheritance tax. Teal said it is based on history over time; it is reasonable to expect demographics to remain consistent; we get a notification from the County so we know certain amounts will be eventually received; we have gotten statements for \$150,000 so I will assume we get the same or as least as much for the next 9 months; this has been done away with in the State budget and this is the last year we will receive any money for it.

Angelou said could I get a roster of employees; I would like to know if they are unclassified or union like Steelworkers; I would like part-time identified and seasonal; what are the PERS payment for each; what are the health payments for each and how is it divided up as to who pays for what; what are the details of the wellness program; you said some have life insurance so who has it and who pays for it.

Teal said I probably have a portion of that available. Wadley said I can work with Teal to compile the roster with information; full time employees, the City pays for life insurance; they can purchase additional as an option; part time employees receive a small amount. Angelou said are part time employees covered by the retirement system. Wadley said all are covered; they do have to be full time to receive health coverage.

Angelou said my other issue concerns the transfer authority amount of \$3,000, the Blanket purchase order amount of \$5,000, and the Super-Blanket amount of \$25,000; since this is Transparency 101 and Council is responsible for what is paid out, I am not

comfortable with those amounts; are we able to take it out of the appropriations; I need to do my due diligence; as we come into this I don't think it is reasonable to do this now.

Teal said the transfer authority in appropriations can be switched back; it is a common practice but can go back; it will lead to an increase in departmental work load; I would ask the directors of the various departments to speak to those impacts. Angelou said I am looking at Code and would ask you to go over that and show me where it is in there. Teal said in our previous research, we determined the language is vague; we used aids from the auditor's office and received assurances that this is a common and accepted practice; nothing inappropriate. Angelou said I understand that and it will be whatever Council decides; I am just one vote; but we are the keeper of the checkbook and it is up to us to make sure we are not out of compliance; I am not comfortable so you have one no vote. Larick said we can take this to debate as we go forward with appropriation discussions.

Wright said do you monitor Super Blanket P0s that are out now. Teal said generally we know what is out; but official tracking is not currently done; if this were the approved process, then I could pull and monitor them; I do not know of a list right now. Wright said so we are not pulling them just to be lazy. Teal said in reality we cannot predict; we don't know on January 1; blanket orders provide for flexibility on uncompleted purchases; we will not pull blankets except for not to exceed amounts that will be closely watched.

Braun said we are currently doing this; this actually puts restrictions on them where today there are no restrictions. Pack said as long as money is in the account they can do it. Collins said I have been doing it for 12 years. Angelou said but was Council aware. Braun said they had approved the money for appropriations. Larick said this discussion is an accounting process; segmenting process. Franey said as an example; using Speeks, it would be illegal for him to go to the Gahanna Hardware for parts for a maintenance job without an approved P0; he would have to stop the project; price the part, open the P0 through the computerized process, wait for approval, then he could get the part; with a blanket P0 he could run to the hardware for the part and continue working; that is why it is done. Larick said it is currently run by administrative rules in place. Braun said yes and we have had no problems with them; we use only appropriated money and they receive required approvals. Samuel said school systems use this in their maintenance departments routinely. Teal said this will increase oversight and limits; if we have an exact purchase to make we would issue a separate P0 so it wouldn't count on the blanket; that would improve tracking since the blanket P0 has a \$5,000 limit; we would know when we have the need to pull a separate P0 and the limit on the blanket P0. Larick said I would like to table this discussion for now.

Jolley said I agree you do a great job; on the transition to RITA; under how it functions, you said we waited a month; at what point is that reflected; I know we didn't lose the money. Teal said in 2009 it was our last year to self collect; we recognized cash for the whole year; January 1, 2010 payments were mailed to RITA; they made one large payment in February; and subsequently they go January through November; we always get 12 months now. Larick said we will get that month when we stop using RITA services. Jolley said so it is accurate to say in 2011 the last month in 2011 is in 2012. Larick said before Mumma left we put a lot of effort into normalizing what it is and moved forward.

ISSUES

2011-0001

Monitor Items:

- 1) E-Mail - Boards & Commissions

Ewald said he will check with Kneeland on this issue.

Meeting Adjourned.

Della Brandenberger, Reporting