

FINANCE COMMITTEE MEETING  
held October 20, 2014  
6:00 p.m. Conference Room

Present: Councilman Dwight Clark, Chair  
Councilman Dave Tadych  
Councilman Tom Henderson

Also Present: Finance Director Mahoney, Law Director Ebert, President of Council Koomar, Councilman Lee, Councilwoman Lieske, Councilman Vincent, Service Director Thomas, Police Chief Spaetzel, Fire Chief Lyons, Community Services Director Selig, Recreation Director Enovitch, Operations Manager Landers

Audience: Conda Boyd

Mr. Clark opened the meeting at 6:00 p.m. He thanked everyone for their attendance this evening.

**2015 Capital and Operating Budget Review**

Mr. Clark advised that the meeting this evening will be dedicated to the department heads speaking to the operating and capital components of the budget for their respective departments.

**Fire Department Operating Budget**

Fire Chief Lyons stated that the Fire Department, as recently as 2010, had 28 full time employees on the roster. They have reduced that number to 25 full time employees including the Chief. All positions are currently filled with one retirement coming forward next month. Chief Lyons is in the process of doing background checks to fill the vacancy of that forthcoming retirement quickly. This will reduce the possibility of overtime expenditures. In 2014, three vacancies were filled in March, and one vacancy was filled in April. A full complement is expected going into 2015.

They have also reduced their expenditures while maintaining and adding to all of their fire services. The Lake Erie waters have been identified as a target hazard since more lives have been lost to the waters of Lake Erie than to fires in the entire history of Bay Village. Chief Lyons has devised a plan to address that target hazard. All of the members of the Fire Department have been trained in two water rescue disciplines relative to Lake Erie. The first discipline is Surface Ice Rescue, and the second discipline is Rescue Swimmer.

The ISO rating of the Bay Village Fire Department has been improved from a “5” rating to a “3” rating. This is the lowest rating experienced by the department in the department’s history. Fire Chief Lyons stated that this is a source of pride for the department and a considerable monetary savings for residents with their homeowners’ insurance policies. Fire Chief Lyons expressed

gratitude to the members of the Fire Department for their efforts in attaining this rating which equates to \$250,000 in savings annually for residents and business owners in the City.

The Fire Prevention and Safety Program has four members participating in the program, with Fire Lieutenant Stumph as the administrative lead, and three firefighters trained as Fire Safety Inspectors. Each inspector has a goal of between 50 to 60 fire inspections per year, plus additional follow-up inspections. Fire Chief Lyons expressed appreciation to the Finance Committee for their efforts in guiding him through the streamlining of the Fire Prevention Bureau, creating these new efficiencies.

Emergency Medical Service (EMS) billings – There has been no increase in the amount billed to those transported to the hospital by ambulance since 2012. There are approximately 1500 total department runs per year, with approximately 1100 of those being ambulance runs. Eighty percent of those runs are called “treat and transport” and are the runs that can be billed to insurance companies (900 runs). An approximate increase of about \$100 per run is planned for 2015. Also to be increased is the loaded miles billing to \$14.00 per mile from the current \$10.00 per mile. Oxygen administration will be billed at \$20.00 per incident. The historical five-year collections average is 60%. For residents, the City only collects what insurance pays. Co-payments and deductibles by individuals are not required to be paid by residents. For non-residents, they bill both the insurance company and the individual. Mrs. Mahoney is in the process of applying to the State of Ohio Attorney General’s Office for the collection of unpaid ambulance transportation bills from non-residents, going back five years. Whatever is not collected will be attached to property taxes. Finance Director Mahoney has shown an anticipated \$50,000 increase in revenue for the 2015 budget for the increase in insurance billing. Legislation will be prepared and presented to Council for the increase. The City of Bay Village will be the first City in the Westshore to raise their rates.

Mr. Henderson asked if a contract is maintained with the insurance companies. Chief Lyons stated that a contract is not maintained, and the City uses a third-party billing service.

### **Fire Department Capital Budget**

In 2017 a capital expense is indicated to replace the aerial truck. To replace the existing truck would be \$1.5 million. It is anticipated that the need for an aerial apparatus can be filled with something less expensive, without jeopardizing operations or the ISO rating. The amount of \$821,500 is shown for capital expenditures in 2017.

The last ambulance replacement occurred in 2008. The recommendation is five to seven years for the life of an ambulance, but due to continual maintenance in-house it is expected to stretch that vehicle life to eight to ten years.

In 2015, included in the \$90,000 capital budget for the Fire Department, is the replacement of the Fire Department Car No. 18, a 2000 Ford Expedition vehicle. The Fleet Manager of the City Service Department has recommended replacement due to rusting of the core mechanism. Replacement is requested with a new Ford Expedition or a Chevrolet Tahoe. The vehicle is used

on a day-to-day basis for a wide variety of Fire Department duties and activities, both emergency and non-emergency.

Electrocardiogram devices and a Mechanical Chest Compression Device shown in 2015 at \$60,000, and 2016 at \$15,000; both may be able to be purchased in 2015 for \$60,000 to \$62,000 when factoring in the trade-in value of existing equipment. The equipment to be replaced are 2002 models.

Mr. Lee asked if the chest compression device is the same type of equipment that has recently been purchased through a grant from University Hospital. Chief Lyons stated it is the same device; one is used in each emergency rescue unit.

Mrs. Mahoney suggested looking into a Workers Compensation grant for this equipment.

### **Central Dispatch**

The budget for 2015 is the same as 2014. Central Dispatch employees are City of Westlake employees and wage increases are determined by the bargaining units in Westlake. Expenses have increased over the last three years. The City of Bay Village is billed quarterly for their part in Central Dispatch, and the billing comes through the West Shore Council of Governments. The amount is approximately \$33,000 per quarter. Chief Lyons was asked to check with Westlake and assess whether an increase may occur for 2015.

### **Follow Up for Next Meeting**

- Benefits on revenue side of applying to Attorney General's Office for non-collected runs
- Detail on trade-in value on the two ECG units and Compression Device
- Clear Number on expected increase in billing, and amount of current billing, for Central Dispatch
- Mutual Aid Statistics as of the end of October for 2014. (Ms. Kemper has 2013 statistics and will provide in Council packets.

### **Police Department**

Police Chief Spaetzle advised that the Police Operating Budget for 2015 includes the anticipated addition of two full time civilian police dispatchers and as many as necessary part time civilian police dispatchers to the police staff. (\$229,557). Bay Village is only one of three communities left in Cuyahoga County and Lorain County that use police officers (Officer in Charge – either Sergeant or Lieutenant) for dispatching duties. The others are Rocky River and Fairview Park. This change will allow a reduction in overtime due to the addition of an extra police officer per shift on the road.

The Police Reorganization Plan also is to reduce the number of Lieutenants from four to two. When former Police Chief Wright resigned, Lieutenant Spaetzle's rank was not replaced. One Sergeant will be moved to the Detective Bureau when there is enough manpower to remove her

Minutes of a Meeting of Finance Committee  
October 20, 2014

from the patrol side. A retirement on May 31, 2015 is anticipated, and that ranking officer's position as Lieutenant will go vacant as well.

Mr. Clark stated that the Finance Committee, and perhaps the Committee of the Whole, will need to decide if they want to fold the anticipated reorganization of the Police Department into the 2015 Budget. A complete analysis of options for dispatching will be presented to the Finance Committee by Police Chief Spaetzel in the near future. Ms. Mahoney has included in the budget preparations a reorganization table which she will provide to the members of Council by email.

There are currently 22 full time police officers including the Police Chief. By ordinance, the Police Department is authorized for 24 officers. The reorganization plan reduces that number to 23 full time police officers including the Police Chief. The 2015 budget reflects one additional officer at 100% of 2015, and another additional officer at 50% of 2015 to replace the retirement of the officer on May 31, 2015. Mrs. Mahoney noted that if civilian dispatchers are not hired, a complement of 24 including the Police Chief will be required. If there are 24 officers, the savings will be \$64,000 over the 2015 presented budget. If there is one full time dispatcher, the amount of \$27,000 will be saved over the 2015 presented budget.

Mr. Clark asked Chief Spaetzel the timeline for turning around the employment of civilian dispatchers. Chief Spaetzel stated that the 2015 Budget has been prepared with the civilian dispatchers included. It would be anticipated to begin the hiring process of civilian dispatchers in January of 2015, probably hiring in April or May of the first two full time dispatchers. After training, those full time dispatchers would train the part time dispatchers. The entire process from start to finish would take about a year and a half. Chief Spaetzel stated that there would be transition costs that would be incurred during training of the dispatchers.

A survey of surrounding communities with dispatchers was reviewed. Chief Spaetzel noted that Avon Lake has a higher number of part time dispatchers (9) because they operate a court within their building. Westlake has 9 full time dispatchers because they have two working simultaneously. Bay Village will have only one dispatcher at a time.

Part Time Wages for the Police Department are reflected on the 2015 Budget at 50% of what is currently allocated. The reduction is anticipated if full time dispatchers are in place for at least part of 2015. Chief Spaetzel noted that this is a low estimate and would be more reflective of 2016 when it is expected that all the dispatchers will be in place.

The average overtime budget from 2004 through 2013 was \$105,000. A decrease in that amount is projected (\$85,000).

The Communications line item shows an increase of just under \$14,000 due to reclassification of expenses that were formerly included in other categories, which show a corresponding decrease.

Training and Seminar Fees (\$16,000) include costs for police academy training for the new hires in 2015 at \$5,000 each for two officers. Sergeant Mark Palmer will be going to supervisor training at a cost of \$2,000. Travel and Mileage expenses have been increased due to the necessity for Sergeant Palmer to travel to Columbus, Ohio for the supervisor training program.

Repair and Maintenance costs show a decrease due to moving some items from this line item to Communications.

Auxiliary Operating Supplies have been budgeted at \$5,000 for many years. Due to their equipment needing replacement, and the anticipated increase of the size of the unit, the budget has been increased to \$7,500.

Equipment Replacement includes funds for replacement of bullet proof vests. Half of the expenditure for the vests is reimbursed by the National Institute of Justice.

Public Utilities – Animal Control is budgeted at \$1,400 for 2015 for the cost of electricity and water.

Contract Services covers the cost of the contract with McKeon and Associates for which the City pays half and the Schools pay half. Mr. Clark noted that the City's portion will increase to \$42,400 for 2015, an increase of 2%.

Mr. Clark thanked Chief Spaetzel for the detail provided.

### **Police Department Capital Budget**

Chief Spaetzel stated that in the past the Police Department has had a three/two year over year vehicle replacement cycle. The Chief is comfortable with going to a two/two replacement cycle. The cars being cycled out have between 100,000 and 120,000 miles. In 2015 they are requesting two new Ford Explorer vehicles to replace aging Crown Victoria models.

Mr. Henderson asked why it is recommended to upgrade to an SUV type vehicle from a sedan type vehicle. Chief Spaetzel stated that the sedan and the Explorer are the same frame and motor, with a larger body on the Explorer. The problem with the sedans is space; they are just not large enough for the Police Department. The doors on the SUV's are easier for entrance and exit. The steering wheel on the sedans pop down into the driver's lap. It is challenging to get a prisoner in and out of the back of the car. Seating in the back poses a safety issue in the sedan.

Mr. Koomar asked what other sedans are available for purchase this coming year. Chief Spaetzel stated that Dodges and Chevrolet Caprices are available. The Impalas are no longer large enough. Most departments are going away from the sedans. The new Taurus vehicle is too small for police operations. Mr. Koomar stated that he sees the Ohio State Patrol in the Dodges; Westlake just purchased five new Dodges at \$35,000 each. We are budgeting at \$46,000 each for a new vehicle. Further discussion will be needed on this item. Chief Spaetzel noted that the \$46,000 includes the extra equipment required for police purposes. He will provide an analysis for Mr. Koomar.

Mr. Tadych commented that equipment charges in 2014 were \$29,000 and total vehicle charges were \$86,000. The budget for 2015 is \$92,000 for the same type vehicles. Chief Spaetzel stated

that he built in a 10% bump in price. Last year the \$86,000 was out-the-door with the equipment included.

The amount of \$84,000 is indicated for a Computer Aided Dispatch/Record Management System. The current system has been in place since the mid-1990's. There have been issues with the system and it needs replacement. The \$84,000 can be paid over a period of five years. The initial cost would include \$25,000 down and \$13,500 over the next five years. There is an annual cost for operation. The system also requires an SQL upgrade in the amount of \$7,000. Mr. Henderson asked if there are ongoing licensing fees. Chief Spaetzel stated that those costs are about \$14,000 per year. Free service coverage is included over the next five years. More detail will be provided.

Mr. Lee asked if the contract has been vetted so there are not similar concerns as with the existing contract. Chief Spaetzel stated that they are currently looking at the system. They have not found anyone that is currently using it that has any major issues with it. Rocky River currently uses the system. This week the Chief Spaetzel will view the system in operation at Rocky River.

The Livescan Automated Fingerprint System at \$15,000 is included in the Capital Budget for 2015. The Police Department currently uses a system which the state is pushing the Police Departments to move away from, and use the preferred Livescan system. This is a system the department would like to get into place and instituted into the department.

Mrs. Lieske asked if businesses could use the system to fingerprint new employees. Chief Spaetzel stated this is currently done through the Recreation Department. There is a charge for the service.

Mobile Forensics, in the budgeted amount of \$10,000, includes the cost of taking evidence from I-phones and tablets, which are now widely used by criminals. The 2016 budget includes an allowance for desk top forensic computer upgrades.

### **Recreation Department**

Recreation Director Enovitch reported that wages are impacted by minimum wage requirements. An increase in the budget is necessary to reflect that nominal increase in minimum wage requirements because most of the Recreation Department staff is minimum wage.

The Community Gym has experienced a trend in increased utility costs. The Service Director is still overseeing work to the HVAC system to reduce those costs. The system is forced air and part of the problem is the humidity balance in the gym due to the wood floor. The City pays 2/3 of the utility costs for the Community Gym.

Mr. Clark stated that \$11,500 was budgeted for capital expenditures for the Community Gym in 2014. Another \$10,000 is budgeted for 2015. Mrs. Mahoney stated that if there is an improvement at the Community Gym the City pays a portion of it, as part of the contractual agreement with the Schools when the facility was built. The payment is done annually and it is

determined by the Finance Director and the School representative how those funds will be used on an annual basis. Nothing was expended in 2014. In 2013 a security system was installed.

### **Recreation Department Capital Budget**

Water Slide Tower Repainting is included in the 2015 budget. In 2014 the slides were repainted. In 2015 it is requested to repaint the supports and staircases of both the water slides and diving boards. There is a three year warranty on the coating system. The treads on the steps are part of the project. The work will be done in April or May of 2015.

Mr. Enovitch noted that the Aquatic Facility is 13 years old and in the summer approximately 1500 people a day use the pool.

Mr. Henderson asked if any maintenance requirements are foreseen on the mechanical equipment at the pool. Mr. Enovitch stated that they analyze the system annually and they do have a back-up pump on hand. There was no problem last year and none is anticipated in 2015.

The pool will be completely paid off in Year 2022.

Looking into future years, the Hartman Field fence replacement is under consideration to deal with the growth of youth sports. Moving the fence would allow the field to be used for football, soccer and lacrosse as well as baseball, and afford the opportunity for play under the lights in the evening hours.

### **Community Services Department**

**Community Services Director Selig** stated that she has met with Finance Director Mahoney to prepare the 2015 Budget.

Mr. Clark stated that Community Services has had a small percentage of the budget for many years. There have been enhancements and improvements in the Dwyer Memorial Center over the past few years. These include ADA accessibility in the washrooms, lighting, carpeting and flooring. The new bus and new vehicle are working very well. Vinyl seat covers have been ordered for the Ford Taurus.

Mr. Tadych noted that money was gifted to the Community Services Department from residents' estates this past year. Mrs. Mahoney stated that the money is placed in the funds to be used by the Community Services Department, but is not specifically earmarked.

Mrs. Selig is in the process of interviewing for a replacement for the full time assistant who recently retired.

### **Service Department**

**Service Director Thomas** addressed the Capital Budget for the Service Department. Of the 16 projects set for 2014, 12 have been completed or in the final stages. They have all been completed under budget.

A major emphasis has been placed on sewers this year. Increases in sewer rates due to the Rocky River Wastewater Treatment Plant required addressing this objective which resulted in increasing the sewer crew. Testing of 190 homes in the Bruce/Douglas and Lake Road area is almost completed. The same work has begun in the Sunset area. Questions from residents will be addressed.

All supervisors have looked at ways to cut costs and deliver services that the residents are accustomed to. Overtime costs indicating spikes throughout the year were displayed on a report distributed by Mr. Thomas. Snow removal and salt spreading impact the overtime wages considerably. Leaf season also causes the need for overtime. Since February of 2014, the Service Department has responded to 1842 calls. The 35 employees of the Service Department are well trained in all operations of the department. The pavement program last year came in under budget. When Curtis Krakowski took over as Infrastructure Manager it resulted in a reduction of engineering costs for pavement projects. There are 47 miles of roadway in the City of Bay Village. If we were to maintain the 47 miles over 20 years the cost is expected to be \$750,000 per year. The 2015 Budget request is for \$600,000, which Mr. Thomas believes will cover the program adequately next year. To keep on track with crack sealing on a continual basis will be the number one way to keep moisture from getting into the road beds.

Mr. Clark noted that \$798,000 is listed in the 2015 Budget for Account No. 270, Street Construction, Maintenance and Repair. Mrs. Mahoney will clarify at the next Finance Committee meeting.

Mr. Henderson asked how priorities are established for road resurfacing. Mr. Thomas stated that they are prioritized from a 15-year schedule as well as visual inspection.

The Fire Department parking lot will be resurfaced in 2015 for \$12,000.

The City Hall Parking Lot will be resurfaced with a \$120,000 matching SWIF grant.

Lake Road resurfacing will include the area known as Phase 5, the roadway from the Rocky River border to Columbia Road. A response is being awaited from the County and the State of Ohio regarding approval of and partnership with the project. The City of Bay Village would cover the engineering costs, plus administration fees and 10% of the project cost. If the request is denied, the City will incur no cost.

Mr. Thomas has put in a request for funds from the state to upgrade the 4.3 miles of Wolf Road. It is hoped to have a response by mid-November. Bay's cost for the project would be \$136,000 for engineering and ten percent of the project.

Minutes of a Meeting of Finance Committee  
October 20, 2014

Douglas/Russell/Lake Source Control (\$68,765). Mr. Thomas advised that this is a Fund Loan Program. There are homeowners that can't afford to apply for a loan to do certain things. Mr. Thomas would like to establish a program that a resident can apply, under certain parameters, for a zero interest loan over a period of time to be determined by Council. With the City testing, they just can't go out there and tell the residents to fix their problems without help for the City. Legislation will be coming forward with legislation for the program.

Building Repairs and Improvements – Bay Cabin is one of the buildings that is rented out on a regular basis. Mr. Thomas is looking to upgrade the windows, tearing down and re-dry walling the walls. The Service Department together without outside contractors will perform this work. Kitchen work and floor upgrades are also necessary. Estimated cost of renovations is \$25,000.

Due to time constraints, the remainder of Mr. Scott's budget presentation will be given on October 27, 2014.

Prior to adjournment, Finance Director Mahoney reported to Mr. Clark that the \$798,000 in the Street Construction Maintenance Fund is for the following projects in 2015:

Street Improvements	\$600,000
Fire Dept. Parking Lot	\$ 12,000
Lake Road resurfacing	\$ 50,000
Wolf Road resurfacing	\$136,000

The next meeting of the Finance Committee will be held on Monday, October 27 at 6 p.m.

---

Dwight Clark, Chairman

---

Joan T. Kemper, Secretary