

City of Bay Village

Council Minutes, Committee Session
Conference Room
Paul Koomar, President of Council, Presiding

October 12, 2015
7:30 p.m.

Present: Clark, Henderson, Koomar, Lee, Lieske, Tadych, Vincent, Mayor Sutherland

Also Present: Law Director Ebert, Director of Public Safety/Service Thomas, Finance Director Mahoney

AUDIENCE

The following audience members signed in this evening: Lydia DeGeorge, Marty Mace, Conda Boyd, Stephanie Bunsey, Jeff Bunsey, Katherine Bunsey, Caroline Bunsey, Russell Thompson.

President of Council Koomar called the meeting to order at 7:30 p.m.

ANNOUNCEMENT

COMMITTEE OF THE WHOLE

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE

Mrs. Lieske had no report this evening.

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE

Mutual Aid Statistics

Mr. Lee advised that the Council packets included the report of Mutual Aid given and received by the Bay Village Fire Department from January 1, 2015 through August 31, 2015.

Mr. Lee stated that in respect to our immediate neighbors, Westlake, Rocky River and Avon Lake, the City of Bay Village is in a heavy deficit situation. He asked if there are any comments or trend lines. Fire Chief Lyons stated that it is consistent with the trends they have seen over the last five to seven years. The deficit is fairly large, but the numbers are relatively small. The runs account for 3 to 5% of the total run volume. The largest deficit is with the City of Westlake, but Bay Village really values their partnership as a mutual aid city. One of the things they have been talking about over the past few years is a regional approach to help offset costs and try to get all the things that will help cities. The City of Westlake assists the Bay Village Fire Department with their Service Garage being designated as the Emergency Operations Center. For the City of Bay Village to equip one of our buildings for the same function would be tens of thousands of dollars. Our pumps are sent to the City of Westlake for annual certification testing. The City of Westlake has a pit that is used specifically for that purpose and it used free of charge by Bay

Village every year. For Bay Village to install such a pit would be tens of thousands of dollars. Another program is that the Mayor of Westlake has given permission for the Bay Village Fire Fighters to use their recreation center, off-duty, for rescue swimmer training. This goes on for six to seven months of the year.

Chief Lyons stated that they have done several trainings at the Westlake Emergency Operations Center unrelated to the emergency operations aspect. The Emergency Operations Center is required by the County as a place that is set-up as administrative headquarters in the event of a disaster in the community. There are very specific requirements for an Emergency Operations Center and none of our city buildings fill that goal.

Mr. Tadych asked if other cities would go to that center if they were having problems. Chief Lyons stated that currently Bay Village and Westlake are registered with Cuyahoga County as the two Cities that use that facility. Lakewood has an Emergency Operations Center that Rocky River would participate in. Westlake supplies all costs for the operation of that center currently.

Mr. Clark asked if the mutual aid runs are ambulance, fire trucks, residences, or commercial calls. Chief Lyons stated that the statistics include many different types of calls. Seventy percent of runs are typically medic runs. Mr. Clark asked the average time for a mutual aid run. Chief Lyons stated that the average time is 45 minutes to 90 minutes.

The testing of the pumps takes a full day, and must be done annually. Mr. Tadych asked the value of that service. Chief Lyons stated that he would guess it would take approximately \$20,000 to construct a pit.

Mr. Lee asked what percentage of the medic runs are billed for reimbursement. Chief Lyons stated that all EMS runs are sent to the third party billing company. All of the runs would be billed as though they were residents. Collections average around 55%. Mr. Henderson asked if other cities use the same billing protocol of residency status. Chief Lyons stated that there is an agreement with the West Shore communities to bill the same way.

Mrs. Lieske asked if the City routinely accepts a request for mutual aid. Chief Lyons stated that the dispatch center will not call upon Bay Village if they are otherwise occupied.

Mr. Tadych asked what other communities do to accommodate their need for annual pump testing. Chief Lyons does not have that information.

Mr. Henderson asked if there is any interaction between the public sector and private sector for EMS runs. Chief Lyons stated that the private sector is normally called for non-emergency situations. The only interaction that would occur is if one of the ambulances of the private sector were called on a run for which they were not equipped. Also, one of the private sector companies has equipment to transport severely obese patients which they would lend to the Fire Department if needed.

Mr. Koomar stated that he thinks mutual aid is a beneficial program. His concern is that Bay Village continues to be in a deficit position relative to mutual aid given versus mutual aid

received. As other cities around us continue to grow and/or age, will this trend continue? When does this imbalance become a public safety issue? As Chief, how do you monitor this, and are there ways to make sure that mutual aid is still mutual?

Chief Lyons stated that looking over the last five years they have not seen an increase in mutual aid they have given over what they have received. The trend has been flat lined. The overtime budget for the Bay Village Fire Department in 2007 was at \$285,000, and now for 2016 we will be at \$120,000. We have more than cut it in half and we are headed in the right direction on that as well.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE

Mr. Tadych had no report this evening.

FINANCE & CLAIMS COMMITTEE – Clark

2016 Budget Discussion

Review followed of the first draft of the 2016 Budget presented by Finance Director Mahoney.

Mr. Clark stated that the goal tonight is not to go through each individual line but touch on the highlights. The Capital Budget is still a work in process. Department heads are still working on large projects to make sure whatever they present is something we can finance and afford to do. There are still a number of priorities to be worked on such as sewers.

Director Mahoney stated that the draft of the budget is a working document to begin discussions so Council can consider problem areas. The overall assumptions that are in the budget are a 3% increase in hospitalization, continuing with the current 10% employee contribution, and a zero percent wage increase.

On the income side, there is an 8% Property Tax estimate increase. Besides General Fund that helps Debt Service, Police and Fire Pension, Recreation, and Paramedics. A 1% Municipal Income Tax Increase is included in the budget. Mrs. Mahoney stated that she approached this revenue increase in Municipal Income Tax conservatively.

Operating Budget

All of the funds are shown as positive. Major problems this year coming forward is Fund 270, Street Construction, Maintenance and Repair. The gasoline tax receipts which feed into this fund does not cover all of the City's costs. Another problem is the Sewer Fund, with all the sewer issues that have been encountered and the need to look at infrastructure improvements. The Sewer Fund in the budget is covering costs, but if there are any major events or issues, additional funds will be needed.

Mayor Sutherland stated that sewer flow testing will be done in 2017. Because it is the third year, the City can go back to the committee to see if it can be done a year early. There is a

meeting in November and they may approach them at that time. Mr. Koomar stated that he thought the agreement was to come up with a new idea on the way in which we flow test. Mayor Sutherland stated that is all part of this. If we wait for the third year, it is paid for by the Rocky River Wastewater Treatment Plant rather than having the City spend \$100,000 for a flow study. 2016 is year three.

Two police dispatchers are included in the 2016 budget, which is the only change in full time employees. Mr. Henderson asked if the employee head count as of December 31, 2014 and this year's head count could be included as it would be helpful to know both numbers.

Continuing through the budget, Mrs. Mahoney stated that the next section includes information regarding revenue sources for the General Fund. Fifty-four percent of the Fire Department is funded from the General fund, and forty-six percent is funded from the Paramedic Fund, equating to the 2.5 millage approved by voters.

The estimate at this time is a flat revenue over expenditures for 2016. Mr. Henderson asked that a column for actual year-to-date expenditures for 2015 be included in the budget.

The income for Municipal Income Tax Receipts shown is 98% of the actual receipts which is the amount allocated to the General Fund.

The Property and Casualty Insurance has been allocated by budget. There is a shift between General Administration, Police and Fire. General Administration is going down 13% from their share of the insurance, and there are increases in Police and Fire.

Mrs. Mahoney is estimating a reasonable amount of debt to be taken out (\$1.3 million). There is \$3.1 million in Capital requests, not counting the large projects. Mr. Clark noted that the City is paying down a significant amount of debt, plus each year a certain amount of debt is paid down from what was taken out in prior years. After accounting for borrowings and debt repayment, the City's debt will go up approximately \$300,000 at the end of 2016, not including any large projects.

The Building Department budget does not assume that the City's share of SAFEbuilt, Inc. receipts will go up. Mrs. Mahoney stated that SAFEbuilt is close to reaching the point of revenue that the contract with the City states that the City share of permit fees would increase.

Senior programs are self-sufficient except for transportation.

Parks and Recreation personnel services is affected by the Fair Labor Standards Act (FLSA) which may be passed by the end of the year. In order for an employee to be truly exempt from overtime pay they anticipate a minimum salary of \$50,440, effective January 1, 2016.

Regarding Capital Projects, Mr. Clark stated that as we talk about sewers, we have discussed previously the idea of implementing a capital fee for sewers. We will have to have all of the background information to provide support for that as well. Mr. Henderson noted that normally

on large capital projects he is used to seeing the sources and uses across all the years up front before a decision is made on major capital items. That would be helpful for this type of decision.

Conda Boyd asked Mrs. Mahoney if a copy of the budget would be placed on the Finance page of the City's website.

Mr. Koomar stated in the past the vehicles have been listed out in the Capital budget.

The new telephone system that was funded three years ago must be completed by the end of this year.

The City's share of a composter with the City of Westlake must also be spent this year.

The timeline moving forward for the budget may be affected by wage negotiations and the trash removal contract. It is hoped to have the budget ready for passage by the end of January.

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Vincent

Mr. Vincent reported that a Services, Utilities and Equipment Committee meeting was held this evening regarding the microphone project. The project is moving forward with Jefferson Audio Video Systems, Inc. (JAVS), the recommendation of Finance Director Mahoney pending a few unanswered questions at this point. A six-week turn-around from the time the purchase order is issued will result in installation of the system.

The fiber optic line for the Service Department will be turned on Tuesday, October 13, 2015.

In regard to the telephone system, a consultant is looking to see if the money spent for a company that monitors the digital security system could be saved by putting it to the Police Department so the dispatchers can monitor. He is working with AT&T and First Communications who are the phone system providers working out what we have and what we should have. He is also working with the cable company. His first nod was that he will save the City at least \$10,000 per year. The consultant was a recommendation of the City of Westlake.

RECREATION & PARK IMPROVEMENT COMMITTEE

Mr. Henderson had no report this evening.

MISCELLANEOUS

Mrs. Lieske asked the status of the City survey. Mayor Sutherland stated that she just received another draft. They were able to incorporate some of the suggestions received. Mrs. Lieske asked the process as to who will receive the survey. Mayor Sutherland stated it will be random. Mr. Tadych stated that even though it is random he would like to see it proportioned to the wards. The Mayor said they will do that. Mrs. Lieske asked how many surveys will be sent out. The Mayor replied that she will have to check on the exact number, it may be 1300 households.

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Mr. Koomar asked the Mayor if she sent the report of the overtime wages incurred for Bay Days. The Mayor stated it is about \$4,000 for Police, and another \$2,000 for the Fire Department.

There being no further discussion, the meeting adjourned at 8:37 p.m.

Paul Koomar, President of Council

Joan Kemper, Clerk of Council