

# City of Groveport

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## Meeting Minutes - Draft

Wednesday, November 6, 2013

8:30 AM

**\*\*2014 BUDGET WORKSHOP\*\***

The Links at Groveport

## Committee of the Whole

*Mayor Lance Westcamp*

*Council Members - Ed Rarey, Jean Ann Hilbert,  
Donna Drury, Ed Dildine, Shawn Cleary and Jan Stoots*

**I. Call to Order**

*by Committee Chair Dildine at 8:30 a.m.*

*Staff Present: Marsha Hall - Administrator, Jeff Green - Director of Finance, Stephen Moore - Chief Building Official, Linda Haley - Community Affairs Director, Dennis Moore - Public Works Superintendent, Kyle Lund - Parks and Recreation Director, Tom Walker - Director of Golf, Tom Byrne - Director of Facilities Management, Ralph Portier - Chief of Police, Kurt Blevins - Lieutenant, Anna Krigbaum - Senior Accountant*

*Guests Present: The Guest Book is on file with the Clerk of Council.*

**II. Roll Call**

*Council Member Ed Rarey arrived at 8:36 a.m.*

**Present:** 6 - Council Member Cleary, Council Member Dildine, Council Member Drury, Council Member Hilbert, Council Member Rarey, and Council Member Stoots

**III. Discussion Items**

**A. Energy Audit**

*Dynamix Energy Services presentation by Todd Mace.  
Documentation material on file with the Clerk of Council office.*

**B. 2014 Budget**

**A motion was made by Council Member Hilbert, seconded by Council Member Drury to recommend for approval with amendments.**

**The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Drury, Hilbert, Rarey and Stoots

**1. INTRODUCTION & OVERVIEW**

*Administrator Marsha Hall did an overview of the 2014 All Funds Budgeted Receipts, explaining income tax collections are expected to increase in 2014 by approximately 7% of the 2013*

*budgeted receipts. Graphs provided an additional accounting of Revenue by Source, Revenue by Fund and Income Tax Collections. Tables and graphs provided numbers and percentages for 2014 All Funds Appropriations and General Fund Budget Detail.*

*Noted was a 19% increase in health insurance costs (medical, dental and vision). Council will need to address the percentage of premiums employees will pay in the future; employees currently pay 10% of their premium.*

*2014 Revenue Projections by Fund as of September 30, 2013 and estimated revenue for 2014 table provided Council an overview of where the City was as of September 30, 2013 and the projected figures for next year. Finance Director Jeff Green explained the differences in funds: General Fund is the governmental fund used to operate the basic functions of the City typically funded predominately by income tax and some other non-tax sources. Taxpayers are usually more interested in the appropriations of the General Fund than in the other funds.*

## **2. 2014 APPROPRIATIONS**

### *POLICE DEPARTMENT*

*An increase in Health Care due to the addition of one new police officer and one additional officer by the end of 2013, taking the department's total count to 22.*

### *COMMUNITY AFFAIRS*

*Mostly unchanged. Staffing levels are adequate and changes were made to the budget to track where money is being spent.*

### *SENIOR CENTER*

*Shows slight increases in Health Care, Wages & Salaries and Operating Supplies. Parks and Recreation Director Kyle Lund added a 4% increase for janitorial services included in the 2014 budget.*

### *SENIOR TRANSPORTATION*

*The \$50,000 in Capital reflects grant money for the van needing to be accounted for in the budget. Madison Township's participation in the program was discussed and will be looked into more thoroughly at a later time. The 2014 Budget Appropriations does not include any additional funding for Madison Township's participation. The program has extended services to include the licensing bureau and such on High*

*Street. Kyle Lund commented the grant required participant survey had a 99% positive feedback; residents are very pleased with the service.*

#### **COUNTY HEALTH DISTRICT**

*Reflects a 3% increase for the 2014 Franklin County General Health District contract.*

#### **REAL ESTATE TAX COLLECTION**

*Real Estate Tax Collection fees paid to Franklin County.*

#### **AUDITS & ELECTIONS**

*Cost of the City's annual audit.*

#### **MAYOR**

*Decreases in Wages and Health Care due to the new employee in the position of Mayor's Court Clerk, lower wage and single health care coverage.*

#### **LEGISLATION**

*Increases in Wages and Health Care due to the new Clerk of Council employee's higher wage and family health care coverage.*

#### **ADMINISTRATION**

*Increase in Contractual Service is a catch all for the City contracts throughout the year. Included in the line item is the cost of demolishing the building on Cherry Street and creating an additional parking lot.*

#### **FINANCE**

*School Sharing, Income Tax Incentives and Contractual Service are all part of the Finance budget. Finance budget is up due to the income tax payment received, 1.6m was placed in Income Tax – Refunds until the company files its 2013 Income Tax Return and its liability is verified. The School Sharing was discussed and information on the ordinance creating this fund was requested by Council Member Ed Dildine.*

#### **ECONOMIC DEVELOPMENT**

*Advertising pays dues to the Mid-Ohio Development Exchange.*

#### **LAW DEPARTMENT**

*Changes in staff with the addition of an assistant and money added in Labor Contract due to the Sergeants' intentions to vote on a contract separate from officers.*

#### *RECREATION CENTER*

*Operating Supplies includes the purchase of new office chairs.*

#### *PARKS*

*Decrease in Wages & Salaries due to a staff person being assigned to Recreation Center – Operations to do repairs and maintenance at the Recreation Center.*

#### *AQUATIC CENTER*

*Maintenance - Repair includes funding for repairs to the main pool pump. Director Lund requests a new full-time Aquatic Coordinator for the outdoor and indoor pools. The budget also takes in extending the hours for the outdoor pool by one hour.*

#### *GOLF – GENERAL*

*Wages & Salaries increased due to adding a full-time Assistant Golf Professional.*

#### *GOLF – MAINTENANCE*

*Capital to include various projects to take place at the golf course.*

#### *HUMAN RESOURCES*

*Programs line item covers employee training and programs.*

#### *RECREATION CENTER – OPERATIONS*

*Wages & Salaries increased due to adding one staff person from Parks to Recreation Center – Operations. IT Support deals with computer equipment and software.*

#### *RECREATION CENTER – FITNESS*

*Health Care increased by one employee moving from single coverage to family coverage. Minor equipment comes out of this budget, with major equipment set aside in the 3% fund. Advertising in the department budget covers fitness programs only.*

#### *RECREATION CENTER – ATHLETICS*

*Wages & Salaries increased due to a new staff person.*

*RECREATION CENTER – PROGRAMS*

*Primary decrease is in Health Care due to a new employee having single coverage.*

*AQUATIC INDOOR*

*Primary changes due to the swim instructor moving from Wages & Salaries to Contractual Service.*

*DEPARTMENT 28*

*General – Transfer is money going to the street department, sewer and other subsidiary funds.*

*BUILDING & ZONING*

*Contractual Services is up for 2014 to cover permits, reviews and any contractual services needed for the year.*

*FACILITIES MANAGEMENT*

*Budget reduced, 2013 had set up costs for the new position's office and supplies.*

*ENGINEERING*

*Wages & Salaries increased to accommodate new position of City Engineer and partial salary for Administrative Assistant. Contractual Services appropriated \$125,000 for projects to be outsourced. Operating Supplies is an estimated amount for 2014 to cover computer, printer and other office operational needs.*

*GENERAL FUND*

*4% increase overall. To include a 19% increase in Health Care and a 4.5% increase in salaries.*

*STREET MAINTENANCE & REPAIR*

*Operating Supplies include the cost of salt and Capital entails sidewalk improvements.*

*STATE HIGHWAY FUND*

*Entails signage and salting of highways.*

*CEMETERY FUND*

*Budget for Wages & Salaries and Operating Supplies. The Cemetery Perpetual Fund is not included under this fund.*

**PARKS FUND**

*The Capital \$9,450 is carried over from 2013; other line items refer to leased equipment, and is funded by development fees.*

**TIF FUND**

*There are three TIF Districts; Opus, Duke and AirEast; these are the fees the City pays to the developers each year.*

**SENIOR TRANSPORTATION FUND**

*Wages & Salaries are funded through the Senior Options Grant.*

**MOTOR VEHICLE FUND**

*Fees coming in from license plates and other permissive motor vehicle fees to be used for infrastructure improvements within the City. The \$76,600 is carried over from 2013.*

**DUI FUND**

*Received by the State of Ohio based on police enforcement within the community.*

**COURT COMPUTER FUND**

*Budgeted to replace cruiser in-car cameras.*

**RAINY DAY FUND**

*This fund is at its maximum.*

**DEBT SERVICE FUND**

*Automatically funded by income taxes; 20% of income tax goes to Debt Service, with the remaining 80% going to General Fund. As to the Contractual Service, the City is building up a surplus and Council may wish to consider establishing a target fund balance to use toward something else, such as a capital project or paying off debt.*

**CAPITAL PROJECTS FUND**

*Fund showing what money is assigned to actual projects.*

**CAPITAL PROJECTS REC. CENTER**

*The 3% put aside for purchase of recreation center equipment.*

**WATER FUND**

*Expenses are down; the new water meters were a big expense in 2013. Contingency money placed to balance budget.*

*Contractual Service includes the \$40,000 cost for the water tank maintenance contract.*

#### **SANITARY SEWER FUND**

*Increase in sewer usage charge paid to the City of Columbus for its services.*

#### **WATER CAPITAL FUND**

*This fund includes the \$2,187,900 bond proceeds for the new water plant construction and a \$450,000 rollover from 2013.*

#### **SEWER CAPITAL FUND**

*Funds for sanitary improvements needed at the golf course.*

#### **STORM WATER FUND**

*Rain Barrel Program Grant has had some interest with approximately 20 residents participating in the program.*

#### **FEMA**

*This fund is currently inactive but remains with a zero balance for future use when needed.*

#### **TOWNSHIP INSPECTIONS**

*Fees paid to the township for reviews and fire department, also includes the quarterly payments for their portion of permit fees.*

#### **ESCROW INSPECTIONS**

*This fund holds money collected from inspections paid by developers and paid back to engineers.*

#### **CEMETERY PERPETUAL CARE FUND**

*Interest income to be expended for improvements of the City's cemetery. Usage of this fund is mandated by O.R.C.*

#### **QUESTIONS / COMMENTS**

*Council thanked Marsha and Jeff for all their hard work in the presentation of the budget. Jeff advised Council of Anna's efforts and hard work with the preparation of the material. Council Member Drury inquired about Legislation's line item Health Care and Marsha indicated it referred to the full-time position of Clerk of Council.*

#### **FUND BALANCES**

*Detailed projected carryover balances for 2014. Actual fund balances as of 10/16/2013; projected October, November, December receipts and expenditures; estimated 2013 carryovers; estimated receipts for 2014; available appropriations for 2014 and 2014 budgeted appropriations.*

### **3. CAPITAL REQUEST**

#### *GENERAL FUND*

*Showing what area it comes out of; what the item is; what the item costs; lease or loan payment; total cost; revenue amount and how it is to be financed.*

#### *POLICE DEPARTMENT*

*Two new Tahoe vehicles with equipment and computers; \$78,000 lease. Chief Portier noted new police radios are needed but have not been addressed on the 2014 Budget Appropriations. There are no grants available for radios at this time. Budget Appropriations are to be amended to include \$55,000 for E F Johnson police radios.*

#### *COMMUNITY AFFAIRS*

*Kid Space parking lot repaving; painting interior at Town Hall, and adding cabinets in Kid Space.*

#### *SENIOR TRANSPORTATION*

*New van with \$41,000 grant.*

#### *LEGISLATIVE*

*Computer updates.*

#### *AQUATIC CENTER*

*New feature pump at the zero depth entry; replacement of a cracked section of the speed slide; new deck cannon, and new shade structures.*

#### *GOLF*

*Replacing hood in kitchen.*

#### *GOLF MAINTENANCE*

*New fairway mower, \$58,000 lease.*

#### *REC CENTER*

*Replacing fitness center carpet and mixing valve upgrade for*

*showers.*

**INDOOR AQUATICS**

*Resurfacing 1/3 of the indoor pool.*

**ENGINEERING**

*Computer and software.*

**STREET**

**STREET MAINTENANCE**

*Port Road reconstruction, \$1,268,628 grant; sidewalks; and replacing two pickup trucks funded by lease.*

**PARKS**

**PARKS FUND**

*Replacing the Cushman and mower; both leases.*

**MOTOR VEH. FUND**

**MOTOR VEHICLE FUND**

*Groveport Road resurface, \$13,000 financed through County and Bixby Road resurface, \$39,000 financed through County.*

**WATER CAPITAL**

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*Constructing the new water plant, \$2,187,900 Bond.*

**SEWER CAPITAL**

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*Golf Course Sanitary engineering, \$25,000.*

**WATER/SEWER/STORM**

**COMBINED CAPITAL**

*Purchasing a utility folding and inserting machine for new water billing, \$15,000.*

**QUESTIONS / COMMENTS**

*Budgeting for employees' retirements will be done on a as need*

*basis. Employees who waive health care through the City, the money they receive is a flat fee and not increased. Employees participating in the City health care do not have an advantage over those who waive coverage. The City is grandfathered in with our current health care plan.*

*DEBT PAYMENTS are a listing for Council's review.*

*Documentation material on file with the Clerk of Council office.*

#### **IV. Adjournment**

**Council Member Cleary made a motion, seconded by Council Member Rarey, to adjourn at 1:25 p.m.. All in favor stated AYE, None Opposed. Motion passed.**

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**Edward G. Dildine, President Pro-Tem**

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**Ruthanne S. Ross, Clerk of Council**

**PLEASE NOTE: THESE MINUTES ARE NOT VERBATIM. A RECORDING OF THE MEETING IS AVAILABLE IN THE CLERK'S OFFICE DURING REGULAR BUSINESS HOURS.**