#### MINUTES OF A FINANCE COMMITTEE MEETING April 23, 2012

The April 23, 2012 Ravenna City Finance Committee meeting was called to order at 7:10 P.M. by Council President, Francis Ricciardi. The following members were present: **Fred Berry, Bruce Ribelin, Sharon Spencer, Frank Seman and Jack Ferguson.** Also attending the meeting were: Mayor Joe Bica; Finance Director, Kim Cecora; Service Director, Kelly Engelhart; City Engineer, Bob Finney.

President Ricciardi said Item No. 1 is the approval of minutes from the Finance Committee meeting of January 23, 2012 and February 21, 2012.

There being no questions, comments, deletions or modifications, a motion was made by Mr. Seman, seconded by Mr. Berry to approve the minutes. **Voice Vote: All Ayes.** 

President Ricciardi said Item No. 2 is a request to authorize the mayor to apply for a grant through the Ohio EPA.

Mr. Seman explained that this was just brought before Planning Committee. It's to apply for a grant to help defray the cost of the parking lot at Chestnut Hills that needs to be constructed. This would involve a grant through surface water through the Ohio EPA. It's an opportunity to do some things with rain gardens and move surface water and at the same time get some paving for it.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 3 is a request to appropriate funds for ten utility rocket devices and two factor RSA token systems in the police department.

Mr. Berry said that this has been discussed in the past. These are things he thinks every one felt that was really needed by the police department. Again, dropping the signal in the car. Specifically with that token, they can just plug that into a unit and pretty much maintain service.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 4 is a request to appropriate funds for immediate tactical response kits in the police department.

Mr. Ribelin said Captain Wallis came to the committee meeting and gave a fine presentation showing tactical equipment, vests, Kevlar helmet, M16 rifles, etc. What they want to do is have a tactical kit in each one of the police cars. He believes the price tag was somewhere in the vicinity of \$22,500.00.

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President Ricciardi noted that in that amount are 20 M16s which are for individual officers as opposed to being in each unit. He thinks the explanation there was because most often these are sighted into someone's own preferences.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 5 is a request to amend the Codified Ordinances, Section 244.06 by making the chief building official responsible for the remediation of fire damaged properties.

Mr. Ribelin said this would streamline the process for releasing escrow funds. The building department will be handling those now rather than the fire department since the building department has to make decisions on what to do with properties that have been burned out.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said the next item for discussion is to amend the Codified Ordinances by adding a new section making property owners responsible for hazardous chemical cleanup.

Mr. Ribelin said that in the past when meth labs were closed down the city paid for the cleanup. A lot of the times they are rentals. This would make the property owner responsible for hazardous chemical cleanup.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 7 is a request to authorize the mayor to enter into a contract with Parker-Hannifin to recognize the job creation tax credit for future income tax revenue.

Mr. Seman explained that Parker-Hannifin is going to be expanding, adding a new development division. It was very interesting what they had to say. They are partnering with some local people, like the University of Akron. They were being courted by a number of different places around the country. They chose to come here. Ms. Macomber has been talking with them and about what could be done to keep them here. What they were looking at is this tax credit they would receive through income tax revenue. The draft contract is attached. It is being reviewed by Mr. Cimino.

Mr. Cecora said that there was a meeting earlier today. Parker has redrafted the contract. The content remains the same but they wish it to be more in line with what the State of Ohio uses. Mr. Cimino, Ms. Macomber and he were on the phone with Parker this afternoon and got the details hammered out. It is what they see in the draft but in a different format.

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There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 8 is a request to appropriate funds necessary for 2012 Portage Development Board membership fees at a reduced rate of \$2,500.00.

Mr. Seman said this particular board is now very active and the membership is necessary. They have been collaborating in the past without the city being a member. They have given a very big break from their membership fees until they get everything in place where it should be. Ms. Macomber will be making calls to work off the other \$2,500.00.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 9 is a request for council approval for NDS to remove all loans payable from Cherokee Glass from the RLF receivables and forgive any balance due on the note due for storm drainage work.

Mr. Seman said it's better to get this cleared off the books by ordinance rather than have it perpetually show up on the books and then having to explain it every time there is an audit. When you apply for grants, these sorts of things go against you. This has been done in the past with some homes in town where the city have forgiven short sales and made adjustments. This was a big hit and a very unfortunate situation. It's the loss of a thriving business that just went under on a moment's notice due to the death of the owner. This is to clear it off the books.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 10 is a request to authorize the mayor to advertise for bids for the Fairgrounds sewer and paving project.

Mr. Seman said the last audit from the State had a few caveats to look out for. Things are changing in Columbus. What happened on one of those loans was they opened the bids a day early and didn't go to the full amount of time because of a weekend. What they want to do is get this done early so they have the appropriate time to get this in efficiently and correctly. This would authorize the mayor to advertise for this.

Mr. Finney said they would like to get started as soon as possible. The surveyor is out there now.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

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President Ricciardi said Item No. 11 is a request to amend the Codified Ordinances, Section 452.20(a) by prohibiting parking on Avon Court.

Mr. Ferguson said that Avon Court is a narrow, dead end street off of Main Street. There just isn't much room for anything. You can't have much two way traffic or anything else. Add parking to that and it complicates matters even more.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 12 is a request to amend the Codified Ordinances, Section 452.20(d) by adding two express parking spaces at the corner of South Chestnut Street and Maple Lane.

Ms. Engelhart said this is the Hot Dog and Sub shop requested the express parking spaces. The parking is currently two hour parking and they are having trouble with customers having trouble getting in and out in a rapid fashion because people are parking in front of the establishment for two hours. Adding two express parking, 30 minute spaces, similar to what Guido's has in front of their business.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 13 is a request to add a No Thru Trucks sign on West Harris Street and Sycamore Street intersection.

Mr. Ferguson said that is a very tight turn and if you try to get 48 feet or 53 feet around that corner, it cuts into peoples' yard. It's just a matter of time before the little section of guardrail is gone, too. The only business he knows of is Garro that would have any need for trucks to come in there.

Ms. Engelhart said there is a steep slope that is being eroded and the dirt is eroding from underneath the sidewalk at the corner because the trucks keep cutting the corner. The issue came up through the police department in regards to how do they site people if they continue to cut through there isn't legislation there that the signs are permitted to be there. The current ordinance is very vague.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 14 is a request to amend the payroll ordinance by removing the electrician position.

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Mr. Berry said that right now the electrician is an employee of the city. He is being paid \$29.00 an hour. They are going to eliminate that position.

Ms. Engelhart said the next two items are contracts to enter into with Rummel Electric for an hourly rate for his company. The other is Portage Plant Maintenance which is a significantly reduced rate for the streetscape maintenance. The electrician rate is \$64.00 an hour. The streetscape rate is \$36.00 an hour. For \$4,500.00 a year, he will do the streetscape maintenance and \$64.00 an hour for projects needed for larger projects.

Mr. Cecora said that right now what is budgeted, total is \$28,500.00 salary. That is split between General, Street, Parks & Rec., Water and Sewer. The rollups alone on that at 18% you're catching \$5,100.00 right there. So they are saving the \$5,100.00 in the rollups plus they might not spend that entire \$28,500.00 if it is done contractually.

Ms. Engelhart said the other issue with this is the timeliness of getting the work done, because he has a fulltime job with Rummel Electric, the only time he was able to do the city's work was evenings or weekends. It was only Bob Rummel who could do it. With Rummel Electric, he could send a crew in to do a job if it is needed.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 15 is a request to authorize the mayor to enter into a contract with Rummel Electric for electrician services.

There being no comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 16 is a request to authorize the mayor to enter into a contract with Portage Plant Maintenance for services to streetscape lighting.

There being no comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 17 is a request to appropriate funds necessary for the standpipe recirculation pump.

Ms. Spencer said this is a pump that will help with the water quality.

Ms. Engelhart explained that they do need to transfer \$50,000.00 from carbon filters to increase the line item. There wasn't enough money in there. Mr. Merleno started this and he originally thought they would be able to do this in-house. Once they determined what was involved with the design, they are not able to put that recirculation pump into the GE tower themselves.

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There being no comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 18 is a request to appropriate funds necessary for signs in front of the water and wastewater plants.

Ms. Spencer said that one of the reasons for the signs is to be able to identify both the plants and make the signs the same throughout the city. She knows one of the signs right now almost looks like a little cardboard deal hanging on a telephone pole. It will look more professional and a good way to bring everything together. The cost is \$500.00 per sign.

There being no comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 19 is a request to authorize the mayor to enter into an agreement with Constellation Energy through Buckeye Energy Brokers for a natural gas aggregation program.

Ms. Spencer said the contract with Direct Energy expires this September. Constellation was the lower bid on the gas costs.

Mr. Ricciardi noted the contract reads MX Energy, Inc.

Ms. Engelhart explained that is the name of the subcontractor for Constellation Energy.

There being no comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 20 is a request to appropriate funding necessary to repair the water line break on Peck Road.

Ms. Spencer said there was a note on the tracking sheet asking why the contractor was not responsible for the break.

Ms. Engelhart said they talked about that today and Mayor Bica was under the assumption that this was something they did that was faulty in regards to the first installation. That cannot be proven so they can't make the contractor accountable for it so they do need to appropriate the funds for a waterline break.

Ms. Spencer asked if that is something that can be done in-house.

Ms. Engelhart responded in the negative stating it has to be contracted.

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Mayor Bica said that it is very deep. Deeper than city equipment can handle.

There being no comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 21 is a request to authorize the mayor to enter into a contract with Environmental Remediation Contractors for the garage drainage project and appropriate funds for a contingency on the project.

Ms. Spencer said Environmental Remediation was the lowest and best bidder. The bids came in very close to the budgeted amount and the project engineer would prefer an appropriation of an additional \$5,000.00 for contingency.

There being no comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 22 is the retroactive approval of advances, appropriation transfers and fund transfers completed in March, 2012.

Mr. Cecora said fund transfers are for grant activity for \$9,200.00. That is it for the month of March.

President Ricciardi noted there is one addition to the agenda.

Mr. Finney said that they would like to add to authorize the mayor to advertise for water painting. They've recently authorized the consultant to prepare the specifications. Somehow this fell through the cracks to authorize the mayor to advertise for this. They don't want to lose another month. They would really like to start construction in July and try to get the bulk of it done through August. It is their intention to use the city logo and probably put that logo on two or three sides so the tank will be white with the logo as it appears on the business cards. It was a suggestion to paint the legs blue. He's not sure where that came from. If that is their pleasure, they really need to know this before bidding it out. Red is the only color they won't use because of the cost and it fades but when they're doing volume like that, he doesn't see where cost would be a big difference. The logos are going to cost something additional. It's not going to be anything like it was in 1995. It was a considerable cost. It was 10-15% more to have it painted to look like a balloon. He doesn't anticipate it being that much.

Mayor Bica said he would like to see the legs blue or some additional color.

Mr. Cecora asked what Mr. Finney anticipates the cost coming in at.

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Mr. Finney said about \$200,000.00.

Mr. Cecora said that is what was budgeted. He didn't know if there would be any material savings on it or not.

Mr. Finney said he doesn't know that there will be. He will say in 1995, they took all of the lead out of the paint that was on the tower then. They don't have the environmental issues when it comes to lead, on this end of the project.

There being no comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

Mr. Ribelin said he would like to remind every one there will be CPR training at the RAC. If any council members are interested in taking CPR training, it is open to them.

Mr. Finney said the RAC vestibule project will start tomorrow morning. It's very short notice but the contractor was able to get his mason in and get it started. They anticipate having the block laid and two walls almost completed on Friday. City employees are going to move their vehicles from the side of the building and park in the back. That will open up eight parking spaces along the building. There will be two handicap parking spaces posted in the front and then they'll come up with some signs that says either 15 or 30 minute parking along the front also. That will serve the utilities and health department in a short manner. Everybody else will have to walk a little bit. There is going to be a ramp to get into the front of the door for handicap accessibility issues.

Mr. Ferguson said the Chamber of Commerce wants to thank the city for its participation, innovation and new construction. This Thursday night dinner is probably the largest in a long time, there are 190 plus people attending the Elks' that night.

There being no further business before the Committee, the meeting adjourned at 7:47 P.M.

ATTEST:	
Clerk of Council	Francis M. Ricciardi, Chairman
	Finance Committee