

MINUTES OF RAVENNA CITY PERSONNEL COMMITTEE MEETING
July 16, 2012

The July 17, 2012, meeting of the Ravenna City Personnel Committee was called to Order at 6:30 P.M., by Chairperson, Amy Michael. In attendance were Sharon Spencer, Fred Berry, Frank Seman, Bruce Ribelin, Frank Seman and Fran Ricciardi. Also attending were Mayor Bica, Kim Cecora and Bob Finney. Also in attendance were Marc Resnik of 1102 East Riddle Avenue, Ravenna and Nick Dudek of 328 North Prospect Street, Ravenna, Ohio.

Ms. Michael said that the first item for discussion is the property maintenance and parking enforcement appropriation.

Mr. Cecora said the decision was made to outsource the property maintenance inspections and moving the current property maintenance person back to parking enforcement fulltime, per Chief Adkins' request. They will be able to capture more revenue on that side. With that being said, there are two pay cycles left on the position. What they would like to do is seek authorization to move money from the appropriation that was set up as a payroll line for her and into the new contract position. He checked with Mr. Finney to see how much they are going to need to get through the balance of the year with the new outsource. He felt \$10,000.00 should do it. It should be a break even deal.

There being no questions or comments, it was decided by those present that the appropriate tracking sheets would be submitted for Finance Committee approval.

Ms. Michael said the next item for discussion is the property maintenance contract.

Mr. Finney said they have agreed to a contract with PMHA need to get started on the process. They need to get it on a schedule. He's not sure if they are going to use one or two people. They are asking PMHA to provide four days of coverage, three or four hours a day so they can canvass the City. As always, they will make some people uncomfortable but they will continue to proceed in the direction of cleaning up the town as best as they can.

Ms. Michael asked if there was a particular reason they are using PMHA. Will this be something that needs to be bid out?

Mr. Cecora said that it's around \$10,000.00. Just for continuity, PMHA are also doing the rental inspections.

Mr. Seman asked how Mr. Finney envisions them actually doing the inspections.

Mr. Finney said they will be doing a drive by like the current person does now. They will not be walking through peoples' yards unless they are asked to do so by the property owner.

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For the most part it's working. Currently she drives around town with a tablet (computer) and the intent is that she doesn't get out of her vehicle. They will address the envelope with the violation letter, leave one on the door and mail the other one, enter it into the system. It's not the necessarily the intention to have hard copies but to enter it into the system so they can run searches. A week or two later, it would be PMHA's obligation to go back and check to see if it's been rectified. As with anything, there will be some growing pains. The benefit of having PMHA is that they are obligated to staff that. As it is now, there is one person and if there is an illness or vacation, etc., that person just isn't there. They will have people cross trained which is a benefit.

Mr. Cecora noted that the contract portion of this passed and is in place.

Mr. Cecora said they held off on the appropriation to see how it worked with the transition and they've got it down to a definitive timeline. Mr. Finney wants to start on August 1 and that's why they are here tonight.

Mr. Finney said PMHA will provide their own vehicles. The City will provide the tablet with the City's system. They are going to provide everything else, car insurance, mileage, etc.

Ms. Michael noted that it is a cost saving measure. Hopefully having someone always available, it will help clean up the City. There are some real issues that definitely need addressed.

Mr. Finney said, as they discussed some while ago, property maintenance is not a revenue item, it's a cost. They just hope to offset it in other ways. There is no form of revenue that comes from this.

Ms. Michael asked if they have started tracking any of the chronic nuisance complaints.

Mr. Finney said the other departments are inputting, the police department, property maintenance, service. He has a commitment from Sundance that the program will be 100% complete by the end of August or September 1.

There being no questions or comments, it was decided by those present that the appropriate tracking sheets would be submitted for Finance Committee approval.

There being no further business before the Committee, the meeting adjourned at 6:39 P.M.

ATTEST:

Clerk of Council

Amy Michael, Chairperson
Personnel Committee