



NEW ALBANY CITY COUNCIL 2018 BUDGET WORKSHOP MEETING MINUTES

November 14, 2017

CALL TO ORDER:

Mayor Spalding called to order the Council 2018 Budget Workshop on November 14, 2017 at 6:37 p.m. at the New Albany Village Hall, 99 West Main Street, New Albany, Ohio. Staff attending were City Manager Joseph Stefanov, Administrative Services Director Adrienne Joly, Police Chief Greg Jones, Community Development Director Jennifer Chrysler, Public Service Director Mark Nemec, Engineer Mike Barker, Finance Director Bethany Staats, Public Information Officer Scott McAfee, and Clerk of Council Jennifer Mason.

ROLL CALL:

The following Mayor/Council Members answered Roll Call:

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|----------------------|---|
| Mayor Sloan Spalding | P |
| CM Colleen Briscoe | P |
| CM Marlene Brisk | A |
| CM Michael Durik | P |
| CM Chip Fellows | A |
| CM Glyde Marsh | P |
| CM Matt Shull | P |

ADDITIONS OR CORRECTIONS TO THE AGENDA:

NONE.

DISCUSSION OF DRAFT BUDGET AND PRESENTATIONS BY STAFF:

City Manager Joseph Stefanov reviewed the city's priorities of pursuing continual improvements in operational and programmatic quality, investing in projects and programs that enhanced the quality of life, and enhancing the local economy through infrastructure investments and programs that encouraged private development. He spoke about finishing strong in 2017.

City Manager Stefanov told council the city anticipated additional revenue being available to transfer to other funds, like the Parks and Trails Improvement Fund, or to the General Fund. Financial contributions to various funds were going up. He described how well the Beauty Park was performing and how related debt was being retired early. He hoped for the same for the Beech Road project. The General Fund was expected to see an 8% increase, primarily because of income taxes. Business tax revenues remained flat due to some businesses moving out. 2018 General Fund Operating Expenses were projected to increase by 4.74%. The city was looking to take on additional staff as the city grew and experienced more calls for service. The remainder of the General Fund increase was associated with professional services, contracts, and materials.



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Director Staats told council that the All Funds number was not a good measure of budget health due to fund balance restrictions. The city's overall fund balance was increasing. Operating Expenses were projected to remain below 70% of operating revenues. Council and staff discussed the variability of school reimbursements and appropriation levels. Council and staff discussed how appropriating money was not the same as spending it. Monies appropriated from the General Fund but not spent, typically 10%-16%, were returned to the General Fund. Council Member Durik asked and City Manager Stefanov responded that unencumbered balances often went to other Funds, like the Infrastructure Replacement Fund. Council and staff discussed carrying a surplus from year to year. City Manager Stefanov and Director Staats looked for at least a 65% carry-over from year to year.

Director Staats talked about the General Fund being the most critical indicator of financial health. It was the primary source for city services and operations. The General Fund experienced moderate growth in 2017 and was expected to see greater growth in 2018 as abatements expired and income tax collection rose. Personal services usually represented 63% or less of operating expenses. 70% was typical in many municipalities. Director Staats expected significant transfers in the General Fund in 2018 to the Capital Equipment Replacement Fund due to a change in accounting, in the Bond Improvement Fund for Rose Run, and in the Infrastructure Replacement Fund, plus annual transfers to debt service. Council and staff discussed accessing funds, intra-fund transfers, and closing funds.

Director Staats described the layout of the budget book and its features. There was a higher level of detail and more narrative. The book showed historical amounts and comparisons. Council could reference their books throughout the year. Director Staats explained that new financial software was driving some of the new categories and category changes. Council and staff discussed the level of detail in appropriation amendments and how some smaller items were rolled into larger categories for budgetary control. Staff was requesting the ability to make transfers of up to \$25,000 and reporting those on a quarterly basis. This would assist in cutting down the number of appropriation amendments for smaller dollar amounts. Council and staff discussed financial reporting to council, other ways of tracking in the interim, when transfers needed council approval, legal requirements, and practices in other municipalities.

City Manager Stefanov gave an overview of the Administrative Services budget. IT was now included, along with public relations projects and health and wellness programs. Human Resources and Legal departments were also under Administrative Services. Possible staff positions were in the proposed budget for the Administration Department and Mayor's Court. Administrative Services Director Adrienne Joly talked about the need for new Mayor's Court software and GIS scanning services which would help all departments. Mayor's Court had seen a significant increase in its case load, 1,121 cases through October of 2017, and a part-time clerk could assist. City Manager Stefanov explained how an events coordinator who took on other administrative responsibilities, and perhaps coordinated with the Community Events Board, would be beneficial. Council and staff discussed events and community event funding.

Public Information Officer Scott McAfee described for council the city's expanded video efforts, including using drone footage, and how it supported economic development. He further described the city's growing



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presence in multiple social media outlets. The NEXT newsletter had about 40% coverage in the community. The city continued to utilize direct mail. Additional help with advertising could extend the city's reach. Council and staff discussed community surveys including methods and purposes, focus groups, and customer service feedback. Council Member Briscoe asked and Public Information Officer Scott McAfee answered that the proposed budget included a \$60,000 increase for advertising and communication, mostly for contract services, not additional personnel.

City Manager Stefanov talked about potential changes the cities' Health and Wellness program to achieve better participation and results. Council and staff discussed health insurance discounts.

City Manager Stefanov told council about proposed changes in the Community Development Department. He reviewed the internal staffing reorganization. More workload could be managed with additional staff, including a second clerk. The Chief Building Official position was being contracted out. A new inspector position would put more feet on the street. The proposed budget for full-time personnel was still less than 2016 levels. Council and staff reviewed planning and engineering projects for 2018, most arising out of the Capital Project Priorities Workshop. Monies not spent in 2017 on the economic development plan would be spent in 2018. Council and staff discussed the Economic Development Fund, Community Authority monies, and economic incentive payments to businesses. Council further discussed business benchmarks and tax abatements. Council Member Durik asked and City Manager Stefanov offered to provide a list and breakdown of the incentives that the city paid out. Reports to council could be done monthly or annually.

Council and staff discussed the future of the Village Hall parking lot, police department parking, and the timing of redeveloping that area. Council Member Marsh emphasized the importance of police being able to make quick exits from the Police Department lot at all times.

Director Staats talked about the organization of the Finance Department, and how some items in its budget had been moved elsewhere resulting in an overall decrease. Future projects included the switch to Tyler Technologies software, reconfiguring Kronos, changes in TIF/CRA projects and management, changes in income tax sharing auditing and management, a review and update to financial policies, and exploring more options with Open Checkbook. Council and staff discussed a proposed finance position and/or possible realignment of responsibilities in the department and a need for more administrative support to monitor and manage various incentive and revenue sharing agreements. Council Member Marsh reiterated wanting the city to make it a high priority to acquire a central purchasing agent. Director Staats acknowledged the request and added that the city's new financial software would help monitor purchasing in different departments.

City Manager Stefanov spoke to council about the Police Department's need for an additional dispatcher. This would help cover the increase calls for service at peak times and unexpected events. Text to 911 would add to dispatchers' workloads. The roll-out of Text to 911 was expected in early 2018, classes would be required, and the city was prepared. Council and staff discussed the technicalities of Text to 911, MECC, the shared dispatching system, and locating cell phone callers. The Police Department was also looking to



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add a second detective. The number and complexity of cases had been rising as the city had grown. The city wanted to close cases faster and be able to be more proactive about tips. Council and staff discussed current openings, backlog filling vacancies, and maintaining patrol levels. Police Chief Greg Jones expressed interest in having more supervisors in the coming years. Council and staff discussed how to best accommodate officers who were out, transferring officers between shifts, balancing staffing, and how to not put an undue hardship on the budget.

Police Chief Jones reported to council that the New Albany-Plain Local Schools had approached the city about restarting the K-9 unit. School sweeps were currently contracted out. The schools wanted more frequent sweeps as a deterrent and offered a one-time, \$10,000 grant towards the purchase and training of a dog. City Manager Stefanov estimated the cost for a dog and training to be around \$20,000-\$25,000. Council and staff discussed the role of a K-9 in drug prevention, the amount currently in the budget, and which Fund the dog would come from.

*Police Chief Jones noted the budget contained money for mobile phone forensic software. When the police obtained a warrant for a phone, they would send it out to be searched and the results would come back 6 weeks to 6 months. New software could do the job in hours and would cost around \$9,000. Council and staff discussed training on the software and how evidence would be presented. Police Chief Jones further explained the benefits of e-Ticket software. A new software interface would greatly reduce traffic stop time allowing the city to share information with Franklin and Licking counties electronically, greatly reducing staff time spent on input. Police Chief Jones hope to implement the new e-Ticketing system in late 2018. The city's cost for MECC had previously been absorbed into the IT budget but was now in the Police Department's budget.

Public Service Director Mark Nemec spoke about the Public Service Department's responsibilities including service calls from residents, roads, bridges, streetlights, traffic signals, fire hydrants, water lines, sanitary sewers, storm sewers, public buildings, public property, wooden pedestrian bridges, and playground structures. He described the department's four crews and the types of services and maintenance they covered. The Public Service Department was requesting two new full-time employees. They currently hired five seasonal employees in the winter, but would reduce that by two if it hired on two full-time positions. Council and staff discussed snow removal, plow truck routes, and how additional staff would help to keep up with the city's policy of having all streets plowed within 24 hours after the end of a snowfall. Council and staff discussed sharing plowing routes where Columbus kids went to New Albany Schools. The City of Columbus had not agreed to share, swap, or contract for those routes.

Director Staats told council that staff would present on three more funds at the next meeting, the Capital Improvement Program, the Capital Equipment Replacement Fund, and the Council Budget.



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REVIEW OF APPROPRIATION ORDINANCE:

Finance Director Bethany Staats asked council if they had any questions about the drafted appropriation ordinance they received. Council had no questions.

OTHER BUSINESS:

NONE.

ADJOURNMENT:

With no further comments and all scheduled matters attended to, Mayor Spalding moved and Council Member Fellows seconded to adjourn the November 14, 2017 Council 2018 Budget Workshop meeting at 9:38 p.m.

ATTEST:

A blue ink signature of Jennifer H. Mason.

Jennifer H. Mason, Clerk of Council

A blue ink signature of Sloan Spalding.

Sloan Spalding, Mayor

A handwritten date in blue ink, reading "11/14/18".

Date