

Financial Oversight Committee Minutes – 3/6/17

Present:

Kathy Zembrodt

Jason Reser

M. Mattone

Chris Carle

Cooper Ambjorn Olsen

Gary Huff

Alex Mattingly

Pamela Spoor

Phil Ryan

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Absent:

Elishia Chamberlain

Presenting:

Chief Cody Stanley

Berling Settlement

PSpoor began the meeting with a brief summary of the terms of the Berling Settlement.

- a. Donation of 6 acres to city
- b. \$20,000 for remedial road work on Audubon
- c. Notice of construction activity
- d. 72 hours on burning – burning limited to 5 consecutive days, with blower and attendant
- e. Stop signs at intersection
- f. 48 hours notice of paving of Wald Ct.
- g. Large landscape easements on both sides of entry to Audubon Forest
- h. No entry sign – gaslight style street lights on Wald (3)
- i. Total cost: \$42,000

MMattone said that there was also a 16,000 charge from Bayer Becker and a 4400 charge from City Attorney.

Debt Discussion

Council voted to repay \$60,000 of a long outstanding debt (promissory notes and documentation attached hereto as Ex. A) at the February business meeting. Finance Comm had previously discussed and approved the repayment subject to finalization of the cost associated with Audubon Forest. M. Mattone did not want to make the payment until the new Finance Comm members also voted on it. A summary of the debt and the city's ability to repay was had. KZembrodt noted that we would still have 4 months operating reserve in the General Reserve Fund and 21/2 months operating reserve in the General Fund itself. Vote was taken: Unanimous decision to pay down \$60,000 of debt.

A discussion was had of the necessary refinancing of the remaining \$60,000. Two bids were obtained by the City Clerk: BBT and Heritage. KZembrodt noted that paying the remaining \$60,000 off would free up the associated debt service (\$23,000) for other purposes such as city manager. It was decided to refinance using the Heritage bid of fixed rate, prepayable at par at anytime, 3 year term with annual debt service of \$20, 880. PSpoor wanted the approval subject to a not to exceed limit of \$1,500 on bond counsel fees. Vote was taken and approval was unanimous.

Procurement policy was approved and implemented by council. Mr. Carle asked again about the conflict of interest policy and its applicability to employees especially those with purchasing authority in addition to elected officials and those appointed by the mayor. He pointed out that all department heads need to sign the conflict policy. This is over and above the ethics policy issued to elected and appointed officials by the ADD. PSpoor said she would follow up with the city attorney.

Email discussion – committee members are subject to FOIA requests. MMattone said getting all city email would cost approximately 3,500 and recommended they use a dedicated personal email. CAOlsen said she does not want to use her personal or work email.

Chief Stanley presented some aspects of his proposed budget including his request for 8 full time officers and consideration of a part time code enforcement officer. He referenced the unspent \$20,000 that was allocated last year for a school resource officer as a source. It was pointed out that the allocation had rolled back to the general fund. He said that such officers had worked well in other cities and he thought hiring an expert in such matters would help Park Hills with blight issues. The officer could also do occupational permit and license issues. He was looking at \$20/hr / 24 hrs a week. He said he could absorb training cost in his budget. AMattingly said this is effectively a spotter and that Elsmere employed one. GHuff said that in Ft Wright the police and public works shared the enforcement duties with public works actually citing. PRyan talked about how neighbors should report problems as he did with the new construction on Cleveland and problems associated with tree removal. CAOlsen does not like a person who is already identified being considered for a job rather duties should be established and an interview process undertaken. MMattone was concerned that this position would conflict financially and in duties with a city manager. AMattingly said we could use both and they could work together effectively if funding permitted. MMattone asked for roles to be defined. Chief Stanley also discussed the northern ky survey of all police departments and noted that he was outside of Dry Ridge the lowest paid police chief and that we spent \$200,000 less per annum on our police department than Villa Hills.

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He also noted that we patrol Bromley for a fee of \$100,000 per annum. He noted that the International Assn of Chiefs of Police recommended 8 full time officers given our area/population patrolled. He discussed the substantial savings achieved through Senate Bill 206 which removed the pension reimbursement and medical reimbursement for himself, R Webster and Hagedorn. He also discussed other personnel issues which affected his decision making on budget issues. The increase in the pension number reflected a correction of the current years budget. PSpoor asked that the pension number be revisited as it did not look correct. Chief noted the police headquarters were in poor condition and asked if there were any plans for improvement. PSpoor invited all members to look at the police offices as they were very crowded. It was asked what would happen if Bromley contract was not renewed. Chief said we would have to lose a full time officer. A discussion of the pending radio conversion and its cost impact was had. GHuff made many good suggestions on ways to maximize purchases and reduce costs. PSpoor noted that we need to save now for a conversion that may be 2 years out. CAOlsen wants a 3-5 year capital expenditure program.

GHuff noted that the proposed budget presented by MMatrone showed a \$60,000 deficit and had too much and too varied of increases among departments.

CCarle asked for a cash flow analysis.

CCarle/CAOlsen asked for proposed budget to be presented with 2016 forecast, 2016 actual, 2015 actual and 2017 projected, increase or decrease by percentage in columnar form in Excel for review by the Financial Oversight Committee. GHuff suggested we use the FtWright template and CCarle also provided a template. It was also asked that the Balance Sheet include the restricted funds – all cash should be shown.

CCarle said that we needed to get materials for meeting in advance of meeting. Two agendas had been put forth for the meeting : MMatrone shortly before meeting and KZembrodt two weeks prior to meeting. JReser asked who was in charge of agenda. It was agreed that KZembrodt will do it. PSpoor again asked if handouts could be paginated for reference in discussion.

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