

Minutes of Financial Oversight Committee

May 3, 2016

12:30pm

Attending:

Mayor Mattone

Pamela Spoor

Kathy Zembrodt

Ms. Zembrodt opened the meeting with a discussion of the appropriate use of overtime. It was suggested that the overtime for Public Works Department be limited to \$600.00 and be used for snow removal, parade, emergencies. It was further suggested that a form of flextime be employed to achieve this: if extra hours are worked time off would be taken in lieu of overtime. Also, attending a regular business council meeting should be part of the job and not a subject of overtime.

It was agreed to investigate the standard practice for hourly/salary for department heads. This was reserved as a topic for future discussion. **

PVA valuation for coming fiscal year are still not available.

[Ms Alig informed us that we should have them by May 18, 2016](#)

Mrs. Spoor asked if the waste contract was officially out for bid. Answer was not clear, but the placeholder number being used in the budget looked sound.

Reminder to ask Julie Alig, City Clerk, to use titles and page numbers on reports for ease of discussion.

Draft Budget Review was undertaken:

Admin Dept.

Ms. Alig's [10%](#) raise was discussed as appropriate given her increased duties since the departure of the Asst. City Clerk. The money reserved for part time help (vacation, sick time, heavy work load at tax time) represents 10 weeks of help at 15.00/hr.

[Ms Alig demonstrated with the NKADD earning document, that her salary was below the NKADD average for City Clerk/ Treasurers in Kenton Co. including](#)

Public Works Dept.

Mr. Von Handorf's raise represents a 10% raise bringing his hourly rate to 17.00 per hour which is still below his counterparts in other local cities.

[Mr. VonHandorf's salary was reviewed with the NKADD salary comparison document, and his salary was below the NKADD average for Public Works Directors of cities of demographics in Kenton Co.](#)

Police Department

1. Incentive pay – which is actually provided by the State and is a wash number – must be increased to \$32,000 to accommodate the possibility of 8 officers. This is a wash and not a net change.
2. Include \$371,630 in total salary to include the possibility of a School Resource Officer
3. Show the expected contributions from participating schools toward the SRO of \$20,000 as income in General Fund
4. Pension cost reduced by state statute – Senate Bill 206 – retired officers are now covered by the State
5. Part time help was eliminated – savings of \$10,000 – due to overlap duties of SRO and its ability to cover vacation/sick time.
6. [Fuel Budget reduced by from \\$42,000 to \\$32,000 – due to reduction in cost per gallon – actual usage year to date is \\$15,450](#)
7. [Chief Stanley requested that a new fleet vehicle be purchased out of his available reserve fund.](#)
- ~~6-8.~~ [Three current or four \(with a new SRO\) officers would qualify for the SB 206 savings.](#)

Fire Department

Small raise to part time workers – approximately .25/hr. Ms. Zembrodt noted that detail was needed on who gets what. Mrs. Spoor noted an error in how the pension was calculated and Ms. Zembrodt advised City Clerk.

[The mayor questioned whether the both Chiefs might need to be considered for raises; neither requested one.](#)

[There was a general discussion about the compensating rate collecting up to 4% of additional revenues from the tax role. Ms. Spoor stated that the City could collect up to 4% above the \\$400,000 tax estimate \(or \\$16,000\) without altering the existing tax rate or estimated . She stated that the City would need to have an assessed value of approximately \\$7M more than last year's PVA numbers to collect that \\$16,000. The mayor stated that he believe that the City could not collect more that the estimated \\$400,000 in the current budget and that if the PVA estimates were higher, the tax rate would actually be lowered so that we would not exceed our \\$400,000 estimated collect taxes. Ms. Alig stated she believed the City would receive the PVA documents on or around May 18, 2016. The mayor asked if that was another valid reason to delay the first reading of the Budget Ordinance.](#)

Contracts

Leave legal costs as \$34,000 and \$6,000 (retainer).

Mrs. Spoor and Ms. Zembrodt discussed some of the nomenclature: make it clearer!

Relabel Computer Tech Assistance to : NKOL and Accounting Review - \$1,000 and \$2,000 respectively

[\\$1,500?? for Accounting Reconciliation \(average 2 hours per month at \\$60 per hour\).](#)

Change Copier to \$6,200 and remove from police budget as it was being double counted.

Relabel Other Rentals to Council Chamber Rental: \$1,200

Mrs Spoor indicated she was opposed to the inclusion of \$9,000 for OpenGov due to the high cost in funds and the cost in City Clerk's time. Since Park Hills only has a one person office she was concerned about the time cost for data input. Mrs. Spoor was supportive of the concept, but not the cost in funds or time. A discussion ensued. The OpenGov matter remained in the draft budget at \$9,000

[OpenGov budget was originally estimated at \\$6,000 \(\\$1,500 for creating reports and \\$4,000 for annual contract\). Ms. Zembrodt stated she had contacted a OpenGov representative directly and that the revised estimate for a city of Park Hills' size and budget was \\$3,000 for the first year. \(\\$1,500 for creating the reports and \\$1,500 for the annual contract\). Ms. Spoor stated she liked the idea but because the company was only a year old and was not comfortable using their services. Ms. Zembrodt expressed her support for the product but expressed her reservations for the time commitment that it would cause during the initial setup of reports.](#)

[The mayor suggested Ms Alig could use the part-time help to create the reports for the OpenGov product setup or the mayor volunteer to create them for the city.](#)

[Additional clarification for the time required to set up the reports was to be investigated by Ms. Alig and she stated she would contact the Edgewood City Clerk \(who has used the program for about a year\) to determine the amount of time it took to set up the program and what the monthly time was to update.](#)

[The mayor asked that the committee recommend funding the OpenGov expense.](#)

Mrs. Spoor reduced the Park Budget back to \$6,000 – it has been at that level since 2010.

[Ms. Spoor requested an additional \\$2,000 for labor/ maintenance costs for the Park Budget and the mayor suggested that labor could come from the part-time Public Works.](#)

Mayor Mattone acknowledged that council approved the purchase of a digital sign and the rehabilitation (clean up, planting, mulching) of the North Arlington/Dixie intersection from the Vehicle Fee Fund in the total amount of \$18,500.

The mayor acknowledged that council had voted to appropriate \$18,500 for a digital sign and the rehabilitation (clean up, planting, mulching) of the North Arlington/Dixie intersection from the Vehicle Fee Fund in the budget and asked that it be shown as a line item expense.

There was general discussion about a \$5,000 contribution from the Fire Department, financial commitment from the Tree board for plantings, and private donations. There have been no approved plans developed nor any bids provided for the cost of this project. The council approved the expenditure at the March 2016 Business Meeting. The question was posed, what is the total budget for this project.

Mayor Mattone requested that the \$10,500 request for a pathway study be put in the budget. It was put in under Contracts in the requested amount.

There was a \$5,000 carry over amount in the current budget and the mayor asked that the committee fund the \$5,700 balance of the \$10,700 Pathway Study estimate received from Human Nature that the Council and Mayor approved and commissioned in 2015.

Mayor Mattone indicated that he wanted to delay introduction of draft budget to a special meeting in late May so that he could have more time to review it. Mrs. Spoor and Ms. Zembrodt stated that the budget was in good order and ready to be presented to council at the next business meeting. Council would then have plenty of time for discussion and review prior to the June meeting. Mayor Mattone said that the authority for the introduction of the budget belonged to the Mayor's office and he would prefer to delay till the end of May.

The mayor -expressed concerns that the SRO hire is a policy discussion with council as much as it is an expenditure consideration; hiring or not hiring an SRO represents two philosophically different budget proposals and asked for adequate time for council and the Financial Oversight Committee to consider and review those financial implications. He also asked why he was not informed of this budget revision in a timely manner after Ms. Zembrodt and Ms. Spoor met with Chief Stanley.

Meeting was adjourned at 2:10pm.