MINUTES
WORK SESSION/BUDGET HEARING
WESTERVILLE CITY COUNCIL
Saturday, October 7, 2017, 8:00 a.m.
139 E. Broadway Avenue, Electric Division Conference Room,
www.westerville.org

1. CALL TO ORDER
Council met in Work Session/Budget Hearing on Saturday, October 7, 2017 with Council members Michael Heyec, Kathy Cocuzzi, John Bokros, Larry Jenkins, Tim Davey, Diane Fosselman, Craig Treneff, City Manager David Collinsworth and staff, Law Director Bruce Bailey and Clerk of Council Mary Johnston.

2. 2018 - 2022 5 YEAR BUDGET DISCUSSIONS
Overview
Mr. Collinsworth welcomed everyone to the session and begins with review the Five Year Plan Highlights. The City will meet or exceed projected 2017 turnback of $1,250,000. There is zero net staffing growth across the five year plan. The General Fund annual operating expense growth is 3.0% in 2018 and averages 3.1% throughout the plan. The General Fund annual revenue growth is 0.8% in 2018 and averages 2.1% throughout the plan. There is an increased allocation to the General Capital Improvement from the spring CIP is maintained except 2020 when it is reduced from 24% to 23%. Adjustments to non-union pay grades for 2018 is 2.5%. Employee benefits for 2018 is an 8.0% growth in self-insured medical plan premiums; move to a self-funded dental program for premium savings; and a 2-3% modest increase for worker’s compensation, vision and life coverage. Fiscal policy is met for the General Fund in all five years. Fiscal policy is met for all funds all years except for Water Fund in 2018. This plan includes a proposed electric rate reduction and no sewer increase.

Finance Director Lee Ann Shortland reviewed the General Fund performance in the financial play, 2018 projected General Fund revenues, projected growth and assumptions. Ms. Shortland provided information on income tax projections and reviewed the rate history of income tax. Income tax collections for 2017 are up nearly 4.0% over 2016.

Discussion was held on the increased hotel tax revenues with the suggestions of giving the revenues back to the residents to reduce taxes. It was also suggested a future Work Session on how to manage the hotel tax revenues.

Division of Police
Police Chief Joe Morbitzer reviewed the Police Division’s budget for 2018 versus 2017. Chief Morbitzer highlighted the changes in staffing. In 2018, the Division is asking to establish the position of City Communications Coordinator, convert part-time Communications Technician position to one full-time Communications Technician, and to convert the Community Services Aid to Community Services Administrative Secretary. In 2019 to 2022 there is no additional full-time staff proposed. Chief Morbitzer noted in the next five years, 22% of the organization will qualify for retirement. Of those, 14 are in DROP and will be mandated to retire in this budgetary cycle; one in 2018, two in 2019, four in 2020 and seven in 2021. Chief Morbitzer reviewed the Police Divisions’ ongoing programs and projects. Chief Morbitzer discussed the training program that has been developed for officers interacting with individuals with Autism. Chief Morbitzer reviewed the Communications Division 2018 budget compared to 2017.

Discussion centered around benchmark reporting in relation to population; possible elimination of PSAP funding in 2018; establish after school programs for positive interaction; Otterbein University Police technology needs; and programs for officers interacting with PTS individuals.

Division of Fire
Fire Chief Brian Miller reviewed the Fire Fund revenues and levy projected revenues. Chief Miller explained the changed in expenditures that include an increase in EMS supplies by $10,000, increase building materials and supplies by $12,000 to replace lights and replace training room furniture, increase maintenance and repairs by $10,000 to replace mezzanine stairs, and increase tools and equipment by $6,000 to purchase a
Chief Miller discussed a program to add a social worker, increase in-house training for rescue training, increase tuition reimbursement and replacement of Utility 111, Squad 111 and Battalion 111. Chief Miller reviewed the 2018 Budget as compared to 2017.

Discussion was held on using LED lighting in all city facilities; expressed concerns with the social worker recommendation and Council requested a follow-up report and urged staff to tap into church volunteers, etc. Question was asked about staffing of trucks and response time to emergencies. It was requested that the Fire Advisory Board meet in the near future.

**Information Systems**

Information Systems Director Todd Jackson provided an overview of the department’s 2018 budget request versus 2017. Mr. Jackson explained the category cost changes that include an 8% increase in operating costs. Mr. Jackson discussed the changes to the GIS Analyst II position and the proposed projects in the five year plan that include police in-car camera system, Fire and EMS Records Management system, continued support of Internet of Things initiatives, complete Digital Ethics Policy, increase use of analytics, and implement a new employee intranet. Mr. Jackson reviewed the Data Center Budget Plan and reported there are 56 customers (4 net new in 2017). Mr. Jackson displayed the Data Center Enterprise Fund 2018 request versus 2017 and provided an operating comparison. Mr. Jackson provided the WeConnect Initiatives that will develop business growth strategies.

Discussion was held on fiber extension purchases from Cable TV Fund; extension of WIFI in the Uptown District; suggestion on fiber network during CIP budget meeting; and understand business model of cloud services. Mr. Davey stated he does not support the $150,000 from the Cable TV Fund and expressed concerns with the security of internet/devices.

**Planning and Development Department**

Planning and Development Director Karl Craven provided the department budget overview for 2018 versus 2017. Mr. Craven displayed a slide that highlighted the development trends from 2015 to 2017. The Traffic Engineer included as part of the current 2017 budget should be filled by December. An Interim City Engineer will be hired as a transitional position to help meet the department’s succession planning goals in anticipation of the City Engineer’s retirement in April 2018. Mr. Craven reviewed the cost changes in the Services and Charges category that include zoning code revisions; engineering services from Braun Farm/Brookside; engineering services to develop Traffic Impact Study; purchase electronic plan review station; and purchase State building code books. Mr. Craven stated staff will continue updating the zoning code, complete development fee review, digitize development records, and electronic plan submittal. The department initiatives include complete Historical Structure Code compliance and Neighbor 2 Neighbor initiative. Long range goals include incorporating the goals of the Comprehensive Plan into the 5 Year Financial Plan; Census 2020 preliminary work; and Brookside Office Park MORPC grant.

Discussion centered on the Brookside Office Park project and possible expansion to Concord Counseling; to include East College Avenue sidewalk project into the five year plan and using money if grant funding is received; using CORe funds to construct the East College Avenue sidewalks; request to see reports on road capacity with additional developments; concern with historical structure code compliance; concern with Façade Improvement Program and including residential homes in the program; size of entry signs into Westerville.

**City Manager/Community Affairs/Economic Development**

Assistant City Manager Julie Colley reviewed the City Manager’s 2018 request versus 2017. Community Affairs Administrator Christa Dickey discussed the division’s objectives. Staff will be launching Westerville TV in January; transitioning even more communications to social and online platforms; crisis communication
management and training; professional communications “One City”; and expanding support for economic
development communication initiatives and partnerships as resources allow.

Economic Development Administrator Jason Bechtold reviewed the division’s 2018 initiatives that include
the WICC Loan Portfolio Funding, BusinessWise and Façade Improvement Program. Mr. Bechtold provided
an update on the Economic Development Strategic Plan. This strategic plan includes the Comprehensive
Business Attraction Program, Brookside Office Park (MORPC Grant), Work Force Development, The Point
at Otterbein University. Mr. Bechtold stated The Point at Otterbein University is a continuation of financial
support through the collaborative partnership with a commitment of $200,000 for five years. Staff is
recommending moving this payment from the Cable TV Fund to the Economic Development Agreements in
the City Manager’s Budget. Mr. Bechtold updated Council on the development of Westar Place in relation to
the budget.

Mrs. Colley provided a follow-up from the Spring CIP meeting regarding the Westar Stream Stabilization,
Storm Water on Executive Court and Traffic Worms at Cleveland/Westerville Shopping Center. The Westar
Stream project is currently in the design phase with construction in 2018. This will be funded by the
Westar/Olentangy TIF. The Executive Court storm water project was accelerated into the 2018 Budget. The
Traffic Worms at Cleveland/Westerville Shopping will be reviewed.

Discussion was held on the elimination of the city calendar publication; concerns with the elimination of
WOCC-TV and lack of access by residents with no internet; lacking communication on construction and
traffic issues; importance of social media platforms and the additional employee would be a value; suggestion
to include the calendar as part of the Parks and Recreation Guide; question on cable access of videos and
school board meetings; promote Westerville TV; review options for seniors to access videos at Senior Center
and Library; personnel requests should go before Council and not Finance Audit Review Committee; concern
with high increase in personnel services; continued funding to The Point, BusinessWise, Façade Improvement
Program, Westar Stream funding source and mowing to the edge on city property.

**Discussion and Direction**
Council would like to see a complete picture and plan of the Community Affairs Division on staffing
recommendation and further justification. There is a need for the position, but funding is the issue. Staff will
bring back a complete strategic plan for Council to review.

Mr. Craven provided information on possible traffic signals at Heatherdown Road and Greencrest Drive due to
safety issues. After discussion, the majority of Council was in agreement with this project with the additional
costs for installation during the construction.

**Fleet**
Public Service Director Kevin Weaver provided information on the City Fleet Projections in the Five Year
Plan. Mr. Weaver shared the City Fleet Fuel Usage and Miles Driven from 2010 to 2016. Mr. Weaver
informed Council on the Alternative Fuel Vehicles the City currently uses and what will be purchased in 2018.
Mr. Weaver explained the Vehicle Retention Policies for vehicle types.

After discussion, it was requested that a cost benefit analysis be performed on alternative fuel vehicles.

**4. ADJOURN**
There being no further business, the meeting adjourned at 11:55 a.m.