

The City of York, Pennsylvania

Henry Hay Nixon, President of Council
 Sandie Walker, Vice President of Council
 Judy A. Ritter-Dickson, Member of Council
 Edquina Washington, Member of Council
 H. Michael Buckingham, Member of Council

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COMMITTEE MINUTES NOVEMBER 28, 2018

6:00 p.m.

Police	Fire	Public Works	E&C Development	Business Admin	Rules & Admin
Washington Ritter-Dickson Walker	Washington Ritter-Dickson Walker	Walker Ritter-Dickson Buckingham	Ritter-Dickson Nixon Walker	Buckingham Nixon Washington	Nixon Walker Buckingham

***Bold text indicates Chairperson**

Note: General Committee is chaired by Council President or designee and includes all Council members.

Council in attendance: H. Michael Buckingham, Edquina Washington, Judy A. Ritter-Dickson, Sandie Walker, Vice President and Henry Hay Nixon, President.

Administration in attendance: Michael R. Helfrich, Mayor; Tommy Williams, Acting Business Administrator; Shilvosky Buffaloe, Acting Director of Economic & Community Development; James Crosby, Director of the Bureau of Housing Services Chaz Green, Acting Director of Public Works; Lt. Matt Leitzel, Police Department; Chief David Michaels & Deputy Chief Chad Dearnorff, Fire Department; Tom Ray, Director of Human Resources; Cherie Alwine, Director of Finance; and Don Hoyt, Assistant Solicitor.

Council staff in attendance: Dianna L. Thompson-Mitchell, City Clerk.

- I. Called committee meeting to order at 6:00 p.m.
- II. Committee Issues for the **December 4 & 18, 2018** legislative Agenda as follows:

GENERAL ([View Issues Chart](#))

1. Resolution establishing Council's 2019 meeting schedule – Council

City Clerk Thompson-Mitchell said this is the 2019 schedule of all standing meetings for City Council.

DECISION: A motion was made by Walker, seconded by Ritter-Dickson, to place this item on the **12/4/18** legislative agenda. The motion passed unanimously.

2. Bill amending the 2018 budget for the HRC. (\$2,507.10 for education & outreach) – HRC

Administrator Williams explained that this is to appropriate revenue and expenses for the Human Relations Commission in the amount of \$2,507.10 for Education and Outreach through the Fair Housing Assistance Program (FHAP).

DECISION: A motion was made by Walker, seconded by Washington to place this item on the **12/4/18** legislative agenda. The motion passed unanimously.

3. Bill adopting the 2019 budget – Mayor/Finance

The following individuals presented department budgets and gave brief highlights:

Council - City Clerk Thompson-Mitchell explained that Council's budget is minimal with the only highlight being \$5,000 requested for training/conferences, which was eliminated in the 2018 budget by a 3-2 Council vote. This allocation will be reflected in the central services account.

Controller - Not present.

Treasurer - Joe Jefcoat, Treasurer, outlined the Treasurer's office. He briefly discussed the function and responsibilities of the Treasurer's Office. He said the only real concern is cutting other professional services to \$4,000. He said last year they had \$21,500.00 but he would be okay with \$16,000. This should allow him to go back to working 20 hours per week instead of putting in full-time hours, as his job is part-time. Treasurer Jefcoat then answered questions from Council.

Mayor's Office - Mayor Helfrich outlined the Mayor's budget. He said salaries are lower (about \$6K less than last year), which is the only highlight. He said this reduction is because they hired employees at lower salaries than what was paid to the former employees. All salaries include COLA's for NAFF employees. Mayor Helfrich then answered questions from Council.

Solicitor - Assistant Solicitor Sabol outlined the Solicitor's budget. He explained the increase in the salary line item, which Councilwoman Washington asked him about. He said he was given a wage increase for new duties he has taken on. He said his extra responsibilities allows the city to lower the other professional services line item since he will be handling new responsibilities in-house instead of contracting out. Attorney Sabol then answered questions from Council.

HRC - Business Administrator Williams outlined the HRC budget. He said the budget is pretty much status-quo. The building rent was increased to cover rent. They will be moving from their current location to a new location which will be \$300 per month for a new allocation of \$3,600. This is not included in the current budget because we just got that information in today. The new location of their offices will be on Cherry Lane in the City of York. Helfrich said West York Borough said they were not going to renew the HRC's lease for 2019. Administrator Williams discussed the current staff working at the HRC, which includes two full-time positions. He then answered questions from Council.

Business Administration - Administrator Williams outlined the various departments under BA. He then discussed items paid out of the "central services" line item which is used by each department. The 2019 central services line item allocation is \$984,695. Administrator Williams then answered questions from Council.

Human Resources - HR Director Tom Ray outlined HR's budget. He said there is a substantial reduction in other professional services because we will be able to use internal staff to handle some tasks that had been previously outsourced. Director Ray then answered questions from Council.

Risk Management - HR Director Tom Ray said this is for self-insured and fully insured coverage. Due to rising health care costs, health insurance has gone up, including claims costs and prescription drug costs. Director Ray then answered questions from Council.

Finance – Finance Director Cherie Alwine discussed Finance's budget. She said this includes funding for daily office routine as well as debt service, sewer/refuse billing, etc. She said debt service is a set amount so there is no flexibility in this line item. All other requests were based on historical collections. Accountant Alwine then answered questions from Council.

Central Services - Administrator Williams said there was a reduction of \$78,000 from 2018. Travel/Training was reduced by \$4,000, and postage and telephone was also reduced. He said he added books/subscriptions and office/data processing to the central services line item. He then outlined salaries and wages decrease from \$180,076 to \$114,377 for 2018 because one position was not filled, one retired, and one moved to another fund. He then answered questions from Council.

Information Technology – Network Administrator Josh Houston outlined IT's budget. He discussed what IT does, data usage, etc. He said they have a decrease in salaries and data processing because he has taken over a former employee's position and his former position has not been filled. The data processing line item has been decreased because we are maintaining our current hardware and trying to find ways to decrease expenditures. He then answered questions from Council.

President Nixon took a recess at 7:18 p.m.

President Nixon called the meeting back to order at 7:24 p.m.

Parking – Parking Bureau Manager Kittrell Barnes outlined parking's budget. He briefly discussed the garages, lots and meters. He said cuts were made to all garage costs except the Market St. Garage. He said the data processing allocation is being requested for parking enforcement officer's (PEO's) handheld ticketing equipment because the current equipment will be obsolete in 2019. He then answered questions from Council.

Economic & Community Development – Director Shilvosky Buffaloe outlined all bureaus that fall under EC&CD. Councilwoman Washington asked why the salary for the Deputy Director of Economic & Community is only being funded for about 4 months in 2019. Director Buffaloe said that position will be phased out next year.

Mayor Helfrich said they will be adding two new employees in Econ Dev. therefore we couldn't afford to increase staff and pay for a deputy director. He said that position was only created about two years ago. He said the two new employees will be good for the department. Mayor Helfrich stated that he is willing to meet with Council separately to discuss the Econ. Dev. employee structure.

President Nixon said we have set a time limit of two hours for tonight's committee meeting so he dismissed all other departments and said Council will continue with Economic Development's budget this evening and will schedule an additional meeting to hear from Public Works, Fire and Police.

Vice President Walker asked that in the future we do joint budget meetings with the Mayor so we don't have to subject staff to this redundancy.

Permits, Planning & Zoning - Director Buffaloe outlined PP&Z's functions & duties. He said they have taken active steps to involve our Property Maintenance Inspectors (PMI's) more in the tenant occupied inspections process as part of their duties. He said it is our hope that over time we will not have to contract out for inspections but can instead take care of that in-house.

Building Code Official Steve Buffington added that he estimates about a \$500,000 savings to the city by doing inspections in-house as the cost will be offset by not paying out to a 3rd party agency. He said for example, certain inspections Q-Dot does cost the city \$75, so having an in-house staff person doing this would save that cost. With 1,000 inspections, that would be an estimate of \$75,000 that will remain in-house. He said this budget does reflect this savings as he reduced the line item used to pay Q-Dot by \$75,000 which will be realized in the year 2020. Director Buffaloe & BCO Buffington then answered questions from Council.

Health - Director Buffaloe outlined the Health Dept. activities including the clinic on W. Philadelphia St. He said much of their budget consists of state grants and private donations. Director Buffaloe and Director Barb Kovacs then answered questions from Council.

Bureau of Housing - Director Buffaloe outlined the function of the BHS. He said much of their funding comes from CDBG and HOME grants. They have two full-time employees and two part-time employees that are primarily funded through CDBG/HOME program funding. He then discussed the purpose and use of

CDBG/HOME program funding. Director Buffaloe and Director James Crosby then answered questions from Council.

CONTINUATION: There being no further discussion this evening, at 8:37 p.m., President Nixon recessed the November 28th committee meeting to be continued to December 4th immediately following Council's legislative meeting.

RECONVENE: President Nixon reconvened the November 28th committee meeting on December 4, 2018 at 6:05 p.m.

Public Works – Director Chaz Green said he looked over 5-year trends to help determine the 2019 requests. He stated that some highlights include two grants, one from DEP and DCNR for \$200K each for projects at Memorial Park and Poorhouse Run. He said we also received funds to repave George St. from Rathton Rd. to Parkway Blvd. but will need to appropriate funding for that, which is reflected in the budget. He said we held the line on our numbers although some numbers are different, it's just that we rearranged some dollars to meet needs in other areas. Director Green then answered questions from Council.

Highway/Fleet – Director Green said again, we held the line on requests, but the vehicles line item will show an increase to reflect payment of 2018 vehicles. He then answered questions from Council.

Building/Electrical – Director Green stated that funding has primarily been the same since 2001. No noteworthy allocations have been requested.

Environmental Services – Director Green said there is an increase in refuse disposal which is required in the contract because of the recycling element. Also, capital equipment reflects an allocation for the black trash cans located throughout the city, to replace the current ones which are between 18-20 years old.

Recreation/Parks – Director Green again stated that we held the line by making adjusting and pulling money where we had extra money and putting it where we needed it most. He then answered questions from Council.

Ice Rink – Director Green explained that the revenue portion is pretty much the same from previous years. There is an increase in revenue moving forward in some line items, such as revenue made from the ice rink Pro-Shop. Director Green then answered questions from Council.

WWTP – Director Green stated that again, they looked at 5 year trends. "Other contractual services" was budgeted for \$600K but we had some emergencies that needed addressed at the plant so next year we budgeted for \$800K in case other emergencies arise. He said we are in a better place than last year. Director Green then answered questions from Council.

MIPP – Director Green outlined that once again, we held the line on expenditures by adjusting account allocations. He said we only have two employees working in that department. Director Green then answered questions from Council.

Sewer Maintenance – Director Green said same thing goes for this department, we held the line by adjusting accounts. He then answered questions from Council.

Police - Lt. Matt Leitzel outlined highlights in that there is a significant increase in insurance, and the COPS grant used to hire 5 officers which expired this year. He said we actively looked for areas we could reduce. Lt. Leitzel stated that we reduced our number of police from 105 to 100. In 2015, prior to COPS grant, we had 95 officers. With the COPS grant and other funding sources, we were able to hire an additional 5 officers. So, in 2018 we were budgeted at 105 officers. However, our operational numbers were down to the upper 80's due to officers off on military leave or being sick/injured. Lt. Leitzel said we hired 18 new officers since December 2017 and it takes a year before they are actually up and operational. There are 9 candidates currently in the academy that will then have to go through some additional training, but we will be in a much better place in 2019. He said we also reduced in areas we could such as training, which was reduced from \$72K to \$38K. We'll be okay in 2019 because we're not expecting to hire any additional officers. He said the training money covers in-house training as well as tuition costs for the academy (each officer in the academy costs \$5K). He

stated that we are able to get MOPEC tuition reimbursement as well as 40% for salaries. Lt. Leitzel then answered questions from Council.

Fire - Chief Michaels explained that this budget process has been put in motion for some time now. The firefighters had an agreed upon contract with new guidelines such as new firefighters starting salary being lower, no COLA in pension payments, and no post-retirement health care benefits for the firefighters or family members. So those new conditions of the contract are reflected in the budget. He outlined the rotating schedule and overtime costs. He said after 17 years, we will see an \$11M savings. This year there is a new line item for "Fuel". He said we found out about 2 years ago that we were facing a lot of fuel related maintenance issues with our fire trucks. This issue was found after experimenting and realizing that these problems were related to the fuel.

Maintenance Supervisor Dave Rudolph added that that there were algae organisms growing in the fuel tanks but we have since had this issue remedied and our gas is now pristine.

Chief Michaels then went on to outline that 2019 will be the last lease payment for their two pumpers and a ladder truck. Also, we need to replace the roof at station 2 and the building repair services line item increased because we need to maintain four fire station, which are all in need of repairs. Chief Michaels then answered questions from Council.

President Nixon thanked the Firefighter's and retirees for negotiating such a respectable and helpful contract because that has helped our city out financially.

DECISION: A motion was made by Walker, seconded by Ritter-Dickson, to place this item on the **12/18/18** legislative agenda. The motion passed unanimously.

4. Bill adopting the 2019 tax rate – Mayor/Finance

There was no discussion on the 2019 tax rate as said rate is based on budget appropriations and expenditures.

DECISION: A motion was made by Walker, seconded by Ritter-Dickson, to place this item on the **12/18/18** legislative agenda. The motion passed unanimously.

III. Council Comment: None

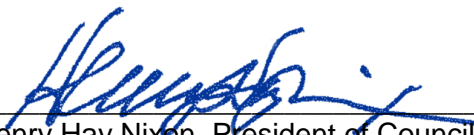
IV. Administration Comment: None

V. Next Committee Meeting **January 23, 2019** in Council Chambers. Committee agenda items are due by 12 noon on January 16, 2019.

VI. Adjournment: There being no further discussion, the November 28, 2018 committee meeting adjourned on December 4, 2018 at 7:17 p.m.



Dianna L. Thompson-Mitchell, City Clerk



Henry Hay Nixon, President of Council