

MANAGER’S CONFERENCE MINUTES
Portsmouth City Council Meeting on
June 13, 2016 – 7:25 p.m.

All members of Council were present except Councilman Kevin W. Johnson who was excused, Solicitor Haas, Manager Allen, and City Clerk Ratliff

Agenda

1. Tax Budget

CM-16-48

City Manager Allen stated that Auditor Williams had requested a Public Hearing for the Tax Budget on June 27th and on that same night there would be a reading and adoption of the Resolution for the Tax Budget.

Councilman Kevin E. Johnson motioned to accept Alternative #1 with the above changes.

There were no questions or comments. VOTE: 5 Ayes – 0 Nays

2. Charter Amendment Section 49

CM-16-49

Manager Allen said when he was hired he was asked to clean up all of the audit citations. He’s asking for a charter amendment for Sections 49 and 50 because the charter stated that the budget cannot be passed until the first meeting of Council in January and if bills were due at the beginning of the year, there was a timeframe where there was no budget in place. He said in most communities, the budget was passed by December 31st and if something happened that a budget would not be passed Council could pass a temporary appropriation until such time that a budget was passed. The city had been cited on the audit because of this issue and this would correct the problem. Councilman Meadows questioned the wording on page 4 in Section 49 on the bold print “and shall be passed before the beginning of the next fiscal year” and he felt it should say and may be passed etc. Manager Allen agreed with that change. Solicitor Haas said that these would be paired together because if one passed and the other didn’t it wouldn’t solve the problem.

Councilman Meadows recommended alternative #2 changing “shall” to “may”.

There were no questions or comments. VOTE: 5 Ayes – 0 Nays

3. Resolution to recommend Fund Balances

CM-16-50

Manager Allen said he wanted to bring awareness to City Council and Employees that we want to exhibit good financial management. He recommended setting goals with fund balance/reserves because if the money was spent and there was an emergency, the City would be unprepared. Many communities have these types of recommendations and the reserves do not put restraints on City Council. Mayor Kalb said that he believed that the amounts were all very reasonable.

Councilman Kevin E. Johnson recommended alternative #1 as stated above.

There were no questions or comments. VOTE: 5 Ayes – 0 Nays

4. Repeal and Replace Resolution #11 of 1994

Manager Allen spoke about CM #51 and CM #52 together. He reiterated that when he was hired, he was asked to clean up the audit citations. He said the city had credit cards in certain departments and the balance weren't paid off every month and he suggested that there be a policy in place to comply with the audit request. The policy should address the type of credit cards and the limit they would allow. He was aware of 3 credit cards in a certain department and last year, he put \$1,500 on his personal credit card which included airfare, hotel and the registration fee for the annual conference and it took 1 ½ months to get reimbursed. He felt there should be a credit card in place to be used responsibly and asked the Auditor to get a credit card through the City's bank with a \$5,000 limit, they gave him an application which he completed and then received a credit card. Auditor Williams made the City Manager aware that there was an Ordinance in place disallowing credit cards. Manager Allen stated that Municipal Court has 3 credit cards, Manager Allen has 1 credit card, the Auditor's office has a Sam's Club card and another credit cards, the Fire Department has a WalMart card and there were 58 of the Voyager Gas cards. He said the fine line there was Resolution #11 from 1994 stated that we were not allowed to have credit cards and this had been violated. He believed that it needed to be repealed because there were credit cards in place and his recommendation was to repeal Resolution #11 and have Council pass something for the authorization of credit cards and in the future, if someone wants a credit card they would need Council approval. Councilwoman Aeh said that the reason the Resolution was put into place in the past was the Sam's Club card because it was one Employees were using so that they wouldn't have to pay sales tax and that's why Council passed the Resolution. There was supposed to be only one credit card which was to be left in the Mayor's office and if a Department Head had to pick up supplies, they would pick it up from the Mayor's office and then return it after a purchase was made with the receipt. She requested a copy of the purchases that have been made and all the Pay-Ins. Councilman Meadows would like to see those also and those people should be fired and prosecuted. Manager Allen said that he would request the list. Councilman Lowe asked for clarification that the Municipal Court has 3 Visa card with \$5,000 each and then there were 58 Gas cards for \$3,000 each. Solicitor Haas stated that he believed some of the departments need to have a credit card because it was almost impossible to do certain things without a credit card, but needed to be reasonable and he agreed that if Council wanted to see what was being purchased on the credit cards they have that right. Manager Allen said he doesn't know why the Auditor's office needed a credit card and Solicitor Haas said that the only time his office needed one was when he was booking a seminar and a credit card was required which he could use the one in the City Manager's office and he believed outside of the Municipal Court (because we have no authority over them), the only one that needed a credit card would be the City Manager. Councilman Kevin E. Johnson as well as Councilman Lowe stated that they would like to see the purchases on those cards. Manager Allen suggested to amend to say that Council does allow credit cards but they have to be listed with the name, amount and all approved by Council so that no one else has the authority to go out and get a credit card without Councils approval.

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no further questions or comments. VOTE: 5 Ayes – 0 Nays

Solicitor Haas said it would be best if it were worded Repeal and Replace with the new Resolution listing the credit cards. He said he would get all the information to be reviewed at the next meeting. It was decided to void the previous vote.

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no further questions or comments. VOTE: 5 Ayes – 0 Nays

5. Procurement and Credit Card Policy

CM-16-52

This was added in the conversation for CM-16-51, this was for Credit Card Policy. This was to be for purchases only and cannot be used as cash.

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no questions or comments. VOTE: 5 Ayes – 0 Nays

6. Ratification of Solid Waste Plan

CM-16-53

Manager Allen said he was required to be part of the planning process and one of the main changes had to do with recycling. He said most solid waste districts require mandatory recycling and the reason it's not mandated in Scioto and Lawrence County was because of the income level as it would increase the cost of service dramatically. Their goal is to encourage recycling, Council would be voting on adopting the plan. Mayor Kalb would like to see the percentage that was spent on education and awareness because if it's a lot he believed that it could be better spent on the actual cleanup and enforcement. He also wanted to know where the increase effects the city and Manager Allen replied that it was on property taxes.

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no questions or comments. VOTE: 5 Ayes – 0 Nays

7. Code Cleanup Chapter 929.01

CM-16-54

Manager Allen stated that CM-54 through CM-59 were changing position titles, and there were no changes in rules or requirements.

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no questions or comments. VOTE: 5 Ayes – 0 Nays

8. Code Cleanup Chapter 929.02

CM-16-55

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no questions or comments. VOTE: 5 Ayes – 0 Nays

9. Code Cleanup Chapter 929.03

CM-16-56

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no further questions or comments. VOTE: 5 Ayes – 0 Nays

10. Code Cleanup Chapter 929.05

CM-16-57

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no further questions or comments. VOTE: 5 Ayes – 0 Nays

11. Code Cleanup Chapter 929.08

CM-16-58

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no further questions or comments. VOTE: 5 Ayes – 0 Nays

12. Code Cleanup Chapter 929.09

CM-16-59

Councilman Kevin E. Johnson motioned to accept Alternative #1 as stated above.

There were no further questions or comments. VOTE: 5 Ayes – 0 Nays

DISCUSSION

Council Packets, City Manager's Report and Legislation

Manager Allen stated that he would like to have a general discussion about what Council wanted from him as far as communication. His intent was not to aggravate or make Council mad, but to communicate so that everyone knew what was going on. There's been comments about the City Manager's Report, his submittals to Council and monthly reports and if Council doesn't want these things, then he doesn't want to waste his time reporting it. His intent was to be a good communicator and never have Council say "you never told us" or "you didn't tell me you were doing this" or "you didn't tell me what so and so was doing". He doesn't like to list all of his meetings, but during evaluations it was stated that he didn't meet with the public and he wanted everyone to know that he meets with different groups and was out in the community. There was an issue about Police and Fire overtime, so he started reporting it. He said, if this was not helpful or Council didn't want it, it would save him a lot of time. He listed out what the Water and Sewer Departments were doing so that Council was aware if they had been in your neighborhood.

Councilwoman Aeh said she was the one talking about it and believed that it was too much paper. She said a full ream of paper was 500 pages and in the last City Manager's packet there was 606 pieces of paper that was submitted to Council; she doesn't want them in paper form but rather them be emailed. Councilman Meadows stated that he had requested that these be sent via email and for a while that was being done and it worked great. Manager Allen asked if Council was alright with that and Councilman Kevin E. Johnson said that he liked the way the City Manager had been doing the reports. He kept the reports and if residents had issues on something that had already been addressed, then he can refer back to that report. He's not as computer savvy as others and he liked the paper copies. As far as the reports, he believed that the City Manager had done an excellent job. When he was first appointed to Council, the only report was a verbal report and they did not receive a written report and he hoped that he kept it up. Mrs. Aeh said she does appreciate what he does but doesn't need all that paper. Councilman Lowe agreed with Mrs. Aeh as he felt the delivering of the packets was a waste and he would like to get it electronically, but whenever there's a meeting he would like to have the paper version and Manager Allen said there would still be a large amount of paper. Mrs. Aeh requested that he make the department reports brief and if there's issue she wants to see, then she will come to the Manager's office and request to look at it. She said that the budget was so large that she doesn't have room for it in her house and kept it in the trunk of her car. Mr. Meadows agreed with her on the budget, he said he liked the information the Manager was giving, it's just too much paper. Mayor Kalb ask if the Manager could cater to each individual Councilman and that he would like to see the Council and Manager packets delivered at the same time. Clerk Ratliff said that's not possible when the Manager's packet goes out 1 week before the meeting. There's a lot of legislation and it's difficult for the Solicitor to have all of it ready by the time the Manager sent his packet. Solicitor Haas stated that his office had other things going on and trying to put

together legislation was sometimes very difficult, especially if someone was out on vacation, but he does try to get them done so that they go out. Mrs. Aeh said when she worked here, they would have their Council meeting on Monday night and on Tuesday afternoon the Ordinances would be ready for her to send a packet and she was aware that it could not be done all the time because there were times when things were held up. Solicitor Haas said that trying to put together legislation was sometimes very difficult because Council had ask him to draft legislation and change them around and he's not going to have that ready to type on Tuesday morning. He also said that the Manager sends the packet out early so that Council can review and if there were any questions or comments they could be addressed prior to the meeting. Manager Allen suggested that the monthly department reports could be put on the website and he said the problem with delivering packets is that the Police have been told not to leave the packets and sometimes they have to make two or three trips to Council's homes. Mr. Meadows ask why they couldn't be left and Manager Allen said that supposedly someone's packet got taken. Manager Allen said he would try to find a happy medium.

Recovery Gateway – Health Department

Manager Allen said that the Health Department came to him last Thursday and wanted the legislation on the agenda, however the packet had gone out on Monday. He had a meeting with them about certain things and they were told to speak to Council but that hadn't happened yet. He said that he's been told that they're hiring people to be drug counselors. Councilman Meadows said that Mr. Smith had mentioned that to him after the last meeting and he gave him the proposal but he hadn't had a chance to look at it, however he believed that this town had plenty of drug counseling. He said most of the Counseling was not working because if it were the crime rate and indictments wouldn't be hitting 800-900 per year. Manager Allen stated that he believed that it had already happened and that the Health Department was asking for money to fund it. Mayor Kalb said that he attended the Health Department meeting and they were doing all the steps for the Recovery Gateway but they get up to the counseling part of it and they had to refer it out instead of handling it in-house. Mr. Meadows stated that he dealt with this daily and the first thing that a Counselor says is "it's O.K. when you relapse, people relapse when they're getting cured from drugs" but basically they were saying you come back to us and we'll start charging you again; it's continual and something needs to be done to stop it. Manager Allen said this was part of the hole in the organization because he's not sure Council had any say over it except for the finances. Solicitor Haas suggested putting this off until someone from the health department could attend and explain. Councilman Kevin E. Johnson said that Commissioner Smith was out of town serving our Country, and nobody likes the drugs in our community, but the amount was \$40,000 and if the city had an opportunity to get into the business, it sounded like a good investment. Manager Allen said that he told Commissioner Smith that he would put it on his next agenda.

Councilman Kevin E. Johnson motioned to accept Alternative #3 to take no action.

There were no further questions or comments. VOTE: 5 Ayes – 0 Nays

The meeting adjourned at 8:55 p.m. on a motion by Councilman Meadows.

Submitted by: *Diana Ratliff* – City Clerk