

**Rochester City Council Meeting
May 7, 2019
Council Chambers
7:38 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Hutchinson
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Walker
Deputy Mayor Varney
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Terence O'Rourke, City Attorney
Fire Chief Klose
Jessica Gray, Secretary II (Fire Dept.)
Peter Nourse, Director of City
Services
Jennifer Marsh, Acting Economic
Development Manager
Sonja Gonzales, CIO
Andrew Watkins, System Administrator
Attorney O'Rourke
James Campbell, Director of Planning
and Development Department
James Grant, Director of the Building
Zoning, and Licensing Services Dept.
Christopher Bowlen, Director of the
Recreation and Arena Dept.

MINUTES

1. Call to Order

Mayor McCarley called the meeting to order at 7:38 PM. Kelly Walters, City Clerk, took a silent roll call. All Council members were present.

2. Public Input

No member of the public addressed the City Council.

3. Budget Presentations:

3.1. Fire

Fire Chief Klose and Jessica Gray, Secretary, presented the Operating Budget to the City Council.

Chief Klose referred to page 2 of the operating budget booklet which

shows a budget adjustment to the Fire Department relative to the hiring of one additional firefighter for one half of the fiscal year (2019) in an amount of \$19,463. This adjustment will impact the budget by allocating the other half of the salary for Fiscal Year 2020. He briefed the City Council about other salary adjustments.

Councilor Lauterborn asked about the increase in the Operating Budget of \$18,000 (line item 533004 – Medical Services.) Chief Klose said he worked with the City Manager to propose the implementation of a new policy to require all firefighter employees (including the Command staff) to have a bi-annual physical. This proposal is included in the City Manager’s proposed budget. The \$18,000 pays for one half of said employees to get a physical in FY 20 budget. The other half of said employees would get a physical in FY 21 budget. He said moving forward there would be a mandate for each employee of the Fire Department to have a bi-annual physical. Chief Klose said the original request had been to fund all of the physicals this year, which would have equated to \$36,000; however, it makes sense to start with half the employees this year and the other half next year.

Councilor Torr asked if this mandate would include the Call Fire Officers. Chief Klose replied yes.

Councilor Torr asked what would happen if it was discovered that a firefighter had a heart condition. Chief Klose replied that the goal is to work with the individual to get them back to better health. The program is called NFPA 1582 Medical Physicals. He said the Fire Department would work closely with the firefighter, their Primary Care Physician, and the Occupational Health Specialist to correct the problem.

Councilor Varney asked about firefighters who are serving in the military. He asked about a firefighter that may be deployed in the coming year for an extended period of time. Chief Klose replied that Firefighter Berry serves in the USMC and is being deployed in two weeks. He added that this deployment shall last for one full year. He added that Firefighter Laferte is serving in the USAF and is to be deployed soon for a minimum of 90-days to a maximum of 180-days.

Councilor Varney said essentially the City Council could add one additional firefighter this year at no cost to the City and if not there would be a significant savings in the FY 20 budget. Chief Klose replied yes. He informed the City Council about two more potential deployments which could occur in the coming year.

Councilor Lauterborn referred to a statement about the need for

mandated physicals that read “to reduce the risk of a cardiac arrest.” Has there been a firefighter who has experienced a heart attack? Chief Klose replied no, the program is being implemented to prevent that from happening.

Councilor Lauterborn questioned why the individual’s health insurance isn’t paying for the physical which in most cases is the City’s health insurance. She said it seems the City is paying for this program twice. Chief Klose replied that a firefighter cannot be forced to take a physical unless a paid program/policy is in place. He said if an incident occurs the Fire Department cannot have access to medical records without such a program in place. He said by implementing this policy the Chief could request such records if needed from the program.

Councilor Lauterborn asked if a firefighter could refuse to take the bi-annual physical through this policy. Chief Klose replied that would be dealt with on a case by case basis.

Councilor Varney asked if the NFPA 1582 physical is any different than what a primary physician would give. Chief Klose replied yes, the NFPA 1582 physical is more stringent than what is provided by a primary care physician. He said the NFPA 1582 physical has been primarily used during the hiring process.

Councilor Walker asked if this policy had been presented to the Firefighters union. Chief Klose replied no; however, in the place of his own recent employment, this policy was in place and it had not been presented to the local union. He confirmed it can still be enforced through a Fire Department’s policy.

Councilor Lauterborn questioned the legalities of the issue relative to the Privacy Act. Chief Klose clarified that typically after the firefighter completes the mandated physical a notification would be sent directly to the Fire Department as follows: Fit for Duty or Not Fit For Duty. He would not receive any other medical records unless an incident occurred, in which case, the State Fire Marshall at that time, would subpoena records from the Occupational Health Services in order to resolve the situation.

Councilor Hutchinson spoke in favor of this initiative. He said serving in the military has taught him that it is essential that all members are ready to serve at all times. He added that it should be the same for a firefighter.

Councilor Bogan asked what happens if it is reported that a firefighter is not fit for duty. Chief Klose said the Fire Department would work the individual and their PCP to find a solution to the problem. The goal is to prepare all

firefighters to be ready for their responsibilities as a firefighter and to remain in good health.

Mayor McCarley said the City Manager has been taken notes and will get back to the City Council with some additional feedback.

Chief Klose reviewed the rest of his operating budget and issues and option requests.

Councilor Walker asked about the issues and options request to elevate the Secretary position to an Executive Assistant position. Chief Klose recalled that this request started in last year's budget; however, it had not been included. He said this year it has been included with the City Manager's proposed budget. He said this action would bring the Fire Department, as a department head, in line with other department heads in the City. He added that his secretary must deal with a lot of confidential information and it is fitting to elevate this position to an Executive Assistant.

3.2. Public Works, Public Buildings, Water, Sewer, Community Center

Peter Nourse, Director of City Services, said he would present six budgets this evening: Buildings & Grounds, Highways, City Lights, Water, Sewer, and Community Center. He said four of the six budgets, aside from salary and benefits, are below the FY 19 appropriation level, one budget is below the City Manager's 2% limit increase, and one budget (smallest) is over the City Manager's 2% limit increase. He said that these six budgets combined are more than \$1,200,000 under the City Manager's directive to a 2% limit increase.

Mr. Nourse referred to page 73 of the operating budget booklet for the Buildings and Grounds budget which has been decreased by \$1,874 and under the 2% limit increase by \$18,665.

Mr. Nourse referred to page 34 of the issues and options booklet which is for an additional full-time grounds crew laborer. He briefed the City Council about this request. Mayor McCarley informed the City Council that this request has not yet been included in the City Manager's proposed budget.

Councilor Varney asked if the buildings and grounds crew were responsible of ridding the encampments found in the wooded areas of the City. Mr. Nourse replied no. He added that volunteers have cleaned up those areas and brought trash up to the curb for the Public Works crew to pick up.

Mr. Nourse briefed the City Council about the Public Works budget which is \$33,635 under the 2% increase limit for FY 20.

Councilor Walker asked about the increase to the software maintenance line item. Mr. Nourse replied that this is one third of the continuing maintenance fee for the GIS system. He added that the cost should decrease, once the City owns the system in year three of the contract. The City Council briefly discussed the expensive cost of this system.

Mr. Nourse referred to page 107 of the operating budget booklet for the City Lights budget which is almost \$30,000 under the 2% increase limit mandate. He briefed the City Council about the savings in the LED lighting.

Mr. Nourse referred to page 127 of the operating budget booklet for the Water Fund which has a total decrease of \$512,058. He briefed the City Council about the decreased budget.

Mr. Nourse briefed the City Council upon one of the issues and options requested for an additional Light Equipment Operator which has a total cost of \$55,139 that has been split between the Water and Sewer budgets. He gave reasons why this position being added to the department is important. He added that both the water and sewer budgets combined are over a million dollars under the 2% limit. Mayor McCarley informed the City Council that request has not been included with the City Manager's proposed budget.

Mr. Nourse referred to the operating budget booklet for the Sewer Fund which has a total decrease of \$390,176 over the FY 19 budget. He briefed the City Council about the decreased budget and the one issues and option request which is being requested to be split between the Water and Sewer Fund.

Councilor Walker asked about the "Other Professional Services" line item which is for \$10,479. Mr. Nourse replied that this is the UV Disinfection Treatment for the Waste Water Treatment Facility. He said this is a 20 year old system and is in need of the said treatment. He added to replace this unit it would cost close to \$550,000. The goal is to seek a unit that will save on electricity costs.

Councilor Walker said the equipment maintenance line item is up to 39,000. Mr. Nourse said this account is for contracted services which includes the Waste Water Turbo blowers, CO2 Safety Upgrade and the Gonic Sewer Siphon.

Mr. Nourse referred to the operating budget for the Community Center

budget which is the only budget that he is presenting that is actually over the 2% increase limit by \$16,791.

3.3. Economic Development

Jennifer Marsh, Acting Economic Development Manager, referred to page 43 of the operating budget booklet for the Economic Development Budget which has a budget increase of .05%.

Councilor Varney asked what makes up the “consulting other” and “marketing” line items. Ms. Marsh said that \$40,000 is for the third and final payment for the Buxton program (3 year contract.) She said the marketing line item is for printed materials, web & electronic media, co-op ads, regional & national ads, which also includes tradeshow, meetings and events.

Councilor Varney asked about the community services line item. Ms. Marsh replied that is for the Main Street Program and the Arts.

Ms. Marsh said there has been a slight change in the CDBG FY 20 allocation for salary and benefits. She said because there was a reduction in the FY 20 CDBG funding there is a deficit of \$6,483 which is needed for the CDBG coordinators salary and benefit line and a change of percentage is needed. She said in FY 19 15% of the coordinator’s salary and benefits income came from the Economic Development budget and an increase of 5% is being requested, which equates to the \$6,483.

CC FY 20 Budget Proposed Adjustment #1

Councilor Walker **MOVED** to increase the Economic Development budget by an amount of \$6,483. Councilor Bogan seconded the motion. The City Council briefly discussed the matter. Councilor Varney the Finance Department would figure out which line items this would be allocated. The **MOTION CARRIED** by a unanimous voice vote.

Ms. Marsh briefed the City Council about the Issues and Options request for the acquisition of 11 Barker Court to facilitate the changes to the Union Street Parking Lot. She briefed the City Council about the project.

Councilor Varney requested to know how much the total cost of the project would be prior to making a decision. He noted that this project is not yet included in the City Manager’s proposed budget.

Councilor Torr asked what harm is that building doing if it is left alone. Ms. Marsh replied that a new design would need to be drafted. She said this

design has 11 Barker Court removed.

Councilor Torr asked how many new parking spaces would be added to the Union Street Parking lot. Ms. Marsh recalled that it would not increase the amount of parking spaces; however, there would be more outdoor dining benches and landscaping. Mayor McCarley replied that this project would be reviewed again soon.

3.4. Information Technology

Sonja Gonzales, CIO, introduced Andy Watkins, System Administrators. Ms. Gonzales said she would be away on vacation in a few weeks. In her absences, Mr. Watkins would be available for the budget workshops to take questions.

Ms. Gonzales said the operating budget and Issues and Options requests are a continuation of the recommendations made by MRI in July, 2016 which is focused upon IT security, resilience, and business continuity. She referred to page 49 of the operating budget booklet. She informed the City Council that the organizational chart is incorrect and a new organizational chart can be provided by request. She said the Operating Budget for the IT Department is an increase of \$83,435 or 11.7%.

Ms. Gonzales reviewed the IT Department's budgets increased. Councilor Lauterborn questioned if any of the proposed budget increases are being off-set by another place in the budget. Ms. Gonzales replied that there are a few places where the increases are off-set by a decrease in the budget. Ms. Gonzales referred to page 3, which there are several increased line items and at least two line items which have decreased. She reviewed each of these changes for the City Council.

Councilor Keans asked if the GIS Coordinator is specifically assigned to the Public Works Department or if that position works for the IT Department as well. Ms. Gonzales replied yes and the coordinator works for the rest of the departments as well. Councilor Keans asked what type of work is coordinator responsible for outside of the duties of the Public Works Department. Ms. Gonzales replied that one project is to implement the enterprise solutions. She briefed the City Council about what that entailed.

Councilor Varney said the City had a phone system that costs \$9,000 to maintain and now the new phone system will cost \$23,000. Ms. Gonzales stated that other items/projects are assigned to that line item.

Councilor Walker asked if the new phone system had been implemented last year. Ms. Gonzales replied the IT Department is currently

working on implementing this the new phone system this year. She said it currently includes a one year warranty; however, if the funding is available a longer warranty will be purchased.

Councilor Lauterborn said she did not know enough about technology to know if all/any of these increases are necessary. She hoped members of the City Council with more of a technical background would provide the City Council with some input about the necessity of such projects. Ms. Gonzales said these increases are based upon the MRI study completed back in 2016. She said at that time, it was determined that the City of Rochester's IT budget was smaller compared to similar sized cities and that the staff per IT staff ratio was much higher meaning that there is more staff than can be supported per IT staff. She said the goal is to bring the IT Department in line with the amount of growth the City is currently seeking.

Councilor Varney asked about the Issues and Options request to have part-time hours support the IT Department's for five hours per week. Ms. Gonzales replied that is correct, the City Clerk's office has one part-time employee who can be utilized for an additional five hours a week for the IT Department. Councilor Keans stated that there should be an indication somewhere in the salary line that indicates this funding is for a part-time employee who works for a different department.

Ms. Gonzales referred to page 5 of the Issues and Options book for the IMC Software Upgrade which has been included in the City Manager's proposed budget. Ms. Gonzales reviewed the importance of this funding.

Ms. Gonzales said the last Issues and Options request can be found on page 28 of the booklet for a new position: "Data & Applications Specialist." She briefed the City Council about this request. Councilor Walker noted that this request is excluded from the City Manager's proposed budget.

City Manager Cox reiterated Ms. Gonzales's comments about the MRI report conducted in 2016. He said the efforts that has been made for this budget presentation is a reflection of the MRI report. He added that the report indicated that the IT Department had been underfunded for some time and the increase of funding is a result of that progress. Councilor Keans stated that it would be helpful to have a report showing where the IT Department was prior to the MRI report and where the IT Department is currently.

3.5. Legal

Attorney O'Rourke said the Legal Department, is essentially a level funded budget with a proposed increase of \$980. Councilor Varney asked

about the part-time line items. Attorney O'Rourke replied that is the Victims of Crime Act Advocate which is mostly funded by a Federal Grant.

3.6. Planning

James Campbell, Director of the Planning Department, referred to page 78 of the operating budget booklet which has a total increase of \$39,000. He said this increase includes salary and benefits; however, it also includes an increase of \$25,000 in order to move the "Master Plan" funding out of the CIP Budget and into the Operating Budget. After discussions with the City Manager, it was determined that master planning is not really a CIP expense but rather an operating expense. He said the total budget increase is \$738, aside from the increases due to the master plan and the increase due to salary and benefits.

Councilor Varney questioned which master plans are being worked on currently. Mr. Campbell replied the Transportation Master Plan and the Downtown Master Plan.

3.7. Building, Zoning & Licensing Services

James Grant, Director of the Building, Zoning, & Licensing Services Department, referred to page 97 of the operating budget which shows an increase of \$11,000 for the BZLS Department. He reviewed his operating budget and one Issues and Options request for the Viewpoint Planning Permitting Software Upgrade found on page 19. Mayor McCarley clarified that the BZLS Issues and Options request is included in the City Manager's proposed budget.

3.8. Recreation & Arena

Chris Bowlen, Director of the Recreation and Arena Department, referred to page 138 for the Arena portion of the budget which meets the City Manager's directive of not exceeding 2% increasing excluding salary and benefits. He reviewed the Arena budget.

Councilor Lachapelle asked about the new ice at the Arena. Mr. Bowlen said there have been great reviews about the new ice.

Councilor Lauterborn questioned if it would advantageous to install solar panels on the Arena Roof. Mr. Bowlen gave reasons why this is not possible for the type of roof until such time the roof is repaired or redesigned.

Mr. Bowlen briefly covered the Arena revenues which cover the costs for

the Arena Fund.

Mr. Bowlen referred to page 115 of the operation budget booklet for the Recreation budget which meets the City Manager's directive of not exceeding 2% increase excluding salary and benefits.

Councilor Varney referred to the FY 19 budget for "rentals" which is budgeted for \$70,000, \$58,000 has been spent year-to-date. Mr. Bowlen said that is a monthly payment which is anticipated to be spent prior to the fiscal year end.

Councilor Varney asked about a transfer in the Citywide programs (589007.) Mr. Bowlen said it was related to renovations needed at the Community Center. He gave examples of the types of events that occur in that space. Mr. Bowlen indicated that he would get back to the City Council about the \$15,000 expenditure for the Citywide programs because he had not planned on reviewing the FY 19 budget this evening.

Mayor McCarley recalled that the City Council requested that the Recreation and Arena Department to host a day's long event for the City. She recalled that the City budgeted \$7,500 for such an event. Mr. Bowlen replied that there is funding in the Citywide programs budget. He said the Recreation Department held one event in late December which was a movie event at the Rochester Common. The Recreation Department partnership with the Police Department and some other agencies and held a successful event. He added that the Recreation and Arena Department is continuing to organize the Independence Day Fireworks display which is growing into a bigger event each year.

Mr. Bowlen referred to page 27 of the booklet which is a request to reclassify a part-time position in order to provide consistent City staff presence and oversight of the Community Center for a twelve month period. He briefed the City Council about the importance of this request which is included with the City Manager's proposed budget.

Councilor Lauterborn asked if this part-time employee would be stationed at the "information" booth. Mr. Bowlen replied yes, and invited the City Council to take a visit to the building to see the new office renovations. Councilor Lauterborn stated that she is in support of having the building monitored as many hours as possible. She added that this is one of the discussion items which occurred at the joint Community Development/Recreation and Arena Commission meeting.

Councilor Varney asked what employees would move from the

Community Center to the Arena facility. He said three employees (including himself) will move to the Arena Facility and three employees would remain at the Community Center which is basically what was intended from the original master plan.

Mayor McCarley said it seems that this may be the final year event for Jet Pack Comic Day. It has been a successful event held in May each year. She suggested that it would make sense for the some of the City Departments and other business to plan an event on the same day where as there are already so many residents in the downtown area. Mr. Bowlen replied that the Recreation and Arena Department actually met with an outside agency which would have partnered with the Recreation and Arena Department to go along with Comic Book Day, unfortunately, that fell through. There is an interest in moving forward with such an event for the May timeframe.

4. Other

Councilor Lauterborn referred to a recent article in the newspaper about a youngster who has become proficient in the game of "Disc Golf" at the squamanagonic Course. How much is this venue being utilized for Disc Golf. Mr. Bowlen could not give a definitive answer as to how often or how many residents utilize the venue; however, it was determined that this venue has been successful and utilized by residents and non-residents often. Mr. Bowlen said it is discussed a lot on social media websites.

5. Non-Public/Non-Meeting

Mayor McCarley stated that no Non-Public or Non-Meetings have been scheduled for this evening.

6. Adjournment

Councilor Varney **MOVED** to **ADJOURN** the Committee of the Whole Budget Workshop at 9:55 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

