

## Manager's Report - 11/12/18

1. Per the request of finance committee, I have forwarded a personnel wage projection for 2019. This includes the associated costs of increasing the Plant Operator 2 wage rates from the current \$16.13/hr to the proposed \$17.51/hr and an annual percentage wage increase projection for 1% - 3% for next year.

2. The new John Deere backhoe which arrived this week. I finalized the paperwork and made the down payment per the payment plan agreement. Director Sanor said he had plans to put it work right away on several projects.

Chief Harris advised that the new police cruiser arrived at the dealership and that he will be making arrangements to add our decals and outfit it for duty. It should be ready for service by early December.

3. Eastgate District 6 committee will meet next week to finalize the project list for the current round of funding on Tuesday, November 13<sup>th</sup> at 9 am. We received 66 total points during the rating process, which puts in range for a funded project. However, it will probably be a bubble project via a Small Gov't grant, just like it was for the California Ave project this year.

Right after the regular D6 meeting there will be a "Small Government" meeting. The committee will select projects to be submitted for the Small Government program. I've already been outlining the SGP application for submission in anticipation of this source of funding.

4. I'm pretty sure that all Council members received an email from Fire Chief Anderson that he and Service Director Sanor did our ISO rating review today and were given a very optimistic preliminary outlook. If you didn't get the email, here are the details from Chief Anderson:

- Our rater stated that our rating will see a point increase due to our **implication of "automatic mutual aid"**. This will count neighboring departments "tanker trucks" towards our "initial water load". The rater stated this would be **extremely beneficial for Smith Twp.** residents as properties in unhydranted areas were classified as ISO-10, and now will be upgraded to a ISO-8B.

- Our rater stated that our rating will see a large point increase due to our **staffing of the station from 0800-1600 Hrs for fire and EMS coverage**
- Our rater stated that our rating we see a point increase due to our **better training schedule and training records**
- Our rater stated that our rating will see a point increase due to us **pump testing all of our trucks**. They used to not be tested yearly so they could only rate them at 750 GPM pumps instead of 1250-1500 GPM
- Our rater stated that our rating will see a point increase due to our **increased number of certified firefighters and the levels they are certified at**
- Our rater stated that our rating will see a point increase due to our **increased number of certified fire safety inspectors and fire investigators**

Our rater explained that we will see an influx of points on the rating system due to these improvements and we hope to see Sebring's overall class to move from an ISO-5 to an ISO-4. If it still doesn't make the cut the rater stated that he'd be willing to help us figure out the easiest areas for improvement to make the move into the next highest rating.

Chief Anderson extended his appreciation to Captain Goodrich and Firefighter Dickens for their hard work in assisting with all of prep work and checking trucks/equipment, as well as Captain Harlan and his platoon (2nd). Captain Goodrich works extensively throughout the year making sure all our trucks and equipment are constantly up to par and that is a HUGE task.

5. By presidential order flags were lowered to half mast as a mark of solemn respect for the victims of the terrible act of violence perpetrated at The Tree of Life Synagogue in Pittsburgh, Pennsylvania, on October 27, 2018. Flags will remain lowered until sunset, October 31, 2018

Per Presidential Proclamation the flags were flown at half mast honoring the victims of the tragedy in Thousand Oaks, California. The president ordered that the flag shall be flown at half-staff until sunset, November 10, 2018.

6. The civil service commission is administering an exam on Saturday, November 17<sup>th</sup> at 9am at the Sebring High School for the five dispatch applicants. Chief Harris has asked for a meeting afterward to discuss rules for Police Sergeant. Meeting is scheduled for 11:30am in the high school cafeteria.

7. Director Sanor, Superintendent Reed, Mayor Harp and I met with Larry Baxa from RCAP/WSOS for the final review presentation of Asset Management Plan in detail. Additionally, we met with Joyce Kessler (RCAP) to discuss funding options and get the ball rolling on a viable funding plant for the Water Tank(s) Rehab Project and for a new emergency generator system for the water plant. Based on engineering and vendor cost assessments I am anticipating that we will need at least \$850,000 for the tank project and \$350,000 for the generator project. So we will need to borrow about \$1.2 million to complete both of these projects in 2019 to meet OEPA requirements. Chances are it will be via the Ohio Water Development Authority (OWDA) or the Ohio Public Works Commission (OPWC). Possible funding may be gained via the OEPA loan program. I'm hopeful that we can get a 0% interest loan for a period of 20 years, so our annual payments will be around \$60,000/yr. I gave Joyce a detailed scope of project (with documentation) and she researching our best options at this time.

8. Per the request of Finance Committee, new clothing allowance wage ordinance language was drafted. See below:

### ***CLOTHING ALLOWANCE***

*A. The Village of Sebring will provide a \$600.00 clothing allowance, per person, each fiscal year for all fulltime employees that work in the Service Department. For the purposes of this policy street and storm water maintenance, water and wastewater distribution, water treatment plant, wastewater treatment plant and parks personnel are considered Service Department employees.*

*B. Department heads are tasked with overseeing purchases and tracking funds. The \$ 600.00 dollars will be in the form of reimbursement or purchases made on employee behalf by department head. This annual allowance will include the cost of acceptable work boots or the required proper foot protection (steel toe or composite toe safety boots, etc.)*

*C. The allowance is to be used by employees or department heads to purchase clothing to be worn by employees for service department work and operations and to meet department or OSHA requirements. Items that can be purchased may include: Carhart or other brand of acceptable coats (i.e. safety yellow coats, etc.) bibs, coveralls, wool caps, winter gloves, sweatshirts, t-shirts or other clothing items deem acceptable by the Deputy Service Director. If an employee is not sure if an item can be worn at work, he/she should contact their supervisor. The appropriate name and label, as approved by the Deputy Service Director, must be paid from the employee's annual clothing allowance. Employees are expected to come to work in acceptable clothing and be ready for work.*

*D. Service Department employees must purchase and wear a "safety colored coat" that meets department and OSHA requirements. Carhart coats or coats of any other color than safety yellow is acceptable if a safety color vest is worn over it when working in the road right-of-way. Variations of the safety color coat regarding style or type of coat may be approved by the Deputy Service Director based on availability/trends.*

*E. Sweatshirts may be either zippered or pull-over. The sweatshirts must be a solid color. No logos or advertisements will be allowed on the clothing, i.e. Eat at Docs, YSU, etc.*

*F. All clothing and clothing items purchased from the clothing allowance provided by the Village of Sebring shall be used for on-duty work related purposes only. It is prohibited to wear or use clothing and clothing items purchased from the clothing allowance for personal use during off work personal time.*

*G. Clothing allowance items that are damaged beyond repair and use while in the performance of work duties may, at the discretion of the Deputy Service Director, be replaced at Village expense. Employees have the responsibility and obligation to take necessary steps to ensure clothing items are properly maintained, cleaned and useable whenever possible.*

9. Finance Assistant Sally Gednetz and I met with Jeremy Scharl of Spectrum Enterprise to work out program change details on an updated phone system and internet access. After outlining our needs for updated hardware and better and less expensive fees for service, we think we can get all new equipment while at the same time saving the Village 20% off our current

phone and internet bills. I'll keep you advised on further meetings and forward a cost savings analysis when we work one out.

10. Per new State regulations, all Ohio Political Subdivisions Must Adopt Credit Card Use Policies by February 2019. Most cities and villages in Ohio have credit card use policies to ensure that credit card accounts are only used for authorized purchases and to establish procedures for the issuance, management, use, and cancellation of credit card accounts. These policies will need to be reviewed and updated to comply with a new Ohio law (House Bill 312) that became effective this month and which is aimed at fighting credit card abuse in Ohio's local governments.

By February 2, 2019, the legislative authority of political subdivisions that hold credit card accounts must adopt a written policy for the use of credit card accounts. As you know, we discontinued use of all our debit cards and have requested a commercial credit card for Village use from Huntington Bank. We are in the process of drafting the policy that Council will need to pass before February.

11. Per Police Chief Harris's recommendation, the following promotions have been made in the police department:

- Patrolman Chad Redfern was laterally promoted to Detective effective October 24.
- Patrolman Josh Kelm was laterally promoted to Juvenile Detective effective October 24.
- Patrolman 2<sup>nd</sup> Grade Zachary Scott was promoted to Patrolman 1<sup>st</sup> Grade effective October 14. Officer Scott successfully completed his one year probation.

12. On behalf of Chief Anderson I completed and submitted all the financials and FEMA worksheets for the Assistance to Firefighters Grant (AFG). As you remember from previous memos this is the \$250,000.00 grant for the SCBA fire equipment. Chief Anderson just needs finish the NIFRS page and let the consultant take it from there for us to process the application.

13. I was on vacation during the bid openings for the Trash Aggregation project, but have completed my review of the bids in conjunction with the specifications. I would like to thank Mayor Harp for conducting the bid opening meeting in my absence. My recommendation would be for the finance committee to discuss any issues, problems and project logistics to determine

an award or rejection of the bids at the earliest possible time. This could be done via the three reading process, allowing for a public education period prior to any final contract approval.

14. I have started work on the 2019 Annual Budget. Department Heads have been advised to submit their budgets, capital maintenance and capital equipment needs as well. Currently I am developing the revenue budget and when completed I will begin working on the expense budget. We will also update the debt load report and I will start working on a new 5 Year Capital Plan. It is my intention to have all this completed by the end of November or first week of December, which will give Council time to review/amend and then approve the budget in late December before the next fiscal year.