

FINANCE COMMITTEE MEETING MINUTES

MONDAY, FEBRUARY 22ND, 2021

beginning at 6:55 P.M.

FINANCE PRESENT: Chair Stewart, Tollett, Jessie, Davis ABSENT: Baird

OTHERS PRESENT: Law Dir Deery, Asst Law Dir Breunig, Mayor Whitfield, Safety Service Dir Brubaker, Finance Dir Pileski, Asst Finance Dir Farrell, Engineer Schneider, Councilpersons Keys and Oswald

1. Approval of the Regular Finance Meeting Minutes ~ February 8th, 2021

Mr. Tollett moved and seconded by Mrs. Davis to approve the said Meeting Minutes.

2. The matter of authorizing the Mayor to enter into a professional service contract with Roetzel & Andress for Legal Counseling for labor matters.

REFERRED BY: Safety Service Director Brubaker

Mr. Brubaker said the administration was notified in January that Susan Anderson was leaving Walter Haverfield and transferring to Roetzel & Andress and with approval of the Mayor and the Law Department they will change over that contract so we can keep continuity with Ms. Anderson.

Mr. Stewart asked if anyone knows anything about the firm.

Law Dir Deery said that her department has reviewed the contract and the terms are identical as the Walter Haverfield contract and what Ms. Anderson was supplying to the City with them.

Mr. Tollett asked if we need to terminate the previous agreement?

Ms. Deery said the Walter Haverfield had not been finalized as yet.

Mr. Tollett moved and Mrs. Davis seconded to recommend an ordinance to authorize the Mayor to enter into the 'said' professional service contract.

MOTION MADE

COMMITTEE REPORT WRITTEN

3. The matter of the disposal of outdated and non-usable City IT equipment.

REFERRED BY: Safety Service Director Brubaker

Mr. Brubaker said this was referred by the IT Dept. We have old computer equipment; units, monitors, printers, etc. that are no longer useable and we want to be able to dispose of them by recycling them. We would open a Purchase Order with Regency Technology who will pick up this equipment and shred the hard drives and the remaining will be recycled and a percentage of those dollars will come back to the city.

Mrs. Davis asked if there is any way that the residents can contribute their old computers thru this program?

Mr. Brubaker said that is something they can look into.

Mrs. Davis asked if any of the monitors can be donated for kids being schooled from home can use them?

Mr. Brubaker said these monitors are broken and outdated and unusable.

Mayor Whitfield said that Mrs. Davis is on track with trying to get the residents set-up with technology and training. What was voted on earlier will free up some resources to be used for computer training. He's been in discussions with Windstream and Goodwill

for their assistance to get devices out there to those who need them. He said he'll be working with the Safety Service Director to see how we can make that happen and to get internet service donated.

Dir Deery asked for a list of exact items that are going to be scraped or donated.

Mr. Brubaker said that Mr. Henderson has that list which is in excess of several hundred items and they will get that to Ms. Deery.

Mrs. Davis moved and Mr. Tollett seconded to recommend a resolution to authorize that the 'said' City IT Equipment is unusable for public use.

MOTION MADE COMMITTEE REPORT WRITTEN

Mrs. Davis moved and Mr. Tollett seconded to recommend an ordinance to authorize the disposal of certain City property that is no longer usable by the City.

MOTION MADE COMMITTEE REPORT WRITTEN

4. The matter of an amendment to Salary Ordinance No. 2019-94 to establish a Finance Department Specialist Position.

REFERRED BY: Assistant Finance Director Farrell

Finance Dir Pileski said that Mr. Farrell sent out a narrative regarding their desire to create a Finance Department Specialist similar to the Department Specialist in the HR Department so he's asking for it to be set up in the C-42 Paygrade, just like HR as they are doing similar work. Payroll deals with on-going audits, police and fire pension, OPERS Retirement and constant changes to contracts, overtime pay, etc. They are trying to even things up a little.

Mr. Stewart said this is a need to be fulfilled and is justified.

This will be someone who is an existing employee.

Mr. Tollett moved and Mrs. Davis seconded to recommend an ordinance to authorize the Finance Dir to establish the Finance Dept. Specialist position.

MOTION MADE COMMITTEE REPORT WRITTEN

5. The matter of an amendment to Salary Ordinance No. 2019-94 to establish a one percent pay raise for certain Chapter 165 employees.

REFERRED BY: City Council President Stewart

Mr. Stewart said this is a referral he made. Seeing the other rec'd the 1% pay raise and the \$250 stipend, it was only fair to include those Ch 165 employees.

We will have to see what will hold for the rest of this year and keep an eye on the budget.

Mr. Tollett said the 1 percent is fair and it's in line with the others.

Mrs. Davis moved and Mr. Tollett seconded to recommend an ordinance to authorize the 1 percent pay raise and stipend for the 'said' employees.

MOTION MADE COMMITTEE REPORT WRITTEN

6. The matter of the 2021 Permanent Appropriations. [Standing Referral]

[For Discussion Only]

REFERRED BY: Finance Directors Pileski and Farrell

Motion was made by Mrs. Davis and second by Mr. Tollett to get the matter on the floor for discussion.

Mr. Pileski said Mr. Farrell emailed all the information for the budget to each Council member.

Mr. Pileski began with going over each item on that email.

The first page starts with beginning cash and the amount of estimated resources which gives

the amount available to appropriate.

The 1st column is yellow and is the Department's requests by fund total. Then comparing that to the amount available to appropriate gives you the amount over or under the amount available to appropriate. After the 1st go around the requests from the General Fund was \$158,258 higher than what was available to appropriate. The next line is the Finance Administration which is after John and Ted did the review of all of the requests and corrected and took some things out and added and got the number below of the amount to appropriate and as it stands now there is \$4,504 left to appropriate. Some of the funds are the special revenue fund, enterprise funds, which is the water and sewer funds, sanitation fund, internal fund, health insurance, workers comp, debt retirement, capital retirement fund, etc.

Mr. Pileski said this is a lot of information and anyone on the committee can call him to discuss any questions.

Next is a Table of Contents.

Next is the Budget report; 1st is a 46 page document which is a overview of revenues and goes over for 2018, 2019 and 2020. Then the 2021 requests and then where we're with finance administration totals which is by fund and by department, it doesn't break it down on this report. It's a summary of each fund at the highest level.

The next part is the 2021 budget and this breaks it down even further by revenue line item by fund and department and by major account which is how the budget is passed.

The Budget will be passed;

1. Fund, then by
2. Department then by
3. Major Account

Those are the levels that they appropriate. The 53 page documents goes by every fund, revenues, actual amounts, what was requested this year, where we are now.

The next part is 101 pages and it breaks down the revenue even further, than the previous document. It goes over revenue accounts as well as minor line items within the departments and the amount appropriated for each line item. It goes back to 2018.

Keep in mind that the actual spent last year is lower than what's budget for this year and that's because of the CARES ACT Money. They were able to take a lot of salary, wages and benefits out of the CARES ACT as opposed to The General Fund.

Next is a one page document and it's the 2016 .50% income tax summary, since it's conception, what we've collected, where we've spent the funds in 2020 and what was requested for 2021.

Next is a 9 page document which is all of the projects out of Issue 6 monies. It's what's on tap for this year including the Parks Dept. It's actually a complete breakdown of what we're going to be doing with Issue 6 Funds, if approved by Council.

Finance Dir Pileski thank his assistant Dir, John Farrell for putting this together, it's one of the most comprehensive displays of the budget we've have.

Mr. Pileski said he has been concerned about Income Tax collections and as you know we started January poorly and rebounded in February. His initial estimate for income tax revenues which would effect the General Fund, Issue 6 Fund and The Police Levy Fund has forecasted a five percent drop in income tax revenue compared to last year. He doesn't think we're out of the mess with covid and the economy and he's hoping he won't have to drop it more. He just wants to be conservative. Moving into the end of this year and the beginning of next year we have to start forecasting the loss of Bendix which will effect next year's budget.

He wanted the committee to know to reach out to him or John anytime.

Mr. Tollett asked if they rec'd the budget requests from Muni Court.

Mr. Pileski said yes. But they are still waiting on their 'special revenue funds'.

Chair Stewart thank Mr. Pileski and Mr. Farrell and their staff for all the work they have done with this.

Mrs. Davis asked for hard copies of the 'said' budget. And those will be provided per request as well as a copy will be available for review in the Clerk's Office.

Chair Stewart said the discussion on the Budget will continue on March 8th.

Mayor Whitfield wanted to touch up on a couple things. He said it's been great working with Ted and John. He wants to give a shout out to the Department Heads as well. And with working with the Safety Service Director, not only for being reasonable in terms and thinking about where we are in terms of financial status. Over the past four years, this is the lowest estimated revenue we've had in four years and also the highest carryover we had over the last four years. It's good that we can be able to match those two up with the lack of revenue being able to match having a strong carryover to help us make it. But we really start thinking about the future, not only how we're trending this year in terms of our revenue income tax revenue but be strategic in our decision making. He gave a shout out to everyone who helped manage the CARES Act money and made the operational changes. If anyone has operational questions, he said they can be directed to him as well as the Safety Service Director.

Mr. Pileski said another document that is part of the budget is the list of the projects submitted by the City Engineer, which are the Water-Sewer Fund Projects.

Mrs. Mitchell asked if he had any idea how much we will be able to spend on streets?

Mr. Pileski said they've been taking the street program out of the Issue 6 monies.

Mr. Farrell said there's 1.7 million in the 2021 street resurfacing program.

In addition to the Lowell St., Gulf Rd., Burns Rd. and Abbe Rd. There were some monies appropriated into the muni motor vehicle fund. It also included the design work for the East Broad St. widening project which is funded thru Federal dollars but the City has a share which will be taken out of the Muni Motor Vehicle Fund. But we're hanging onto some of that money for down the line for the East Broad St and Cleveland St projects. The design will be going on this year for those 2 projects.

In the 2016 .50 Income Tax Fund, there is still 1,677,000 that has gone unappropriated up to this point. So there is a little bit of extra and not sure what we'll do with that.

Mayor Whitfield said they are still advocating for Federal Dollars to assist us as well. We may be asking Council to pass a resolution to help push Congress and Senate to pass the American Rescue Plan which would give more resources to the City.

7. The matter of Amendments to the 2021 Temporary Appropriations.

[Standing Referral] REFERRED BY: Finance Directors Pileski and Farrell

There were none this evening.

Mr. Tollett moved and second by Mrs. Davis to adjourn this evening's Finance Meeting at 7:25 P.M.

MOTION CARRIED

Respectfully submitted by,

Colleen Rosado, Council Clerk Secretary

(Committee Meeting was attended by Secretary Rosado ~ Meeting Minutes were transcribed by Secretary Rosado).