

FINANCE COMMITTEE MEETING MINUTES

MONDAY, JUNE 28TH, 2021 beginning at ???? P.M.

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

CD PRESENT: Chair Callahan, Cerra, Oswald, Jessie, Absent: Mitchell

OTHERS PRESENT: Law Dir Deery, Mayor Whitfield, Safety Service Dir Brubaker, Finance Dir Pileski, Asst Finance Dir Farrell, Building Official Farkas, Engineer Schneider, Asst Engineer McKillips, CD Director Scott, CD Manager Almobayyed, Asst Director Calvert, Councilpersons Keys and Simmons

1. Approval of the Regular Finance Meeting Minutes ~ May 24th, 2021 .

Mr. Tollett moved, seconded by Mr. Baird to approve the said Meeting Minutes.

2. The matter of inactive/delinquent EPU Accounts to be certified to Lorain County Auditor's Office. (*Standing Referral*)

REFERRED BY: Public Works Supervisor Conner

Mr. Brubaker said this is standard procedure.

Mr. Tollett moved and Mrs. Davis seconded to recommend a resolution to certify said charges to the Lorain County's Auditor's Office.

MOTION MADE COMMITTEE REPORT WRITTEN

3. The matter of Legislation making Juneteenth an official Holiday in the City of Elyria beginning in 2022.

REFERRED BY: Mayor Whitfield

Mayor Whitfield said the Federal Government made Juneteenth a Federal Holiday a few days before Juneteenth so the City has to make it an official holiday as well. He is hoping to present a resolution at the City Council Meeting on July 6th. The holiday will be official beginning in 2022.

Law Dir Deery said that her office has begun drafting an amendment, Chapter 165.04 to add Juneteenth to the list of holidays for full-time employees that fall under Chapter 165. In accordance with the Mayor's email correspondence directly from him and also from the HR Dept. to address the floating personal holiday hours for employees for this year for the holiday of Juneteenth. She understands that codifying that will make things easier for the Payroll Department. Those employees that have collective bargaining agreements, that will work itself for those union employees.

Mayor Whitfield said based on conversations they've had with their labor attorneys, that the way the resolution reads, is important to reflect that matter.

Mrs. Davis clarified that we are going to make Juneteenth 2022 a Legal Holiday for Elyria and there will be an additional 8 hours of personal time in 2021.

Mayor Whitfield said that Elyria has one Union that whatever the Federal Holiday is, they will automatically get it. But there were only 2 days to plan for it. So they will take the MOU as a floating holiday, so they can use 8 hours to use later in the year as opposed to just nobody showing up to work. Other unions would like to be able to use it as a holiday as well, so part of the bargaining as opposed to people asking for double time for working that Saturday or just not showing up is to give them 8 hours as a floating holiday.

Mrs. Davis asked what union is the one that will automatically get the 8 hours for the holiday? Mayor Whitfield said it's AFSCME. Based on their contract, they could have just not shown up for work on that day or could have asked for double-time. They understood that this is short notice and they would take the MOU and take their 8 hours throughout the year as opposed to leaving the City short-handed. The contract says that those employees could instantly get those 8 hours.

Law Dir Deery said the contract says 'union members will observe any holiday that is approved or recommended by the President of the United States'. President Biden signed this bill at 3:30 on that Thursday before the Friday Holiday. They were trying to figure out what they will do in a short amount of time. There was no time to let residents know that trash pick up would be delayed a day, no time to plan for coverage at other departments. The last time a new holiday was established was in 1983 and that was MLK Day and was established 3 years before it went into effect.

Chair Stewart said that every full-time employee will get those 8 hours banked for future use. Is that correct?

Finance Dir Pileski said that in the resolution the City will have the authority to give the 8 hours of holiday time to all the other unions and non-bargaining groups because if the holiday is effective in 2022, somehow we have to address what we're doing in 2021. It will have to be addressed in the resolution to make sure his department has the authority to give everyone 8 hours.

Law Dir Deery has proposed the updating of Chapter 165 provision and will address the 8 hours for this year for the non-bargaining and the resolution will address the other bargaining agreements based upon the declaration going forward.

Mr. Oswald asked what this new holiday will cost the City in extra wages?

Dir Pileski said when they pay holiday time and regular time, it doesn't change the budget. If they base pay is appropriated it's already in the budget. It won't effect the budget, it will just be one extra day off for each full-time employee. Where the costs comes in is if an employee gets called in or had to work over on the day that the holiday is observed, there are clauses in union contracts that allow double-time, so that's where extra cost comes in.

Mr. Baird moved and Mr. Tollett seconded to recommend an ordinance to declare Juneteenth a Legal Holiday in Elyria.

MOTION MADE

COMMITTEE REPORT WRITTEN

**4. The matter of the purchase of Capital Items, utilizing Issue 6 Funds;
[2] Ford Escapes for the Building Dept and [1] Generator Unit for Fire Station #3.**

REFERRED BY: Safety Service Director Brubaker

Mr. Brubaker said that there is a change on this referral. They decided to get by with the purchase of just one Ford Escape for the Building Dept.

However, they now will need to purchase a new mower for the Street Dept. because an engine was blown on one of the mowers due to the fact it was an older model mower and now that needs to be replaced.

So, now they will need to purchase:

1. one Ford Escape for \$27,000
2. one mower for the Street Dept. for \$19,000
3. one generator for Fire Station #3 in amount of \$35,000

Total costs = \$81,000.

These costs will be part of the appropriation changes which will be brought forward from the Finance Department.

Mr. Baird moved and Mr. Tollett seconded to recommend an ordinance to purchase the 'said' equipment for the Building Dept., Street Dept. and Fire Dept. using Issue 6 funds (2016 50% Income Tax Fund) as per the attached.

MOTION MADE COMMITTEE REPORT WRITTEN

Mr. Jessie said that he spoke with Mr. Brubaker about getting more radar speed signs to be placed in the City. Possibly thru Issue 6 Funds.

Dir Brubaker said that was discussed. These will track the speed of vehicles and gives a count, what time of day and other data. They are wondering if Issue 6 dollars can be used for that use.

Dir Pileski said, getting back to the appropriation changes, he said that he didn't believe appropriation changes are done on emergency.

Law Dir Deery said that is correct, but, that the ordinance authorizing the use of the Issue 6 Funds can be done on emergency for ordering purposes.

Mr. Farrell said that Mr. Brubaker had referred this so that he can keep council aware of appropriation changes. These dollars will be addressed with the appropriation changes and to let everyone know that these additional items will be purchased.

5(a). The matter of disposing of property that is not needed or unfit for public use.

REFERRED BY: Safety Service Director Brubaker

Director Brubaker said he passed out a list of items that was given to him by Mr. Strohsack of CMG. That list includes items to be put in the City auction on July 17th. The last auction took place in 2017. Dir Brubaker is asking for approval to add these items to the unfit for public use, which will allow to dispose of these items in the upcoming Public Auction.

Mr. Baird moved and Mr. Tollett seconded to recommend a resolution authorizing the Safety Service Director to declare certain City property unfit and no longer needed for public use

MOTION MADE COMMITTEE REPORT WRITTEN

5(b). The matter of disposing of property not needed or unfit for public use.

REFERRED BY: Safety Service Director Brubaker

Mr. Baird moved and Mr. Tollett seconded to recommend an ordinance authorizing the Safety Service Director to dispose of, by the best means possible, City property that is unfit and no longer needed per attached list.

MOTION MADE COMMITTEE REPORT WRITTEN

5(c). The matter of disposing of property not needed or unfit for public use.

REFERRED BY: Safety Service Director Brubaker

Mr. Baird moved and Mr. Tollett seconded to recommend an ordinance authorizing the Safety Service Director to dispose of, by the best means possible, City property that is unfit and no longer needed per attached list, by City Auction to be held on July 17, 2021.

MOTION MADE

COMMITTEE REPORT WRITTEN

6. The matter of amending the Salary Ordinance to increase the hourly wage of Muni Court Security Bailiffs.

REFERRED BY: Judge Bennett

Chair Stewart said he had a conversation with Judge Bennett in regards to the increase of the hourly rate from \$16.87 to \$18.00. They are finding it hard to get the security positions filled.

Dir Deery said these are part-time positions, no benefits.

Mr. Farrell said that all the Muni Court positions are on the same salary ordinance which is for both full-time and part-time employees

Mr. Baird moved, Mr. Tollett seconded to recommend an ordinance to amend the Salary Ordinance to increase the wages of part-time Muni-Court Security Bailiffs.

MOTION MADE

COMMITTEE REPORT WRITTEN

7. The matter of Adopting the Tax Budget for the Fiscal Year 2022.

REFERRED BY: Finance Directors Pileski and Farrell

Dir Pileski said they are required by the Ohio Revised Code to prepare and submit, the Tax Budget to the Budget Commission. It then becomes the starting point of our certificate of estimated resources for the following year. And that is the document which enables you to appropriate monies by fund and fund type.

Since we do this 6-7 months before the year starts, he has to estimate the cash balance for each fund, what he thinks it will be at the end of the year, beginning of next year and then estimate the revenues for 2022 and the expenses for 2022 and to come up with a final balance at the end of 2022.

There are two big items that have had an effect on this budget, one good and one bad, the good is the American Rescue Plan Act Monies. The second payment of 9.3 million dollars is included in the estimated revenue for 2022, which is in the special revenue fund group.

The bad part of this budget is the loss of Bendix. He had to lower income tax estimates by 1.5 million dollars for withholding tax that Bendix submits to RITA and also an amount that he cannot report on, which is their net profits, so he cannot report what that figure is.

There is no question that the income tax revenues are going to drop in 2022. Bendix will be gone by the end of the year, possibly sooner. We will have to keep a close eye on the funds that receive income tax revenue; General Fund, 2016 .50 Percent Income Tax (also known as Issue 6) and the Police Levy Fund.

The certificate of estimated resources will then be amended at the beginning of next year when they know the actual carryover cash balance when it does not become an estimate and they'll have the actual figures at that time and that will become our basis for the appropriation amounts for next year.

Mr. Baird said this is our mid-summer exercise and we need to move forward with it.

Mr. Baird moved and Mr. Tollett seconded to recommend an ordinance to authorizing the Finance Director to Adopt the 2022 Tax Budget.

MOTION MADE

COMMITTEE REPORT WRITTEN

8. The matter of amendments to the 2021 Permanent Appropriations Ordinance No. 2021-50. (Standing Referral)

REFERRED BY: Finance Director's Pileski and Farrell

Assistant Dir Farrell said there are two appropriations changes this evening.

1. CDBG Fund - Economic Development - Operating & Maintenance - an increase of \$50,000
2. 2016 .50% Income Tax Capital Needs - Capital Outlay - an increase of \$81,000
3. Muni Motor Vehicle Tax - transferring from Capital Outlay to Debt Service - \$48,547

Mr. Baird moved and Mr. Tollett seconded to recommend an ordinance to authorize appropriation changes to the 2021 Permanent Appropriations.

MOTION MADE

COMMITTEE REPORT WRITTEN

Mr. Baird moved and second by Mr. Tollett to adjourn this evening's Finance Meeting at 7:40 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).