

*FINANCE COMMITTEE MEETING MINUTES:*

**The FINANCE COMMITTEE of Elyria Council held a Meeting on MONDAY, NOVEMBER 28<sup>th</sup>, 2022 Meeting began at 6:25 P.M.**

**FINANCE PRESENT:** Chair Stewart, Tollett, Cerra, Davis, Schneider  
**CD PRESENT:** Chair Callahan, Mitchell, Schneider, Lipian and Oswald  
**OTHER COUNCIL MEMBERS:** Corbin

**OTHERS PRESENT:** Mayor Whitfield, Law Dir Deery, Asst Safety Dir Williams, Asst Dir Calvert, Asst Fin Dir Farrell, Engineer McKillips, Chief Pelko, CD Dir Scott

**1. Approval of the Finance Meeting Minutes ~ October 24<sup>th</sup>, 2022.**  
**Moved by Mr. Cerra second by Mrs. Davis to approve the listed meeting minutes.**

**2. The matter of a authorizing the Mayor to enter into a professional service agreement with Roetzel & Andress, LPA for Labor related issues.**

Referred By: Safety Service Director Brubaker

Mayor Whitfield said this is to continue the City's agreement with Roetzel & Andress and in particular Susan Anderson who's been out lead from that firm. We've been working with her prior to his administration and she has continued to work with the City on Labor related issues and union negotiations and they are now all on the same renewal cycle.

Chair Stewart asked Attorney Anderson to introduce herself to the committee.

Susan Anderson, 34435 Laura Way, Avon, Roetzel & Andress LPA's. She's been working with Elyria as Legal Counsel since 2014. She's also worked with the previous administration and it's been a productive relationship. They have several pending personnel related matters that she anticipates going into next year which she is hoping to continue to represent the City on. She is a shareholder at Roetzel & Andress. She moved to that firm last year and has been practicing law for about 20 years. She has provided counseling services to municipalities and doing labor and employment related matters.

President Stewart said Attorney Anderson was instrumental in leading the charge for the contracts and negotiations.

**Mrs. Davis moved and Mr. Tollett seconded to recommend an ordinance authorizing the Mayor to enter into the 'said' agreement.**

**MOTION MADE COMMITTEE REPORT WRITTEN**

**3. The matter of a authorizing the Mayor to enter into a professional service agreement with McDonald Hopkins, LLC Economic Development legal services.**

Referred By: Safety Service Director Brubaker

Mayor Whitfield said again, this company has been used prior to his time and his administration has continued to work with them with focus on Economic Development. They've helped with TIF's and unique financing for Economic Dev projects.

Mayor Whitfield mentioned that, it's important to note that when we do these, 'not to exceed' amounts, it doesn't mean we pay that full amount. For instance last year we didn't spend even half of what was approved. So far this year, they've spent \$58,000 with McDonald Hopkins.

**Mr. Cerra moved and Mrs. Davis seconded to recommend an ordinance authorizing the Mayor to enter into the 'said' agreement.**

**MOTION MADE**

**COMMITTEE REPORT WRITTEN**

**4. The matter of a authorizing the Mayor to enter into a professional service agreement with McCaulley & Company, LLC for grant writing services.**

Referred By: Safety Service Director Brubaker

Mayor Whitfield said McCaulley & Co. has been working with Elyria since 2020. They have assisted with grant securing and advocacy work as well. Justin McCaulley is here this evening. This is a return of an investment that we want to see. Earlier this year McCaulley & Co. has helped us to secure 3.5 million dollars in grant funds. We received a grant which was ARPA Law Enforcement, Violence Reduction and Staffing in the amount of 2.7 million. And there is still \$800,000 worth of funds that this firm was able to bring into the City. Last year they were able to acquire \$700,000 for the City which was for the West Park Trail, a chipper and \$100,000 to help start the CDC. There are a number of grant opportunities at the both the State and Federal level and we want to capitalize on that.

Chair Stewart said that the committee just received this information, which is the background information of what McCaulley & Company has done for the City. He asked what was last year's amount.

Mayor Whitfield said the first year they gave us a discount and the second year was \$88,000.

Justin McCaulley, McCaulley & Company, 19660 Roslyn Dr., Rocky River, Ohio. He thanked the Mayor for inviting him this evening to address the committee. They've had great success over these 3 years. The Grant wins are the most obvious and clearest to define. In addition to grants there's been a lot of leg work. Their work is a lot of grant writing. They also do project management where they take ideas and shepherd them through a development process so that they can submit proposals that are complete and compelling and on time. That involves coordinating with lots of partners and certain occasions they bring partners to the table. They provide a full spectrum of services. They had a really big win this year for The Elyria Police Dept. Even if the City only got the \$800,000 it is beneficial to the City.

He and his staff have gotten to know the City of Elyria, the community and the team at City Hall. He's grateful for the continued opportunity to support The City of Elyria. He would like to request this increase to \$120,000 for the year 2023. With success and inflation and the level of effort he feels it's an appropriate time to ask for this increase.

Mr. Tollett said this is an outstanding investment for the City. He asked if it would be possible for a breakdown and detailed charges on invoices, an itemized invoice.

Mr. McCaulley said yes, they can do that.

Mrs. Davis asked if they look for grants that would work well for Elyria?

Or does it come from the office of the Mayor and they say this grant is available and can they look into it?

Mr. McCaulley said it works both ways. Part of his company's value is the awareness that they have for the variety of funding opportunities that are out there. His company's responsibility is to understand the City of Elyria bubble, everything that happens with the City government; expenses, interests, opportunities, needs and overlay that on top of a variety funders. Philanthropic funders like Nord Family Foundation, Community Foundations, State of Ohio, Federal Government, all agencies that are represented as well as Health & Human Services, US Department of Transportation, ETC.

He and his staff go over all of the opportunities that have been released each week and they discuss which ones would fit which client. Then they produce funding opportunities summaries that they pass that information onto their clients.

Mr. Lipian wanted to echo what Mr. Tollett requested. He feels it's a reasonable request for an itemization of charges. And he said thank you to Mr. McCaulley.

Chair Stewart asked Mr. McCaulley if he could meet with the committee and or full council every couple of months for an update on what they're pursuing.

Mr. McCaulley said absolutely, he can do that.

**Mr. Cerra moved and Mr. Tollett seconded to recommend an ordinance authorizing the Mayor to enter into the 'said' agreement.**

**MOTION MADE**

**COMMITTEE REPORT WRITTEN**

## **5. The matter of Amendments to the 2022 Permanent Appropriations.**

*[Standing Referral]*

Referred By: Finance Directors Pileski and Farrell

Finance Director Farrell said that there are no permanent appropriation changes this evening. He wanted to remind the Committee that at the next and final Finance meeting on Dec. 12<sup>th</sup>, they will be bringing forth the final 2022 permanent appropriations and the initial temporary appropriations for 2023.

*Chair Stewart asked for a motion to adjourn.*

**Mr. Cerra moved and second by Mr. Tollett to adjourn this evening's Finance Committee Meeting at 6:40 P.M.**

**MOTION CARRIED**

*Respectfully submitted by,*

*Colleen Rosado,  
Council Clerk Secretary/Administrative Assistant*

*CMR/*