



CITY OF NORTH RIDGEVILLE

OFFICE OF THE CLERK OF COUNCIL

Nancy Linden, Clerk of Council



Tara L. Peet, MMC
Assistant Clerk of Council
Lisa M. Ciofani
Deputy Clerk of Council

North Ridgeville City Council
Board of Zoning & Building Appeals
Civil Service Commission
Planning Commission

Date: July 24, 2020
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COMMITTEE MEETING ANNOUNCEMENT

Chairman Bruce Abens has announced a virtual Finance Committee meeting on **Monday, August 3, 2020 at 6:45 p.m.** to discuss the following:

T 91-2020 AN ORDINANCE AUTHORIZING THE EXECUTION OF THEN AND NOW CERTIFICATES BY THE CITY FISCAL OFFICER AND THE PAYMENT OF AMOUNTS DUE FOR VARIOUS PURCHASE ORDERS.
(Introduced by Mayor Corcoran)

Due to current restrictions associated with the ongoing coronavirus pandemic (COVID-19), physical attendance at the meeting is prohibited. However, to ensure public viewing and participation, this meeting will be live streamed on our YouTube channel:

www.youtube.com/channel/UCThTaGFRof_AOvxSYAzMNYg

Interested parties may use the live chat feature to submit comments and questions during the meeting. You may also email any questions or comments in advance of the meeting to Tara Peet, MMC, Assistant Clerk of Council at tpeet@nridgeville.org.

cc: All City
News media
City Council

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**NORTH RIDGEVILLE CITY COUNCIL
FINANCE COMMITTEE
MINUTES OF MEETINGS HELD
NOVEMBER 18, 2019-NOVEMBER 20, 2019, DECEMBER 3, 2019 AND
DECEMBER 9, 2019**

To Order – Monday, November 18, 2019 (Day 1):

Chairman Martin DeVries called the meeting to order at 9:00 a.m. in Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Pledge of Allegiance:

Led by Chairman DeVries.

Attendance:

In attendance were Committee members Dennis Boose, Bruce Abens and Chairman Martin DeVries.

Also in attendance were Mayor David Gillock, Assistant Clerk of Council Tara Peet, Auditor Jeff Wilcheck, Councilman Bob Chapek, Safety-Service Director Jeff Armbruster, President of Council Kevin Corcoran, Deputy Auditor April Wilkerson and Councilwoman Michelle Hung.

Minutes:

Chairman DeVries asked for any corrections to the minutes from July 18, 2019. No discussion was offered. The minutes stand approved as submitted.

2020 Budget Discussion:

Auditor Wilcheck presented some opening comments about the overall budget. He noted the areas of concern were the water and sewer funds. He noted that he presented a spreadsheet showing authorized strength and where new positions were asked for.

Chairman DeVries asked where the new employees would be housed since there is minimal space.

Auditor Wilcheck stated of the two new positions, renovations could be made to one department to fit the new position.

Chairman DeVries asked if the renovation dollars were built into the budget.

Auditor Wilcheck stated he thought so.

Chairman DeVries stated revenues were estimated at 2.5% and further asked if that was typically what was estimated in years past.

Auditor Wilcheck stated this year the City was up between ten and eleven percent. He did not want to project that high going forward. He thought that four percent would be safe for next year.

Auditor Wilcheck stated a ten year contract will be up in 2022 for water. He noted that the price of water was \$1.20 from Elyria and Avon Lake was \$1.86. The City had to isolate Avon Lake water from Elyria at Sugar Ridge, Waterbury and Meadow Lakes. They ended up needing more water from Avon Lake. Auditor Wilcheck stated he is not sure what the money will look like going forward.

Mayor Gillock stated the City has a two million gallon water commitment to Elyria. He noted he is not certain how this will work out but at some point they will want their money.

Safety-Service Director Armbruster stated Elyria had not challenged the City yet knowing what it going on with Center Ridge Road. He also noted that Elyria is having a change in Administration in January and a discussion should be had with them next year.

Chairman DeVries asked if the Administration would have a report with numbers so it could get appropriated.

Mayor Gillock stated at the end of each year, the engineer figures out the cost of water and determines if there is a need for increase unless Council waives it. He didn't think it would be huge this year.

Mayor Gillock also added per the Auditor's opening comments that Moody's does suggest the City should try for a six month carryover. He noted the City did do this in 2019, but the money ended up being allocated for Ranger Way and the purchase of fire trucks. He noted some of the debt was paid down. Mayor Gillock stated the City has a policy of no more than five percent of capital expenditures regarding debt. Mayor Gillock stated another downfall to having a six month carryover is when negotiations happen and it looks as though the City has more money than they actually have. Mayor Gillock felt the City was in the best financial shape they have been in within the sixteen years he has been in office. Mayor Gillock felt there were ramifications to having a high carryover balance.

Safety-Service Director Armbruster stated there will be some negative impact with Elyria - they don't have the water pressure the City needs. Safety-Service Director Armbruster stated the deal they had with Elyria is probably one they will never get again.

Councilman Boose suggested building in a contingency this year in case Elyria ends up collecting in the immediate future.

Mayor Gillock stated he thought it would be awhile before they collected since there is a new Mayor.

Councilman Boose stated it would be nice to have a ballpark estimate. He further asked if the street study was complete and if Council could be provided a copy.

Auditor Wilcheck stated the engineer is looking at the report. The City is looking to begin using the study in 2021, but it does have a large price tag.

Mayor Gillock stated the Administration looked at the report last week. He stated the Engineer will be setting a meeting with Council to go over the report. It is a ten year plan but other considerations need to be taken into account. The report indicates the City has an overall rating of 85%. The number might be skewed because of all the new development. The report suggests spending between \$1.5 and \$1.7 million per year on maintenance. Mayor Gillock stated the report included signage and he would forward the report to City Council.

Councilman Boose stated he was thankful the study was finally complete.

Mayor Gillock stated there were a few things the firm needed to do before it is sent to Council.

Councilman Boose acknowledged that a lot has been done regarding street resurfacing but stated more needs to be done.

Councilman Boose asked if all new positions were included in the budget or were there additional positions that did not make the list.

Auditor Wilcheck stated all the positions asked for have been factored into the budget.

Councilman Abens stated that the amount of water the City receives from Elyria in the amount of seventy pounds seems very small based on his knowledge.

Mayor Gillock stated it was equal to or more than most other cities.

Safety-Service Director Armbruster stated the City is pushing water back which is why the water needed isolated.

Mayor Gillock stated the City has a lot of water pressure, but the pressure in the lines is not the issues.

Councilman Chapek asked if pumping stations were for pressure control.

Safety-Service Director Armbruster stated the pump stations were to get the water to the tower. Some residents get there water directly from Rural Water.

Council, Clerk of Council, Planning Commission, Board of Zoning and Building Appeals and Civil Service – 9:35 a.m.

Assistant Clerk of Council presented her budget requests.

Chairman DeVries asked how long the Master Plan Review usually takes.

Mayor Gillock stated between four to six months and felt it should be in his budget rather than Tara's.

Assistant Clerk of Council Peet stated she put it in her budget just to make certain the dollars were set aside.

Assistant Clerk of Council Peet informed Auditor Wilcheck that the number was wrong regarding the dollars for Civil Service testing and stated the correct number was \$70,000.

Clerk of Courts - 9:48 a.m.

Clerk of Court Sonja Morrow presented her budget.

She noted that the municipal court fund has been increased by Elyria to help allocation to the victims advocate fund.

Chairman DeVries asked what that fund does for people.

Clerk of Court Morrow stated it helps victims and perpetrators.

Councilman Boose asked if it was a flat cost distributed to all the communities or was it based on victims in the municipality.

Clerk of Court Morrow stated it is a flat cost evenly distributed.

Auditor Wilcheck stated court fees for the City increased last year as well.

Clerk of Court Morrow stated there is fee collected that can only be used for computerization. She stated they use that for New World Software. They are also asking for \$30,000 out of the computerization fund. They are looking at e-ticketing.

Mayor Gillock stated if it isn't appropriated, they cannot use it.

Chairman DeVries asked what the \$54,000 allocated is used for.

Clerk of Court Morrow stated there wasn't a specific plan.

Mayor Gillock stated the \$24,000 was basically the training for the e-ticket program.

Treasurer's Department – 10:00 a.m.

Treasurer Brian Keller went through all of his proposals in his budget. He noted that he has reconciled nine straight months but he has set money aside in case he runs into any issues. He also stated he has allocated money for new computers and additional monitors and set aside money for investment advisory services. He explained what the investment advisory service provides – he noted they are paid on a fixed fee structure and it was

based on nine basis points. They are invoiced quarterly and they cannot execute trades without Treasurer approval first. He also stated currently they have monthly telephone calls and meets with the Administration quarterly. This service provides access to broker inventories and they have three Bloomberg machines. Treasurer Keller stated the biggest value was compliance - they make sure the City isn't investing in things such as commercial paper over the 40% threshold. They keep an exclusion list regarding investments in CD's. Treasurer Keller stated as of the end of October, the City has recorded over \$1 million in gained interest.

Councilman Boose stated he is happy they are appropriating for additional monitors. He stated the status of Treasurer Keller's department has really moved up and felt he was doing an excellent job.

BREAK – 10:15 – 10:25 a.m.

Auditor's Office – 10:27 a.m.

Deputy Auditor April Wilkerson presented an overview of the tasks of the Auditor's office on a daily basis.

Auditor Wilcheck stated April has discovered payroll issues in reviewing the contract and in implementing the timekeeping software. He stated she has been working with the Law Department to correct many of the issues.

Deputy Auditor Wilkerson stated it was her plan to move purchase orders into an electronic process through Onbase. It was planned for 2019, but due to the many issues discovered through the timekeeping system, it was delayed.

Auditor Wilcheck presented his budget requests. He stated he budgeted for an additional full-time position that will track grants. He noted that when the City hits \$750,000 in federal grants, there are additional requirements. He noted the position will also track capital assets. Auditor Wilcheck stated there is a software program that tracks the assets but he questions the data in it. He also stated that with the Center Ridge Road widening project, there was land and easements not accounted for. Auditor Wilcheck also stated he would like the new person to focus on electronic payments and focus on technology and cross train everyone in the office.

Auditor Wilcheck continued through his budget. He felt additional policies need put into place in regard to what is a material change to debt. He stated he contacts John Larson, bond counsel, when he has a question.

Chairman DeVries asked Auditor Wilcheck where he plans to put his new person.

Auditor Wilcheck stated he plans to reconfigure his office space to house the new position. He stated he would eliminate two doors and reconfigure to the center.

Chairman DeVries asked if the five computers included a computer for the new person.

Auditor Wilcheck stated yes and a replacement for the floater.

Chairman DeVries asked if they needed additional software costs for training or licensing.

Auditor Wilcheck stated he suggested all City staff are trained in Windows 10.

Chairman DeVries asked what the salary was for the proposed new position.

Auditor Wilcheck stated \$50,000 without benefits. \$75,000 to \$80,000 with benefits.

Chairman DeVries asked Auditor Wilcheck to summarize what the role will do.

Auditor Wilcheck stated the position will track federal grants, capital assets and help with special projects.

Councilman Abens asked what the qualifications were for the position.

Auditor Wilcheck stated an Associate's Degree in Accounting.

Councilman Boose asked who handles these tasks now.

Auditor Wilcheck stated capital projects and grant tracking he handles currently. He added he does not have the time to allocate to drafting policy.

Councilman Boose stated \$8,000 was budgeted for overtime. He added it is more than what has been spent in the past and asked if there would be a savings in overtime with a new person.

Auditor Wilcheck stated his staff has dramatically reduced overtime compared to years past. He noted that most of the overtime is used in January and February with the increased workload.

Councilman Boose asked why nothing was spent in 2019 for legal services (\$7,500).

Auditor Wilcheck stated it may have gone through legal rather than his budget. He stated he was not sure why and added he would look into it and do a journal entry.

Councilman Boose stated the hotel tax had \$12,000, the economic line had \$12,000 and the Visitor's Bureau had \$12,000 but stated nothing was expended in 2019 for economic.

Auditor Wilcheck stated an additional three percent was approved for economic.

Councilman Boose asked where the additional three percent was allocated.

Mayor Gillock stated Councilman Boose asked what has been spent out of that line. He added that the line is in General Fund and the City purchased a magazine.

Auditor Wilcheck stated it could be moved from General Fund to this fund.

Councilman Boose stated he gets confused because the Auditor often changes things from one account to another and it is difficult to reconcile.

Auditor Wilcheck stated money won't be spent until something is identified for expenditure.

Mayor Gillock asked if the grant cap on federal grants of \$750,000 was cumulative or based on individual projects.

Auditor Wilcheck stated it was cumulative.

Councilman Abens asked if there is a time where it is more advantageous to not accept a grant.

Mayor Gillock stated no, never.

Safety-Service Director – 11:05 a.m.

Safety-Service Director Armbruster stated his budget was substantially the same. He allocated \$42,000 in new office furniture and money for a new digital sign facing Avon Belden Road. He also increased the comp cash out line and the overtime line for his staff. He also budgeted for new computers and a new Ipad.

Chairman DeVries asked what the breakdown was for the \$42,000.

Safety-Service Director Armbruster stated \$6,000 is for furniture and the rest is for a new digital sign.

Councilman Boose stated the digital sign needed to be larger as it is difficult to read.

Chairman DeVries asked if there were additional costs for software training or additional licenses.

Safety-Service Director Armbruster stated no.

Councilman Chapek stated he would like to see additional speed signs put in the budget if this were the proper place.

Councilman Boose stated the signs do slow traffic and noted Avon just put in several.

Safety-Service Director Armbruster stated the City has mobile ones they place on a trailer.

Auditor Wilcheck stated they were budgeted in the wrong fund. He moved them and forgot to put them back in.

Safety-Service Director Armbruster stated they should be portable in nature. Auditor Wilcheck stated he thought those were roughly \$6,000 apiece.

Councilman Boose asked if additional trailers needed allocated into the budget.

Safety-Service Director Armbruster stated the Service Department built the trailer.

Mayor's Office – 11:15 a.m.

Mayor Gillock stated the \$100,000 Master Plan allocation in Tara's budget needed moved to his budget. He noted that the Economic Development Director was budgeted in his budget and some additional things were added in anticipation of a new mayor.

Auditor Wilcheck stated he moved lease payments out of General Fund to the actual departments utilizing the leased items.

Chairman DeVries asked what was included in the \$12,000 for memberships.

Mayor Gillock stated that it included several memberships.

Chairman DeVries asked what cost was involved with the newsletter.

Safety-Service Director Armbruster stated it is handled internally and that is printing costs as there are no postage costs because it is mailed with the utility bills.

Councilman Boose thanked the Mayor for his sixteen years of hard work and dedication.

Chairman DeVries and Councilman Abens echoed the same sentiments.

Office of Older Adults – 11:20 a.m.

Office of Older Adults Director Meredith Bement presented her budget.

She stated it was similar to last year but asked for a new computer in the reception area. They also allocated for a new garbage disposal and new software and maintenance to give seniors a keycard to track who comes in and how many people are using the programs. They also added additional dollars for the refund of programs if someone cancels.

Councilman Boose asked if any additional staff was needed or capital improvements.

Director Bement stated no.

Chairman DeVries asked what the volunteer services was in the amount of \$5,000.

Director Bement stated the front desk as they help serve and Meals on Wheels drivers.

Chairman DeVries asked how many drivers they have.

Director Bement stated about thirty.

Chairman DeVries asked if the contract for janitorial services was bid out.

Safety-Service Director Armbruster stated yes because it is over \$50,000.

Councilman Chapek asked about the dollars for moving the workout equipment at the Senior Center to South Central Park.

Director Bement stated the cost was roughly around \$15,000 and felt it was not a priority this year.

Safety-Service Director Armbruster stated the cost was probably more than \$15,000 as it will need a new concrete pad and the equipment was purchased through a grant.

Law Department – 11:30 a.m.

Law Director Brian Moriarty presented his budget proposals. He noted that in his department, Cindy Adams was shifted to a full-time Prosecutor/Assistant Law Director which has shifted more work to Toni Morgan. They do have several pending cases and one large case in federal court regarding a billboard sign. He continued to provide an overview of some of the pending cases to include several grievances and increased public record requests.

Councilman Abens asked if he needed more staff.

Law Director Moriarty stated no as having Cindy full-time has really helped.

Safety-Service Director Armbruster stated the assistant is at the top of the scale and cannot get a merit increase.

Chairman DeVries asked how long she has been with the City.

Law Director Moriarty stated maybe twenty years.

Safety-Service Director Armbruster stated Brenda, Regina, Renee and Robin are at the top of their scale.

Mayor Gillock stated that should be discussed in executive session.

Councilman Abens asked if Windstream was on his radar.

Law Director Moriarty stated he received a letter from ODOT that stated they plan to go after Windstream for overage costs.

Mayor Gillock stated it will be very difficult because they are a public utility.

LUNCH 11:42 – 1:30 p.m.

Parks and Recreation Department – 1:30 p.m.

Parks and Recreation Director Kevin Fougrousse presented his budget.

Director Fougrousse stated most requests are the same as last year. He noted that a fire alarm was added in public buildings.

Safety-Service Director Armbruster stated Olde Town Hall isn't ADA compliant and it needs a new roof.

Councilman Boose asked if anyone has told the theater group there are no plans to install an elevator or that they need to move in the future.

Director Fougrousse stated he has met with them and they have been working together to bring the building up to code. The building is not meant for what they are doing but they are making strides. He added they are trying to get a lease agreement with them as there has been nothing in place all this time.

Assistant Clerk of Council Peet asked why they are not utilizing the new school and noted that when she was in community theater, that was what the production company did.

Safety-Service Director Armbruster stated that would just not work.

Councilwoman Hung asked if anything has been done within the last year to address the leaking roof.

Director Fougrousse stated no one has contacted him or the City about a leaking roof.

Councilwoman Hung it does in fact leak.

Director Fougrousse stated he is asking for the Grounds Maintenance – fund 152 to be merged with Parks and Rec – fund 185. He is looking to add an equipment operator to the budget and the position can labor as well. This will bring them back up to pre-recession levels of staffing.

Chairman DeVries asked how many members hold that position.

Director Fougrousse stated just one and it is a union position.

Chairman DeVries asked what the range was for the position.

Director Fougrousse stated \$23.66 an hour plus benefits

Councilman Abens asked if combining departments would have an impact on endowment or trust funds.

Director Fougrousse stated no.

Chairman DeVries asked if he could keep overtime in check with adding another person.

Councilman Boose noted the department does use flex time.

Director Fougrousse stated yes.

Director Fougrousse stated in fund 185, he is asking for new desktop computers. He stated that \$17,000 is for fixing things such as upgrades to the parks system like the splash pad and HVAC units. He is asking for a new car for the fleet. He noted the current fleet has six cars. The request is part of capital assets and he is asking for a truck to haul some of the equipment.

He moved on to fund 270 – cemetery. He noted that two positions have been reallocated from Grounds Maintenance to this fund.

Chairman DeVries asked what the positions do.

Director Fougrousse stated they cut grass and will cut cemeteries.

Chairman DeVries asked if he used the same seasonal people.

Director Fougrousse stated they do reach out to those people but they also have a job fair.

Auditor Wilcheck stated as a part-time position there are no benefits but pension, Medicare and Workers Comp.

Director Fougrousse stated they are put in an inactive status in the timekeeping software.

Chairman DeVries asked about the hotspot request.

Director Fougrousse stated they had it the past two years for when the guys are using the cemetery software allowing them to work onsite. He noted that the software is going cloud based this year.

Director Fougrousse continued with his requests and stated they are asking for a mini excavator rather than calling the Streets Department. He noted there is drainage work that can be done in the parks system as well.

Chairman DeVries asked what the life expectancy is on the piece of equipment.

Director Fougrousse stated he was not sure but was guessing ten years.

Safety-Service Director Armbruster stated most of the equipment they have is not leased so maintenance costs are not a factor. He asked if the attachments at the service garage would work for him.

Director Fougrousse stated yes.

Councilman Abens asked how much it would be used in a four year period.

Director Fougrousse stated they won't use it as much as the Service Department.

Chairman DeVries asked Director Fougrousse to look into the cost of leasing it.

Auditor Wilcheck stated he would like to see the Grand Caravan moved from capital improvement to the General Fund.

Director Fougrousse stated there is a new position in the Park and Rec Trust Fund for creating programs and adult education programs and will oversee special events.

Chairman DeVries asked what the qualifications were for the position.

Director Fougrousse shared the job description for the proposed position.

Councilman Boose asked who does the work now.

Director Fougrousse stated the work is distributed.

Councilman Boose asked if the department had the space to add extra programming.

Director Fougrousse stated yes but it is contingent on other things being approved.

Director Fougrousse stated he is getting rid of the internship program.

Safety-Service Director Armbruster stated the mini excavator will get used by other departments if it is just sitting by other departments.

Building Department – 2:33 p.m.

Chief Building Inspector Guy Fursdon presented his budget proposals.

He stated he has added in for new computers and new cubicles for the ladies up front. He added that he anticipates three hundred new house starts.

Chairman DeVries asked why there were two ledgers for tree removals.

Auditor Wilcheck stated he will need to look into it and see why it is like that.

Chairman DeVries asked how long the lease period was.

Auditor Wilcheck stated five years.

Councilman Abens asked if he needs additional staff for code compliance.

Chief Building Inspector Fursdon stated it has been much better since adding inspectors. He felt that fire needed someone to keep track of fire inspections for new businesses that come in and existing business.

Chairman DeVries asked with three people up and running should there be an anticipated reduction in overtime.

Chief Building Inspector Fursdon stated he hoped so but he couldn't say for sure.

Auditor Wilcheck stated outside contract services has gone down as a cost savings.

Councilwoman Hung asked if the fire could have been prevented if there was a fire inspection done regarding the drive thru place that just caught fire not that long ago.

Chief Building Inspector Fursdon stated yes.

Human Resources – 2:44 p.m.

Human Resources Director Jen Sinatra presented her budget requests.

She noted that her department was pretty new. She is requesting an HR assistant. Director Sinatra provided a drafted job description and wage request for the position.

Chairman DeVries asked where the person would go.

Director Sinatra stated she hoped to work with the Mayor's Court staff to reconfigure the space which would require a construction budget.

Director Sinatra stated she added those costs under office supplies for drywall, paint, and office furniture.

Councilman Boose asked if it should be under operating supplies.

Auditor Wilcheck stated yes and that he would correct it.

Chairman DeVries asked what the money was allocated for under membership and education.

Director Sinatra stated it was for continuing education and memberships. It also included background checks that the Police Department doesn't want to do anymore. The checks will be done through BCI and Lorain County Community College.

President Corcoran asked why the Police and Fire Department are only conducting police and fire background checks.

Director Sinatra stated that was just what she was told.

Chairman DeVries stated it needed to be in one department and there needs to be further discussion.

Councilman Boose asked if the position is an administrative assistant as he is seeing different titles in different documents.

Director Sinatra stated she would like someone with an HR background and specialized in HR.

Councilman Boose asked if the proposed scale is what the City pays administrative assistants today.

Deputy Auditor Wilkerson stated she can get the information for the Committee. She added that admin/steno positions must begin at letter A on the scale which is below what she is asking.

Assistant Clerk of Council provided the wage scale to the Committee and noted that the range Director Sinatra was asking for what within the admin/steno range on the Exhibit "A" and could be accommodated if the position didn't start at letter "A".

President Corcoran stated the idea was to get someone with expertise in the area and not a general admin person.

Councilwoman Hung asked how the person will be hired since a recruiting company was used to hire the HR position.

Director Sinatra stated she will be doing the recruiting and a recruiter was not needed.

Engineering Department – 3:06 p.m.

Engineer Dan Rodriguez and Assistant Engineer Christina Eavenson presented their budget requests.

Engineer Rodriguez stated he reduced the overtime line.

Chairman DeVries asked if he was fully staffed.

Engineer Rodriguez stated he is not requesting additional staff. He noted he was requesting a summer intern like he used last year.

Chairman DeVries asked how many hours and what was the rate for the intern.

Deputy Auditor Wilkerson stated \$13.83 an hour and they were paid under part clerk typist. The intern was an engineering student.

Auditor Wilcheck felt an intern position needed to be created universally throughout the City.

Chairman DeVries felt that Council should know when interns are being hired. He applauded the resourcefulness but there needs to be a process in place and Council needs to be aware of the hiring.

Engineer Rodriguez stated he was down a person last year and the intern filled in a lot to help fill that gap.

Chairman DeVries asked about the departments fleet.

Engineer Rodriguez stated it is in good condition. He added the department just received two new trucks and gave the Equinoxes to the Building Department. The trucks are on a one year lease test program.

Auditor Wilcheck stated they may break even if they are returned in a year or the City will actually gain money. They plan to turn them over in September 2020. The City is using Enterprise for the leasing program.

Engineer Rodriguez stated there is \$160,000 budgeted for the Root Road rehab project. \$80,000 is for engineering. There is \$35,000 budgeted for the State Route 83 safety study for Chestnut Ridge and State Route 83. He also stated \$15,000 was budgeted for the Maddock railroad review - the railroad wants to review the City's plans but they want the City to pay for the review.

Councilman Boose asked why his budget has the \$80,000 allocated in it and not capital projects.

Auditor Wilcheck stated that the capital projects budget was pretty tight.

Councilman Boose recommended increasing education as he knows that he has an employee in the tuition reimbursement program. He requested the number be changed from \$3,000 to \$6,000.

Chairman DeVries and Councilman Boose commended Engineer Rodriguez and his department for excellent communications and the balancing of projects his department does.

Computer Services – 3:34 p.m.

Computer Services Director Dean Priebe presented his budget requests.

He noted that the Police Department has to be on Windows 10 in order to be compliant. He also stated he is working with the Building Department's new software vendor, BS&A. He is working with the Fire Department on their new technologies in the building and their internal locking system and firewall technology.

Chairman DeVries asked if he was fully staffed.

Director Priebe stated yes. He noted that the education component was for unlimited Onbase support. He continued through his budget requests.

Chairman DeVries asked what he did to reduce overtime.

Director Priebe stated nothing and noted the numbers are not correct.

Auditor Wilcheck stated he would take a look at the numbers.

Chairman DeVries asked how the City stands in terms of cyber security.

Director Priebe felt the City was pretty good. He added the City is attacked on a daily basis and most of the attacks come from the Netherlands.

Chairman DeVries asked if City employees have City email on their personal devices.

Director Priebe stated City employees do not have City email on their personal devices.

Councilman Boose stated when he calls some departments he receives a voice message that states he received a box number. He asked if his department could fix that.

Director Priebe stated that is up to the department to fix.

Councilman Boose asked how connectivity issues are being addressed for Council's Ipad's.

Director Priebe stated the access points were replaced and that solved the issue.

Assistant Clerk of Council Peet stated the wireless network did not work during a Council meeting after that access points were replaced.

Director Priebe stated that was a one-time issue due to some adjustments for the new Fire Department building.

Chairman DeVries asked Auditor Wilcheck if he discovered yet why the overtime numbers were wrong.

Deputy Auditor Wilkerson stated overtime is down from last year due to lunch not being taken as overtime and thirty percent is being comped.

Utilities Department – 3:58 p.m.

Utilities Superintendent Jim Whitlock presented his budget requests.

He noted that his budget comprised of 33% water, 41% sewer, 20.5% solid waste and a storm water fee of 5.5%.

Superintendent Whitlock stated things are missing from his spreadsheet.

Auditor Wilcheck stated in trying to condense the different funds, he may have deleted things by mistake.

Councilman Boose stated the numbers didn't look like 2019 numbers.

Chairman DeVries asked if the requested column numbers were correct.

Superintendent Whitlock stated yes.

Superintendent Whitlock when through his requests. He stated he is asking for four new computers in the office.

Safety-Service Director Armbruster stated the banking computers need to be Window 10.

Councilman Boose asked why the forms print was \$63,000 and so much higher.

Superintendent Whitlock stated he was not sure.

Councilman Boose stated he was sure the Auditor could get back to the Committee on these numbers and they don't seem to be correct.

The Committee agreed that the numbers needed corrected and brought back to the Committee on Wednesday.

The meeting adjourned at 4:14 p.m.

To Order – Tuesday, November 19, 2019 (Day 2):

Chairman Martin DeVries called the meeting to order at 9:00 a.m. in Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Pledge of Allegiance:

Led by Chairman DeVries.

Attendance:

In attendance were Committee members Dennis Boose, Bruce Abens and Chairman Martin DeVries.

Also in attendance were Mayor David Gillock, Assistant Clerk of Council Tara Peet, Auditor Jeff Wilcheck, President of Council Kevin Corcoran, Councilman Bob Chapek, Safety-Service Director Jeff Armbruster, Deputy Auditor April Wilkerson and Councilwoman Michelle Hung.

Service Department – 9:00 a.m.

Service Superintendent Jon Montgomery and staff members Anthony Olivia, Brian O’Grady, Rick Simonyi and Ray Ford presented their budget requests.

Auditor Wilcheck stated their equipment request entails a large purchase of a sewer vac \$500,000. He noted he has provided updated five year project sheets. He noted that everything this department asked for is built into the budget but added the water and sewer funds were getting tight. Auditor Wilcheck stated the Street Maintenance Repair Fund is picking up \$700,000 in gas taxes from the state. The motor vehicle tax pays for wage for those on the streets. Auditor Wilcheck briefly went over the five year projects and added that the Committee will need to look at projects as one fund is showing a deficient. The sewer fund is running into a problem with target carryover balance. He stated there has not been a sewer rate increase since 2016. There was a report issued by AECOM yesterday, but he had no time to look over it.

Mayor Gillock stated the report supports a three to four percent rate increase.

Councilman Boose stated the Committee needed to look at that in conjunction with a water rate increase so the increase isn’t too much at once. He also stated that some of the equipment is coming out of storm water fund.

Superintendent Montgomery went over the Street Construction M&R Fund. He stated road salt was divided between two funds.

Chairman DeVries asked how the City did with salt last year.

Superintendent Montgomery stated they have about 2400 tons left.

Councilman Boose asked if small tools was a reallocation as there are no expenditures in the last two years.

Superintendent Montgomery stated sometimes they purchase out of office supplies.

Mayor Gillock stated in regard to signs; a road assessment study was completed which included signs giving the City the ability to get more signs.

Superintendent Montgomery stated that sometimes when new developments go in, signs aren't indicated on the plan. He stated that the new software Ray handles tracks these things.

Mayor Gillock asked if the signs will tie into the study.

Superintendent Montgomery stated they will.

Mayor Gillock stated more money for signage will need to be allocated for next year.

Superintendent Montgomery stated each year they tackle different phases.

Councilman Boose asked if reflectivity played a part.

Superintendent Montgomery stated signs have changed and some don't have reflectivity. He also stated stop signs are kept on hand as well as speed limit signs. They are included in this budget. He added that the cost of natural gas went up because they now heat the barn and the because of the pressure washers.

Auditor Wilcheck stated the numbers are as of October 20.

Chairman DeVries asked what kind of equipment they rented.

Superintendent Montgomery stated if their equipment goes down they rent it and used the chipper as an example.

Mayor Gillock asked if the \$2500 for bridge inspection was for culverts.

Superintendent Montgomery stated yes for eleven feet and under.

Councilman Boose asked if the insurance policy premium was spread over all the departments.

Auditor Wilcheck stated yes.

Superintendent Montgomery continued through his budget requested.

Auditor Wilcheck noted that \$111,000 is coming out of the street fund which is a mower and two Trimble units.

Chairman DeVries asked what a Trimble unit was.

Superintendent Montgomery stated it's like a cell phone put in the ground to get inches rather than feet.

Mayor Gillock asked why the quiet zone increased.

Auditor Wilcheck stated he tended to round numbers up.

Chairman DeVries asked how many lights a year they fixed.

Superintendent Montgomery stated a lot - school lights or anything solar powered comes out of traffic signal.

Auditor Wilcheck stated the electricity is only for certain street lights and the rest comes out of General Fund.

Mayor Gillock asked why only \$43,000 was set for urban paving and added it wasn't enough.

Auditor Wilcheck stated he had it spread through multiple funds.

Mayor Gillock stated it makes it difficult to understand the budget when it is spread out so much.

Chairman DeVries asked what the total project cost was.

Mayor Gillock stated he didn't know. He said the split was 20/80. The prep work is 100% on the City in terms of mailboxes and guardrails. He stated that it ends up coming out to be 60/40.

Auditor Wilcheck stated the project is listed in capital projects. He stated \$400,000 is coming out of street levy and \$43,000 out of state highway.

Councilman Boose stated in the other operating supplies in Street Construction M&R - \$66,800 was encumbered but nothing budgeted this year. He asked if the money was reallocated somewhere else.

Auditor Wilcheck stated he will have to check as he does not know.

Superintendent Montgomery moved on to the street levy sheet. He stated that instead of renting individual pieces of equipment, he planned to contract for the street painting for \$150,000.

Mayor Gillock stated the City used to spend \$250,000 on paving and it was raised to \$750,000. He stated that last year was \$625,000. Mayor Gillock didn't understand how

\$400,000 was budgeted for this year. He felt that too much confidence was being put into micro-sealing and stated he has some real concerns.

Auditor Wilcheck stated \$443,000 was given to ODOT to pave State Route 83.

Councilman Boose stated he was hoping the Committee would have access to the street study from the engineer. He stated he was concerned with his older ward and the dollar amount being spent on streets. He stated that many of the streets in his ward are asphalt overlay.

Mayor Gillock stated the study states the City should spend \$1.5 million which does not include ODOT. He felt very concerned with the amount budgeted.

Superintendent Montgomery stated he isn't looking to stop paving.

Mayor Gillock stated the City is getting \$750,000 in gas tax and asked why the budget was reduced.

Brian O'Grady distributed a document to the Committee.

Superintendent Montgomery tried to explain how paving and labor works. He stated they have a skeleton crew when paving and prepping to pave. He added that if the budget was going to increase, he would need more manpower. He noted that they are behind on projects. He felt the City needed to focus on paving and road preservation.

Superintendent Montgomery had seventeen laborers in 2017 and added two in 2018 to run the sewer vac. He stated he has not gained any staff and he wants the Committee to understand the request for additional manpower.

Mayor Gillock stated Jon does a great job but he changed subjects. The discussion was why the street paving budget was backed down so much.

Chairman DeVries asked Superintendent Montgomery if he didn't get the additional manpower, but the street paving budget was increased, can the staff handle the workload.

Superintendent Montgomery stated no.

President Corcoran stated the City shouldn't be decreasing the money for roads as it does not make sense.

Superintendent Montgomery stated he is fine with that.

Councilman Chapek asked if there was a carryover since Main wasn't paved due to a sewer study needing completed.

Superintendent Montgomery state it is being carried over to 2020.

Councilman Boose asked how the Committee could come up with a number to be on the same page.

Safety-Service Director Armbruster stated the engineer said yesterday that the street study is being looked at and once it is done, it will be presented to Council for discussion.

Mayor Gillock stated he was not sure the City could afford six new employees.

Councilman Boose asked why not set the money aside so it isn't spent.

Mayor Gillock stated the Auditor said the City can afford everything on the request list but this is really up to Council what is spent.

Superintendent Montgomery stated based on what is budgeted for preservation and road paving will determine staffing needs. He asked if the Committee wanted to set a date to revisit this conversation.

Chairman DeVries asked when the report will be ready for review.

Mayor Gillock stated he would check with the engineer.

Auditor Wilcheck stated these departments are a challenge to budget.

Safety-Service Director Armbruster stated they are having a conference call Friday with the engineering firm so sometime next week.

Mayor Gillock stated if they don't have it by next week, the Committee should work off the draft. He further moved the discussion to the secretary position and suggested taking two of the employees out of road repair.

Auditor Wilcheck stated out of the six employees requested; it is divided between storm water and water and sewer.

Mayor Gillock asked why.

Auditor Wilcheck stated if two employees are dropped out of streets, an additional \$150,000 is picked up.

Superintendent Montgomery stated he would be okay with that. He added he has two have two guys for Brian per EPA requirements.

Chairman DeVries stated the Committee needed to stay on track and stated he would like to get back to the budget request sheets.

Councilman Boose asked why nothing was encumbered in 2019 for concrete pads.

Mayor Gillock stated it was done out of OPWC money.

Superintendent Montgomery stated they did their own as well for \$250,000.

Auditor Wilcheck stated OPWC was delayed to next year.

Mayor Gillock stated if the OPWC was delayed to 2020, \$250,000 is not needed and it can be put back into asphalt.

Superintendent Montgomery stated he did not know what constitutes OPWC projects.

Mayor Gillock suggested leaving the money there.

Councilman Boose asked where the rest of the OPWC money was located.

Auditor Wilcheck stated in capital projects and street levy. He added \$400,000 needed to be provided. He stated the grant and loan is in fund 438 -Capital Project Fund.

Mayor Gillock asked the Auditor how he paid invoices out of these different accounts.

Auditor Wilcheck stated he utilizes the funds that were appropriated. He stated that OPWC pays the contractor direct and then he does a journal entry.

Chairman DeVries asked what shape the fire hydrants were in.

Brian O'Grady stated this year they did twenty-five, repaired twenty valves and addressed forty-five water breaks. He stated there are probably between sixty-five and seventy left to do and between twenty and thirty that will need work.

Superintendent Montgomery stated he did earmark money to help with hydrants.

Brian O'Grady stated at least twenty-five in 2020 will be addressed in-house.

Auditor Wilcheck stated there is \$400,000 in the Water Capital Improvement Fund to catch up on hydrants. He estimated that seventy will need replaced based on the bids when they come in. He also stated that OPWC allows for a loan and then the principle is what is paid annually in the amount of \$85,000 on about twenty-five different loans in existence. He added those will be paid by year-end.

Chairman DeVries asked what types of improvements are included in those dollars.

Auditor Wilcheck stated Lear Nagle was completely improved with those dollars.

Superintendent Montgomery continued his budget presentation regarding water operations.

Mayor Gillock asked if the \$55,000 in M&R Lands and Grounds include the repair to pumping station.

Superintendent Montgomery stated this was no longer an issue anymore. He added it was not the pump stations but rather the pumps at the garage.

Superintendent Montgomery stated in sewer operation - the manifest dumpsters need to be kept separate per EPA.

Mayor Gillock asked what the engineering services were for in the amount of \$90,000.

Auditor Wilcheck stated that was third party engineering and the engineer can address it.

Chairman DeVries asked what the \$162,300 was for in equipment outlay.

Auditor Wilcheck stated the 20 ton trailer, dump truck with plow, 2-1 ton dump trucks, a crew cab with plow and the Trimble unit.

Chairman DeVries asked what the \$3 million was for to French Creek.

Auditor Wilcheck stated that was the annual payment to French Creek.

Councilman Boose suggested going through the equipment schedule once done with the budget sheets.

Superintendent Montgomery went through his storm water operations. He stated tablets were budgeted to help streamline processes in working in the ditches and track time and labor.

Auditor Wilcheck stated \$75,000 is the additional money for equipment leasing and \$132,000 is for the purchase of equipment.

BREAK - 10:33-10:45 a.m.

Superintendent Montgomery presented the City garage budget.

Chairman DeVries asked if there were any software update requirements.

Superintendent Montgomery stated yes and it was discussed and put in another budget.

Rick Simonyi continued with the presentation and stated that membership and education went up for mechanics to go to welding school (5).

Auditor Wilcheck stated the City garage was created two years ago to track and appropriately charge funds.

Superintendent Montgomery stated that Rick is currently doing the secretary work and he is the head mechanic.

Superintendent Montgomery went over the equipment schedule. He discussed leased and purchased equipment. He stated he lost a truck this year and pushed the hot box out to 2022 to see how things work.

Chairman DeVries asked what will happen with the old sewer vac.

Superintendent Montgomery stated he thought that French Creek will be purchasing it.

Chairman DeVries asked how many total plows the City has.

Superintendent Montgomery stated eleven big ones, four – one ton, four pull trucks and maybe six pickup trucks.

Councilman Boose asked how long Trimble units last.

Superintendent Montgomery stated if they are cared for, then a long time. He noted that the chipper being replaced was from 2004 and it is a little smaller.

Safety-Service Director Armbruster stated the City is getting rid of all the stuff he purchased when he was Mayor.

Chairman DeVries asked what the top five equipment requests were.

Superintendent Montgomery stated all of the equipment is needed.

Rick Simonyi stated the lease turnover makes sense and there is no maintenance and repair overhead.

Chairman DeVries asked the Superintendent to discuss staffing needs.

Superintendent Montgomery explained why he needed a secretary.

Chairman DeVries asked if qualifications and a pay range have been established.

Deputy Auditor Wilkerson stated a job description for union employees for secretary and a range is currently in existence.

Chairman DeVries asked what the wage range was and if it was part of the budget presentation.

Auditor Wilcheck stated he was not sure of the range, but it was included in the budget.

Superintendent Montgomery stated for streets and the requested two employees – he didn't know the cost of asphalt pricing nor has he seen the engineer's report. He added that if the City puts a lot of money in paving/plowing he needs the two employees. The water and sewer funds handle the locating and valve exercising requirements. He felt that streets are a priority and usually streets take a back seat.

Councilman Boose asked what the fifth position is for.

Superintendent Montgomery stated storm water - when not cutting, they use the Trimble unit.

Mayor Gillock was not sure how five employees could be hired. He understood the secretary was needed but five employees were too much of a stretch.

Safety-Service Director Armbruster stated the Committee will have to determine if the secretary position will be union or non-union.

Mayor Gillock stated it was a union position.

Superintendent Montgomery stated when a number is set for paving and cracking sealing, then maintenance will suffer.

Councilman Boose asked if given two additional employees, they would go to water. He also asked if they had three additional employees, would one go to storm water.

Superintendent Montgomery stated yes. He added he needed the analysis from the engineer to discuss staffing for paving.

Safety-Service Director Armbruster stated if an administrative assistant is added instead of a secretary, it would then be outside of the union and be a cost savings.

Superintendent Montgomery stated he would like to transition the person there now to City garage; and then take a secretary for the front. He felt the person needs to be qualified for the position as the position handles many things.

Councilman Boose asked if he had the full five employees, not including the administrative person, what those two additional street people would accomplish.

Superintendent Montgomery stated ten guys are part-time in the summer. Five to six guys handle hydrant/painting; five handle crack seal/patching. He stated once the study is complete, they could figure it out.

Councilman Boose asked if he had the two guys would \$1.4 million or \$1.7 million in street attention be attainable.

Superintendent Montgomery stated there are a variety of things that go into that - paving, crack sealing, etc.

Councilman Abens asked if there was enough work to justify a full-time secretary.

Superintendent Montgomery stated yes.

Brian O'Grady stated with the valve trailer - BWC grants may be available and that the HR Director is looking into it. BWC will match up to \$40,000 for the valve turning unit.

Superintendent Montgomery asked if he could be part of the conversation if anything needs to be removed from the proposed budget.

The Committee stated yes.

Police Department – 11:24 a.m.

Police Chief Mike Freeman presented his budget. He stated he is asking for five vehicles and no new personnel. He stated his budget is similar to last year.

Chairman DeVries asked if there were any additional costs for the body cam program and redaction.

Chief Freeman stated there is a retention period in the cloud and they have not hit maturity yet but he did purchase additional cloud space, but the cost is small.

Chief Freeman stated he is at forty-one officers. There is a gentleman in Afghanistan they wish to hire to put them back at forty-two officers.

Chairman DeVries asked how their fleet was.

Chief Freeman stated pretty good. They have thirty-four marked vehicles and three cars they took possession of from the impound lot. They will need to get rid of six to seven cars in the 90,000 mile range. They use the impounded cars to send guys to training.

Chairman DeVries asked if the salaries are okay when someone is moved or promoted.

Auditor Wilcheck stated he budgeted for that.

Chairman DeVries stated he saw a concept drawing for a new police department and asked if that would be discussed.

Chief Freeman stated they wanted to hire an architectural firm to give a concept drawing but not spend a ton on an expansive drawing if it doesn't go forward. Chief Freeman stated they use the county jail more and there is no longer nighttime dispatch so a jail will not be necessary.

Mayor Gillock stated the conceptual plan would give the City something to go to the voters for a levy to build the building.

Councilman Abens asked about the dead zone in the Jaycox Road area.

Chief Freeman stated they added a second repeater to the new 911 Center off of Burns. It was a small price to do that but it took care of ninety percent of the dead zone issue.

Chairman DeVries asked if there were any issues with the removal of the third shift dispatchers.

Chief Freeman stated it was a smooth transition.

Safety-Service Director Armbruster mentioned the Jaycox tower isn't even up yet.

President Corcoran asked if sending people to the county jail was taking guys off the road longer.

Chief Freeman stated yes and no, but he felt it made sense because there are certain risk factors such as suicidal people and those with mental illness that are better suited at county jail dealing with problematic prisoners.

President Corcoran asked if there were issues with transporting with OSP transport to county jail and increased costs.

Chief Freeman stated that if OSP makes an arrest the transport goes to local police. He added that has been the law for some time. He stated that it averages to about six times a month.

Councilman Abens asked if it made sense to put Mayor's Court with the new potential police department.

Chief Freeman stated that decision is above his pay grade. He would prefer the new police department is near the new fire department and the school.

LUNCH – 11:45-1:30 p.m.

French Creek Wastewater Treatment Plant – 1:32 p.m.

Superintendent Corey Timko presented his budget requests. He stated his Assistant Superintendent may be leaving in May/June and he will also be losing an operator but that won't change staffing levels.

Chairman DeVries asked if there was someone to promote in the event the Assistant position is vacant.

Superintendent Timko stated there are two people that are Class 3, but they aren't certified engineers.

Superintendent Timko discussed the equipment replacement schedule.

Chairman DeVries asked what the \$500,000 repairs to interceptor were for.

Superintendent Timko stated these repairs have been done in phases and it should be complete after this last repair and should last a long time.

Chairman DeVries asked about the influent screen costs.

Superintendent Timko found that it would be cheaper to buy rather than rehab and also listed is the engineering costs.

Chairman DeVries asked for detail on the influent pump project for \$2.8 million.

Auditor Wilcheck stated that project will be carried over to 2021.

Chairman DeVries asked what the plant capacity was in regard to taking on additional municipalities.

Superintendent Timko stated the plant was designed for thirty-three million and they take on four to six million a day. He noted those numbers sway with rain events, but they are nowhere near capacity.

Mayor Gillock stated the plant won't handle thirty-three million a day. The most it will handle is about 11.5 million and it would take a lot of construction to get there.

Chairman DeVries asked if the plant has ever had a time where it couldn't keep up with the water.

Superintendent Timko stated yes maybe in 2013.

Mayor Gillock stated part of what was done was a bypass was put in around the plant and then it is hit with ultraviolet and then goes into the Black River. This has increased the capacity that can be treated. The maximum that can run through the plant at one time is 11.5 million.

Superintendent Timko stated effectively 11.5 million can effectively be treated at one time. If the City exceeds over eighteen million, it is sent to bypass.

Chairman DeVries asked if French Creek will be able to handle the flow ten years from now.

Mayor Gillock and Superintendent Timko stated yes.

Councilman Boose asked for a status update of the projects from 2019. He further asked if there were any projects for 2019 that have not begun or were delayed.

Superintendent Timko stated the effluent pumps project was delayed. They installed twenty-five feet of door on the centrifuge building. The RS pumps, water line, and elevator projects are completed. He also bid out the filter project and completed some SCADA issues. He added that \$2.8 million was rolled into 2021.

Councilman Boose asked if the QUASAR agreement was still being completed as planned regarding electricity.

Superintendent Timko stated the electricity goes up and down depending on how much they run. They have not received any electricity since earlier in the year.

Mayor Gillock stated the big thing to keep in mind is that they haul the City's sludge away. There is no requirement for a minimum amount.

Councilman Boose asked when the contract expires.

Superintendent Timko stated he thought it was a fifteen year contract with three-five year options.

Councilman Boose stated on page one there are grayed out lines and asked if expenditures happened in those line items.

Auditor Wilcheck stated they were moved to M&R Buildings.

Chairman DeVries asked if he needed training for the vac truck they were purchasing from the Service Department.

Superintendent Timko stated the service guys will teach them how to use it.

Safety-Service Director Armbruster stated he would be interested in making Lou Cover a contractor/consultant to get through the next few big projects if he resigns.

Superintendent Timko stated he heard he is going to lose another Class 3 but nothing formal has been submitted.

Safety-Service Director Armbruster stated there was an employee on light duty due to an injury but he is out again due to another surgery.

Fire Department – 2:02 p.m.

Fire Chief John Reese presented his budget requests and distributed a bound booklet for the Committee to review. He stated the paramedic levy shows the increase which was for

the three firefighters. They have hired all except for one because they couldn't find a qualified candidate. The City received a grant to fund a person for next three years.

Councilman Boose asked how many positions the paramedic levy paid for.

Auditor Wilcheck stated fourteen and last year was eleven.

Chief Reese discussed the Ambulance Fund and stated he is looking to get two personnel funded out of this. He also stated it would depend on the health of the fund. The fund contains soft billing for residents and full billing for non-residents.

Auditor Wilcheck asked about the quote for the new ambulance and if it was good until the end of the year.

Chief Reese stated he thought it would be good until the first of the year.

Chief Reese moved on to capital projects. He request money for fire station 2 construction costs. He stated the building was built in 1973 and it opened in 1975. He stated very few renovations have been made to the building. Chief Reese stated the architectural services were included which will include bids, proposals, drawing and then project management.

Chairman DeVries asked how many firemen could sleep in the building at one time and asked what the construction changes will do for the building.

Chief Reese stated they will gain back space, but the renovations won't allow additional space to house additional firefighters. The plan is to relocate turnout gear storage; introduce proper climate control; create an addition of an EMS decon area; remove the drop ceiling and open up the living space; replace the heating/cooling systems; install proper male/female bathrooms for when a female firefighter is hired; plumbing upgrades; additional public parking spaces and a designated front area and keep the contaminated areas separate from the living quarters to prevent cancer in apparatus bays. Chief Reese stated the estimated cost is \$1.4 million. He added there is encapsulated asbestos in the building which may make the construction estimate go up. The bid process would take place after April and construction done by the end of 2020. The station would be open during construction.

Mayor Gillock asked if it would be state of the art.

Chief Reese stated yes and that it would last another thirty years. He added that \$160,000 has already been invested in the drawings.

Auditor Wilcheck stated he needed to correct the budget sheets to reflect \$1.4 million.

Chief Reese stated he would like his own frequency on radios. He stated he is trying to apply for a grant and the singular channel will work with other cities. The cost to the five

cities selected is \$165,700. The City of Avon already purchased the channel and the City of North Ridgeville will reimburse Avon.

Councilman Boose asked how the Chief selected these other cities.

Chief Reese stated these were the five cities they work with the most for mutual aid. The radio system will work with the other cities – it is a matter of changing the channel.

Councilman Boose asked if the \$165,700 was in the budget for the radios.

Chief Reese stated it was in communications, fund 315. He stated \$3,700 was allocated for grant writing in other professional services and \$140,000 in capital projects.

Auditor Wilcheck stated the \$140,000 isn't in capital projects right now but he will put it back in.

Deputy Auditor Wilkerson asked who the grantor is for the FEMA grant.

Chief Reese stated it was all five cities.

Deputy Auditor Wilkerson stated she is concerned about the award to make sure the City is reporting properly or if the City is a pass through.

Chief Reese continued with his fire prevention bureau budget portion. He stated he is struggling with the time frame requirement for inspection on businesses. He stated they have been busy with new construction. He felt a new person needed allocated and the wage would be around \$114,000. He would prefer a lieutenant position.

Auditor Wilcheck stated the fire inspector position is not in the list of added personnel.

Councilman Boose asked if the City had an obligation to inspect for home business.

Chief Reese stated no, they are only concerned with commercial business.

Councilman Boose stated they go to a business every two to two and a half years for inspection. He asked if adding an additional person would get inspections done annually.

Chief Reese stated he thought so.

Councilman Boose asked if there is a priority list of businesses that get inspected first, such as restaurants.

Chief Reese stated yes and added hotels and nursing homes get done annually.

Chairman DeVries stated the Utilities Superintendent will present his budget with corrected sheets from the Auditor tomorrow morning at 9:00 a.m.

The meeting was adjourned at 2:59 p.m.

To Order – Wednesday, November 20, 2019 (Day 3):

Chairman Martin DeVries called the meeting to order at 9:00 a.m. in Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Pledge of Allegiance:

Led by Chairman DeVries.

Attendance:

In attendance were Committee members Dennis Boose, Bruce Abens and Chairman Martin DeVries.

Also in attendance were Mayor David Gillock, Assistant Clerk of Council Tara Peet, Auditor Jeff Wilcheck, President of Council Kevin Corcoran, Councilman Bob Chapek, Safety-Service Director Jeff Armbruster, Deputy Auditor April Wilkerson, Utilities Superintendent Jim Whitlock, Engineer Dan Rodriguez, Assistant Engineer Christina Eavenson, Parks and Recreation Director Kevin Fougousse, and Councilwoman Michelle Hung.

Utilities Department – 9:00 a.m.

Auditor Wilcheck distributed corrected budget sheets for the Utilities Department.

Utilities Superintendent Jim Whitlock presented his budget. He stated that 33% is water, 41% is sewer, 20.5% is solid waste and 5.5% is storm water. He stated there is an increase in education for new software training. He stated he is not sure why money came out of travel/transportation as they didn't spend money out of that fund in 2019.

Auditor Wilcheck stated he was not sure and would look into it.

Chairman DeVries asked if the balance in the forms print line that is unencumbered will be used.

Auditor Wilcheck stated those numbers are through October.

Councilman Boose stated operating supplies has \$8,000 and it was reallocated to another line. Auditor Wilcheck will need to correct this duplication.

Auditor Wilcheck stated he will correct that.

Councilman Boose asked what the different was from communications and other professional services that both have Badger within them.

Superintendent Whitlock stated that the communications was the line they need from Spectrum and the other is for storing data for Badger.

Auditor Wilcheck stated there is a software change coming forward in other professional services with Badger.

Councilman Boose asked if the department changed their merchant services as the cost went from \$63,000 to \$30,000 through October or is the City not getting billed. Auditor Wilcheck stated he wouldn't rule it out that the bills have not come but he stated he would look into it.

Chairman DeVries asked if he was fully staffed and if he needed additional staffing.

Superintendent Whitlock stated they are fine. They use the floater often for general filing.

Chairman DeVries asked how often he used the floater.

Superintendent Whitlock stated when people go on vacation about twenty-five percent of the time.

Chairman DeVries asked how the department equipment was.

Superintendent Whitlock stated pretty good.

Chairman DeVries asked if there was additional training his department needed.

Superintendent Whitlock stated perhaps training on how to deal with disgruntled customers.

Chairman DeVries asked how he monitored the department's customer service.

Superintendent Whitlock stated they are in close proximity in the office so he can hear all communications. He lets staff know if they should handle things differently.

Councilman Boose stated that the budget sheets show that thirty percent of the budget has not been encumbered and asked why.

Auditor Wilcheck stated it can only be encumbered if there is a properly authorized purchase order in place. He added that monthly refuse isn't reflected but it usually is up to date.

Councilman Boose stated thirty percent of a budget is a lot.

Mayor Gillock stated it was skewed a lot and added that sixty percent or more is refuse. He stated it works out in the end.

Councilman Boose stated when he deposits his utility check; it is posted the next day compared to years past. He commended Superintendent Whitlock on the change.

Auditor Wilcheck stated as he updates sheets and makes corrections; he will let the Committee know expenditures to date. New budget sheets will be issued once the whole process is complete.

Councilman Abens asked if Superintendent Whitlock had a process for flagging accounts for zero consumption.

Superintendent Whitlock stated a monthly report is run but it would be a variety of things such as snow birds, vacant home or no tenants. He stated he felt the new application through Badger will assist with this.

Councilman Abens stated he experienced this once and received a bill for zero usage; it was fixed within a week and it was a meter problem. He noted that he spoke with people during campaigning that a person by-passed the meter and when the house sold the new owner discovered it. He was told that it looked as though it wasn't investigated.

Superintendent Whitlock stated one person is reviewing 14,000 accounts.

Safety-Service Director Armbruster stated when the Superintendent cannot handle a complaint, it then goes to the Safety-Service Director's office and they set a meeting to work things out.

Mayor Gillock stated the City rarely gives water forgiveness instead payment plans are worked out.

President Corcoran asked why print forms were budgeted at \$63,000 when that much has never been used.

Superintendent Whitlock stated he still has the rest of the year to bill for.

President Corcoran stated in looking back at previous years that amount has never been spent.

Auditor Wilcheck stated that Shamrock bills behind so some of that money is 2018 which hasn't been billed so that is somewhat a carryover.

President Corcoran stated that should be the case every year then.

Auditor Wilcheck stated there has been a problem with purchase orders being in place.

President Corcoran stated that he was just trying to understand as it didn't make sense.

Mayor Gillock stated the President brings up a good point with only two months left in the year.

Auditor Wilcheck stated he will look into this and get back to the Committee.

Deputy Auditor Wilkerson stated some of that may be blanket purchase orders that have never been spent, but they will look into it.

President Corcoran stated it looks as though there is \$300,000 to \$400,000 left at the end of the year and it is being proposed that the budget is increased by \$100,000 which did not make sense.

Auditor Wilcheck stated he will need to tear the department apart. He stated if he pulls each category by department the picture will look different. He stated he will rework the presentation and resubmit it to the Committee.

Chairman DeVries stated for the next meeting, the Committee will need a breakout of forms print and the history of spending for all of the funds.

Auditor Wilcheck stated he will try and get that to the Committee this afternoon.

Capital Projects – 9:39 a.m.

Parks and Recreation Director Kevin Fougousse presented his capital projects worksheet. He discussed the trail that will eventually connect.

Mayor Gillock stated the restroom project seemed expensive.

Director Fougousse stated the CDWG grant had to be construction in a building rather than an add-on or else he would have applied for funding. He stated the upgrade to the restroom will assist in facility expansion.

Councilman Boose asked what the length of the grant process would be for CDWG.

Director Fougousse stated it would probably be another two years.

Councilman Boose asked what the max was for the project.

Director Fougousse stated he did not know off the top of his head.

Chairman DeVries asked how many residents use the batting cage building.

Director Fougousse stated it depended on the softball/baseball programs – he would estimate about sixteen percent usage, five weeks a year and then rental from the local hot stove program.

Councilman Abens asked how many fixture the bathroom would have.

Director Fougousse stated the men's room would have two stalls, a urinal, sinks and the women's room would have three stalls, sink and storage.

Mayor Gillock stated more concrete would need added.

Director Fougousse stated yes.

Councilman Boose stated he sits on the Parks and Recreation Commission and added the department needs to utilize the space they do have so adding restrooms are necessary.

Auditor Wilcheck asked if engineering was included.

Director Fougousse stated yes. He also stated he wanted to replace some of the splash pad features for \$36,150 which can be funded out of trust or the improvement fund. He stated that if the restroom project isn't funded, then he won't be purchasing spinning bikes.

Chairman DeVries stated the spinning bikes would go in the batting cage area.

Director Fougousse stated yes.

Councilman Boose asked how much was in improvement.

Director Fougousse stated \$280,000. The final trail bond will come out in the amount of \$20,050 this December. He is looking to take out \$87,000 from that as well.

Councilman Boose stated \$175,000 will be left in that fund and if the estimates on home buildings are correct, the money should be replenished. He further asked the Director if he were comfortable taking \$100,000 out of that fund.

Director Fougousse stated yes based on it being replenished and added he never wanted to get the fund to zero. He noted he started to use this fund this year for capital improvements.

Auditor Wilcheck stated the cost of the restroom is being split between capital and park improvement.

Councilman Boose stated the Committee still needs to see what the capital budget looks like first.

Mayor Gillock felt he could get CDWG funding but it will push the project out two years. He reminded the Director that there is a census next year and if the population is over thirty thousand, the City may become an entitlement City allowing for CDWG funds directly and it could be over \$100,000.

Director Fougousse asked how long the census process takes to kick in.

Mayor Gillock stated he was not certain.

Councilwoman Hung asked what the timeline was for ordering parts and getting the parts for the splash pad.

Director Fougousse stated he will order them in the winter and get them installed for Memorial Day.

BREAK - 10:01 – 10:21 a.m.

Engineering - Capital Projects – 10:21 a.m.

Engineer Rodriguez presented his capital projects requests. He stated he thought after 2020 the catch basin dollars could be reduced as they will be utilizing outside contractors for all of these projects.

Councilman Abens asked who inspected the catch basins.

Engineer Rodriguez stated that sometimes the contractors have put them in wrong.

Councilman Boose asked if the money for basin repair is included when a street is redone.

Engineer Rodriguez stated it is included in the street budget.

President Corcoran asked if the specs needed changed to have them built differently.

Engineer Rodriguez stated no they just add jointing around the basin. He added he didn't think the street study implementation will be ready until 2021. Engineer Rodriguez stated the construction of Mills Road Bridge over French Creek has been moved for construction to 2021. The City is working with Avon and estimated construction will begin in 2021.

Mayor Gillock stated the City may incur additional costs if the City waits to bid.

Councilman Abens asked in regard to the Maddock Road over Ridgeway Ditch project if the changes would help the flow.

Engineer Rodriguez stated yes.

Safety-Service Director Armbruster stated the railroad culvert acts as a restriction.

Engineer Rodriguez continued on discussing his projects. He stated the ODOT lighting project was brought to the City by ODOT.

Chairman DeVries asked how it works.

Engineer Rodriguez stated it would be the replacement of poles, lights, wiring and conduits.

Engineer Rodriguez continued on to Ranger Way and stated he hoped to bid in early February and begin construction at the beginning of April.

Engineer Rodriguez stated the Mildred Street project will close in the next week or two and it will be complete.

Councilman Boose stated there should be a traffic light at Albert.

Engineer Rodriguez stated the City will need to coordinate with Ohio Edison to get something out there.

President Corcoran stated there was a request to put up signs that “cross traffic does not stop.”

Engineer Rodriguez stated those could be added to the Service Department budget.

Safety-Service Director Armbruster stated the City needed to be careful with the expense of signs. He added the stop sign should say two-way stop and stated if this sign is put in, then the City will be asked to put signs in all over.

Councilman Boose stated the street was never there before and it is brand new.

Engineer Rodriguez stated he will look into it.

Councilman Boose asked if overage costs for Center Ridge Road should be accounted for now.

Auditor Wilcheck stated he has not received anything from ODOT yet.

Councilman Boose stated he understood that but asked why the City wouldn't set money aside in addition to what is in the fund.

Safety-Service Director Armbruster stated the City won't have a number until 2022 or 2023 and if there is a settlement, the City will accumulate.

Councilman Boose stated that was his point – setting the money aside now.

Auditor Wilcheck stated the budget was pretty tight this year.

Engineer Rodriguez stated he was comfortable with the \$1.5 million sitting in the fund.

Chairman DeVries thought the City should be setting aside the money as it can.

Safety-Service Director Armbruster stated there are some credits issued to the City for cost savings in regard to traffic lights. He thought the City was good with what it had set aside.

Auditor Wilcheck stated he knows the City is in the vicinity of \$1.8 million and added that knowing there are credits he felt that the City was in a good place.

Safety-Service Director Armbruster stated it may be four or five years before a lawsuit is in place.

Councilman Boose reminded the Committee that ODOT won't wait for their payment regardless of a lawsuit.

Safety-Service Director Armbruster stated they have in writing that the President of Windstream moved the crew somewhere else.

Councilman Boose stated he gets that, but with \$1.8 million in overage in the last year; there is going to be more than likely additional cost.

Safety-Service Director Armbruster stated they are on top of it.

Councilman Boose stated he is conservative on this budget and added it needed looked at quarterly and the City needs to be on top of the overage costs. He asked the Auditor where the \$1.5 million was budgeted.

Auditor Wilcheck stated in 431 and added it can only be used for Center Ridge Road. The remainder balance will go back to the General Fund or the Debt Service Fund.

Councilman Boose asked if the \$1.5 million was above and beyond what our project is.

Auditor Wilcheck state yes.

Councilman Abens stated the \$1.5 million sounded like a conservative number and realized the City needs to keep a close eye on it.

Chairman DeVries stated it would be great if there was quarterly communication to Council in regard to this matter.

Councilman Boose stated he knows the City is on top of it but he does not have full faith in the people the City is getting the information from based on how this whole process worked out.

Engineer Rodriguez stated last year the City received an update from ODOT on Dec 31. He will ask for an update again.

Councilman Boose asked if the urban paving at 83 will run concurrently with the 83 project.

Engineer Rodriguez stated yes but it is mill and fill and there won't be any issues. It is a state managed project.

Councilman Boose stated that the newspaper stated that due to the noise ordinance, the contractor cannot extend working hours on Center Ridge Road. Councilman Boose stated he would have no problem with extending hours to do construction at night.

President Corcoran stated the Council needs to remember there are many residents that live in that area that would not want that.

Engineer Rodriguez continued on with his capital projects list. He stated he contacted Avon in regard to putting a light up at the intersection of Lear Nagle and Mills Road. They indicated they had not received any complaints.

Chairman DeVries asked how far the City is from getting anything done in regard to a roundabout in this area.

Engineer Rodriguez stated the design is slated for 2021 and construction in 2022.

Councilman Boose stated he didn't see any right-of-way costs allocated.

Engineer Rodriguez stated it is too soon as there is no plan yet.

Councilwoman Hung asked if the Engineer could send Council contact information for Avon.

Engineer Rodriguez stated she should just contact the Avon Mayor.

Safety-Service Director Armbruster suggested calling ODOT.

Engineer Rodriguez stated that is not an ODOT street.

Engineer Rodriguez stated the Race Road Roadway and Culvert Integrity Study are in 2019 and it needs moved to 2020.

Councilman Boose asked if the Root Road Rehab Project went up to the new bridge.

Engineer Rodriguez stated yes and to Lorain Road.

Auditor Wilcheck asked how much NOACA contributes.

Engineer Rodriguez stated it will be an 80/20 split once the City receives a solid estimate.

Engineer Rodriguez stated Parks and Recreation Director Fougousse is looking to complete a master plan for the walking trails that will help open doors for future grants.

Auditor Wilcheck proposed a transfer from the General Fund to the Storm Water Fund and if it doesn't generate enough to cover construction. He added the cost was \$115,000 in regard to the State Route 83 storm sewer extension.

Engineer Rodriguez state this was on the east side of 83 which includes two catch basins. They plan also to take the east catch basin and run a pipe to the north.

Safety-Service Director Armbruster stated this was the red fruit farm.

Engineer Rodriguez continued on with his capital project requests. He stated that Westfield should be closed out for 2020. He stated that Broad, Main and Pleasant sewers may have breaks in their pipes so they will go in and fix it. They will monitor I&I now and see how it looks after the fix as well.

Safety-Service Director Armbruster stated the I&I is only the City's I&I, not the homeowners.

Engineer Rodriguez stated in regard to the Center Ridge Sewer Extension project - some of the sanitary sewers for homes near the Westlake boarder at Center Ridge Road were failing. The project will go from Barton east and just slightly west on Barton. Then another part will be completed at Center Ridge Road south on Barton.

Engineer Rodriguez moved on to the Sugar Ridge Sewer Extension Project.

Auditor Wilcheck asked what the cost of the sewer tap was.

Engineer Rodriguez stated \$8,600 which goes up annually to include administrative costs. The French Creek fees are also associated with this. The truck main fees are a portion of that cost. He added that anyone that ties in on Sugar Ridge the cost will be about \$8600-\$9000.

Chairman DeVries asked how that will be handled.

Engineer Rodriguez stated it can be done through an assessment or a home equity loan. They would have a year from initiation from the health department to tie in but they can appeal it. They are required to tie in if they are within two hundred and fifty feet of the sewer.

Councilman Boose asked how many homes are on Sugar Ridge that would need to tie in.

Engineer Rodriguez didn't have an exact number.

Councilman Abens stated he knows a resident on Sugar Ridge Road that just spent \$30,000 on a new septic system.

Engineer Rodriguez stated they can work with the health department.

Engineer Rodriguez moved on to water improvement capital requests.

Auditor Wilcheck stated Brian O'Grady mentioned they may only get seventy hydrants completed in the hydrant replacement project. He stated if more will need to be completed, additional money will need to come out of the water fund.

Chairman DeVries asked how much a new water tower might cost.

Engineer Rodriguez stated about \$15-\$20 million. Once engineering is completed, he will have a better estimate.

Safety-Service Director Armbruster stated based on the location of the tower, Avon Lake might be able to assist with cost. He added the location at Lear Nagle at the Ford dealership property was experiencing problems with ETL1 regarding corrosion.

Councilman Chapek asked if land acquisition would be necessary.

Engineer Rodriguez stated just an easement.

Councilman Boose asked if waterlines have been replaced.

Engineer Rodriguez stated they have been. He noted that individual projects have been allocated for next year.

Engineer Rodriguez stated there may need to be a water rate increase at some time to determine if the City can continue the \$1 million in line replacement.

Chairman DeVries asked how soon the City needed a water tower.

Engineer Rodriguez stated not at this point in time, but it would be needed in an emergency so the City should begin planning.

Safety-Service Director Armbruster stated he had not heard any complaints from Ridgefield in terms of water pressure with the changes that were made.

Councilman Boose asked what had been done.

Safety-Service Director Armbruster stated they toyed with pressure valves.

Councilman Abens stated he is receiving complaints on water pressure still.

Engineer Rodriguez stated he can work with the service garage on that and tinker with the water pressure value.

The Committee moved on to other capital projects.

Auditor Wilcheck stated the fire station renovations need corrected to reflect \$1.4 million. Also included are police station drawings and a bond issue.

Councilman Boose stated if they went to the ballot, it would go up against the school.

Chairman DeVries asked where the police station would be built.

Safety-Service Director Armbruster stated it would be up to the community and Council. The Administration was looking next to the school and fire department. There would be a pole barn for storage equipment, a sally port and it would not include a jail. It would be a one story building that could be built onto later. He also noted that the service garage has outgrown itself and the salt barn needs replaced.

Auditor Wilcheck stated the water and sewer projects for next year can be covered with existing funds. He noted the challenges are the projects with funding sources from capital projects. He felt as though the Administration should speak to a municipal advisor to advise them when the City should go back into the bond market and in regard to timing and also the limit the City uses on income tax for paying debt. He felt he needed the outside input.

Safety-Service Director Armbruster stated the AT&T building is ready to be used with renovation and added it also needed a HVAC unit. City Hall is totally out of space. He thought the building had potential but felt if no one else felt that way then the City should sell the building.

Councilman Boose stated the last time this discussion came up, Council talked about it waiting for the lands study. He noted that he just received it two days ago. He felt Council and the Administration needed to look through the study before making decisions in a vacuum.

Councilman Boose stated the discussion needed to be had about personnel. He noted that some of the positions discussed weren't in the budget. He thought it would be helpful to have a spreadsheet of how everything fits in the 2020 budget. He felt he didn't have a good understanding of what to take out.

Auditor Wilcheck stated he sent an email out with five year projects that provided what he is looking for.

Chairman DeVries didn't feel as though they were ready to discuss personnel as he felt they needed more information. He stated that some employees have maxed earning but the Committee needed a salary survey to adjust those scales for a point of comparison. He asked if the thirteen positions asked for were built into the budget.

Auditor Wilcheck stated there are only twelve on the list and yes.

Deputy Auditor Wilkerson stated there are five positions at the top of the range. She stated they would not get the cost of living increase. She stated they are not the only five employees.

Chairman DeVries requested a list of all of the employees at the top of the list.

Deputy Auditor Wilkerson stated absolutely. She added that the requested fire inspector does not have a current job description or a wage scale.

Councilwoman Hung asked what the value of the AT&T Building was as well as the parking lot next to it.

Safety-Service Director Armbruster stated somewhere in the \$300,000 range. It is paid for and nothing has been done to it. He added the longer it sits, the more it deteriorates.

Councilwoman Hung asked why the building study is dated May 2019 and Council just received it.

Safety-Service Director Armbruster dated he would have to check the date, but they met with the Administration sometime in June or July. He noted that there will be a change in Administration and they wanted it to be a working document for the new people coming in as the 2019 budget was already in place.

Councilwoman Hung stated she requested to be part of that meeting with the Administration or Council President Corcoran and they were never part of it.

Safety-Service Director Armbruster stated he was sorry about that.

Councilman Boose stated the Committee used to get a recap spreadsheet that showed what the City anticipated bringing in, what the City has budgeted and the anticipated carryover. He requested that information when they meet again.

Auditor Wilcheck stated what he is looking for is in the five year projection document.

LUNCH – 12:16 – 1:30 p.m.

Five year projections – 1:39 p.m.

Auditor Wilcheck stated the City cannot afford to do something today if it causes a deficit in the future. He noted that on the General Fund page, the yellow line shows where the City exceeds the target carryover balance by assuming the line above is thirty percent of expenditures. He felt overall the City is in good shape but felt the water and sewer funds were getting tight.

Councilman Boose stated it looked as though in the General Fund for 2020, based on how things were allocated; the carryover balance was being eaten into.

Auditor Wilcheck stated yes but it was a balanced budget and the expenditures are within the revenue and carryover balances are maintained. It is assuming a 2.5% increase, conservatively.

Auditor Wilcheck went over the Street and Repair Fund and stated the City won't see the full year gas tax as it was split in 2019 and part in 2020. It covers the operations of the Street Department.

Councilman Boose asked if it covered asphalt.

Auditor Wilcheck stated no and it doesn't reflect the \$210,000 mower for the Service Department.

Councilwoman Hung asked if it included the two employees and secretary.

Auditor Wilcheck stated it included the two employees but not the secretary. The secretary position is split fifty percent to the garage, twenty-five percent to water and twenty-five percent to sewer.

Councilman Boose asked if there were any contingency built into any of these.

Auditor Wilcheck stated statute requires a limit on contingency built in.

Auditor Wilcheck stated the State Highway Fund is usually allocated for salt and plow equipment. He noted that he needed to subtract \$43,000 from expenditures from 2021 on. Auditor Wilcheck stated he would correct his.

Auditor Wilcheck moved on to the Permissive Motor Vehicle License Tax Fund. He stated this fund covers wages for street workers and it may be able to take on an additional laborer.

He stated the Street Levy Fund covers paving and crack sealing. He noted that capital outlay is equipment and capital expenditures and that the \$1 million is in paving projects.

President Corcoran asked if line painting was included.

Auditor Wilcheck stated yes.

Councilman Boose stated more than \$400,000 needs allocated.

Chairman DeVries asked if an additional \$250,000 would be added in totaling \$650,000.

Auditor Wilcheck stated that could be done but the department was looking to do more micro sealing this year.

Chairman DeVries asked the Safety-Service Director where he thought the dollars should be allocated.

Safety-Service Director Armbruster stated every road was different. He suggested taking the advice of Superintendent Montgomery and Engineer Rodriguez. He added there isn't just one way to do things.

Councilman Boose felt the additional \$250,000 should be added to the \$400,000 and if it can be used then it should be.

President Corcoran asked why the money would ever be held back.

The Committee agreed to put the \$250,000 in this fund to allow the Engineer and Street Superintendent to figure out how to allocate spending for either paving or micro sealing.

Auditor Wilcheck stated that they should keep in mind if something comes up, the fund is low.

Chairman DeVries stated if the money isn't used it can be carried over to next year.

Auditor Wilcheck stated that was true. He stated based on the street condition program recommendations, it looked like they could come close to covering it.

President Corcoran stated with the increase in the paving budget, does this then justify the hiring of two additional employees or does the City look to outsource the paving.

Chairman DeVries stated it was catch basins that slow the department down.

President Corcoran stated seventy-two were done by an outside contractor and twenty-six in house.

Auditor Wilcheck stated seasonal staff is being hired to aid in the weed whipping. If two more people aren't hired, then that allows for an additional \$150,000.

Councilman Boose stated the City has been doing \$650,000 to \$700,000 in milling and paving the last few years and the City isn't caught up which means it isn't enough money.

Safety-Service Director Armbruster stated the guys will be doing nothing but paving if the other work is contracted out.

Councilman Boose stated he was fine with that.

Safety-Service Director Armbruster stated they should have grounds pick up mowing as they have guys with qualifications cutting grass.

Councilman Abens stated the City needs to consider if the additional personnel are financially feasible down the road.

Auditor Wilcheck stated that was fund 210 - Street Maintenance and it does hold for the future.

Safety-Service Director Armbruster stated if the street levy fails there won't be a need for asphalt.

Auditor Wilcheck stated if the levy doesn't pass the street levy goes to nothing.

Auditor Wilcheck moved on to the Policy Levy Fund and stated that if the Chief keeps the same employees in the fund, in the future he cannot maintain his carryover and he will change the allocation. He felt a renewal plus an increase needed to happen next levy cycle.

Auditor Wilcheck moved along to the Paramedic Levy and stated it will be balanced with the target carryover for the future by shifting things around a bit.

Auditor Wilcheck stated the Parks and Recreation Fund had the part-time program coordinator included in this.

Auditor Wilcheck stated the Park and Rec Improvement Fund generates \$250.00 per home which he felt was very low.

Councilman Boose stated it cannot be increased until a designated project is stated.

President Corcoran stated impact fees are illegal unless slated for something specific.

Auditor Wilcheck stated the Cemetery Fund had two seasonal workers coming out of this fund and another seasonal employee in the Park and Rec Fund as well as the track hoe.

Auditor Wilcheck stated the Solid Waste Management Fund was given a rate holiday based on the balance. Auditor Wilcheck stated this is only getting twenty percent of expenditures.

President Corcoran asked how much needed held as a carryover in this fund.

Auditor Wilcheck stated about a half million - two months' worth of expenditures.

Auditor Wilcheck reviewed the debt service funds. He stated that income tax gets five percent. He noted that some debt will need issued for some projects. The new debt isn't figured in. He felt he needed help with this through the hiring of a municipal advisor.

President Corcoran asked what the difference was in regard the water improvements in the water fund.

Auditor Wilcheck stated the water fund covers operations and some capital equipment and the debt service funds pay debt. He added that water improvement comes from transfers and it replaces water lines.

President Corcoran asked why it was increased.

Auditor Wilcheck stated to fund additional staff members and realignment of staff but also due to the increased cost of water. He added that it has not increased that much.

President Corcoran stated the fund did go up dramatically from 2017 to 2018.

BREAK – 2:55 – 3:07 p.m.

Auditor Wilcheck stated he is only charging personnel to the fund they are working from. He added that the water fund dropped a bit. He added that the sewer fund went up and it picked up one employee. He noted that personnel costs are on target with projects for the storm water utility.

Chairman DeVries asked why there was an increase in sewer fund operations.

Auditor Wilcheck stated one additional person and realignment and increase in fees for French Creek by four percent.

Councilman Boose stated that still didn't add up.

Auditor Wilcheck stated \$200,000 is personnel costs. He added there was a reallocation of administrative costs from General Fund which also increased the fund.

Chairman DeVries asked what is attributing to the fluctuations in this fund.

Auditor Wilcheck stated he may not have estimated correctly.

Chairman DeVries asked what operations were.

Auditor Wilcheck stated personnel and all operating costs for the department. He stated it was \$4.4 million in 2019. He thought his numbers were incorrect.

Chairman DeVries asked if he could pull the expenditures for that and get it figured out.

Auditor Wilcheck stated they are on your department budget worksheets.

Chairman DeVries asked if the tap-ins for the sewer extension will create a spike in the Sewer Debt Fund.

Councilman Abens asked if homeowners were assessed, the money will the money come in slowly.

Deputy Auditor Wilkerson stated the Committee should keep in mind that not all one hundred homes will be within the two hundred and fifty feet required to tie into the sewer.

Auditor Wilcheck stated the City is looking at a three to five percent increase on the sewer rate as they haven't been increased since 2016.

Councilman Boose asked what the anticipated water increase would be.

Auditor Wilcheck stated he was thinking five percent.

President Corcoran stated the rates are being increased to pay for employees. He added he had concerns about the Storm Water Utility Fund.

Auditor Wilcheck stated those people are running equipment and working in ditches.

Councilman Boose stated he didn't remember personnel costs being part of the storm water utility.

Assistant Clerk of Council Peet stated personnel costs were accounted for in the projections when Bramhall presented the presentation to the City.

Auditor Wilcheck moved on to the French Creek Fund and stated there will be a four percent wholesale increase.

Councilman Boose stated the increase will then trickle down to the residents.

Auditor Wilcheck stated yes.

Assistant Clerk of Council Peet asked what the expenditures were on the TIF areas.

Auditor Wilcheck stated the required fees to the county.

Chairman DeVries asked what trust miscellaneous was.

Auditor Wilcheck stated it was a lot of different things such as building department fees and permits, fireworks, sidewalk deposits, police donations, etc. He stated he has not had time to go through and reallocate but will make those changes and let Council know.

The meeting was adjourned at 3:48 p.m.

To Order – Tuesday, December 3, 2019 (Day 4):

Chairman Martin DeVries called the meeting to order at 7:00 p.m. in Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Pledge of Allegiance:

Led by Chairman DeVries.

Attendance:

In attendance were Committee members Dennis Boose, Bruce Abens and Chairman Martin DeVries.

Also in attendance were Mayor David Gillock, Assistant Clerk of Council Tara Peet, Auditor Jeff Wilcheck, Safety-Service Director Jeff Armbruster, Deputy Auditor April Wilkerson, President Kevin Corcoran and Councilwoman Michelle Hung.

T 125-2019:

Chairman DeVries began with discussion on T 125-2019 which was an ordinance to increase the salary of the Clerk of Council.

There was discussion about whether to adjourn into executive session or not to discuss T 125.

Councilman Boose felt the executive session discussion should include all of the personnel being considered for the 2020 budget.

Moved by DeVries and seconded by Boose to adjourn into executive session to discuss the compensation and employment of public officials.

A roll call vote was taken and the motion carried.

Yes – 3 No – 0

The Committee adjourned into executive session at 7:04 p.m.

The Committee reconvened at 8:04 p.m.

Moved by DeVries and seconded by Abens to recommend City Council consider the T 125-2019 as submitted.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Auditor Wilcheck began some of the changes he made to the budget. He noted that the budget changed dramatically as he forgot to add in pension contributions for many departments. The pension was a lot of money that changed some of the funds.

Chairman DeVries asked for an example.

Auditor Wilcheck stated on the police administration page, there is a \$2,500 and \$13,900 adjustment. There is an \$18,900 and \$105,300 in the adjustment columns for the police worksheet. He stated he went through all of the departments and it was several thousands of dollars he omitted.

Councilman Boose stated there was an adjustment and a reallocation in police and asked if it was there before.

Auditor Wilcheck stated it was.

President Corcoran asked how he can tell what has been changed and what has not been changed.

Auditor Wilcheck stated he if they could give him some time, he can come up with the changes.

President Corcoran stated he recalled the conceptual drawing for the new Police Department was budgeted at \$30,000 and it states \$48,000 now.

Councilwoman Hung stated she recalled \$48,000.

Auditor Wilcheck stated there are other things built into that number other than the conceptual drawing.

Councilman Boose asked for a list of all the changes. He also asked other than the \$250,000 taken out for paving if there were other things taken out or relocated to correct negative numbers.

Auditor Wilcheck stated he was not sure and would have to go back through. He stated he would get a list of changes to the Committee.

President Corcoran stated he was trying to figure out how the Committee will get anything done without being able to track the changes.

Chairman DeVries stated the Committee should have a finished product soon.

Councilman Boose stated he felt it would have been nice to have the changes before the meeting to allow time to review and study.

Chairman DeVries stated the Committee needs the sheets in advance to study the information or the meeting isn't productive.

Auditor Wilcheck stated he wanted to touch on somethings the Committee asked about last meeting. He stated he looked into the two accounts in tree removal for the building department - one was for assessed and one was for non-assessed. He combined both into

one account. He stated it was asked what was in the operating supplies account for Service Department since it had not been used except for last year - there were three additional streets that were added for concrete work for \$187,000. Auditor Wilcheck stated it explained why nothing was encumbered in the concrete pads account. In regard to utility billing - travel and transportation had errors that he corrected and no money has been spent out of that account. Auditor Wilcheck stated expenditures are updated now through the month of November. He also noted there was no reallocation or duplication in operating supplies and form print in utilities. He stated the Utilities Director put budget numbers in without looking at what he spent. Auditor Wilcheck stated he trimmed \$150,000 out of the budget. He added he provided the individual sheets to show the dollars allocated. He also noted that the hotel tax has three percent required to go into a separate fund as it is restricted to economic development use only. The Chamber gets a portion and there are also dollars in the General Fund. There is also \$100,000 in tax sharing agreements.

Mayor Gillock stated the hotel tax is six percent. Three percent goes to the Visitor's Bureau. The City added an additional three percent for economic development.

Councilman Boose stated the City gets 4.5% and they get 1.5%.

Auditor Wilcheck stated the General Fund is very tight and will need tweaking moving forward. He added that the Street Maintenance M&R Fund stays positive until 2024 but that may change based on employees. He stated the Street Levy Fund has a lot of projects for 2020.

Councilman Boose stated \$250,000 needs to be found to put into paving.

Auditor Wilcheck stated it depended on what the Committee wanted to do with the Street M&R Fund. He stated if two employees are eliminated, that would free up \$150,000.

Councilman Boose thanked the Auditor and asked when the Committee could anticipate the list of changes.

Auditor Wilcheck stated he will try by Wednesday or Thursday.

The meeting was adjourned at 8:26 p.m.

To Order – Monday, December 9, 2019 (Day 5):

Chairman Martin DeVries called the meeting to order at 6:00 p.m. in Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Pledge of Allegiance:

Led by Chairman DeVries.

Attendance:

In attendance were Committee members Dennis Boose, Bruce Abens and Chairman Martin DeVries.

Also in attendance were Mayor David Gillock, President Kevin Corcoran, Service Department Superintendent Jon Montgomery, Engineer Dan Rodriguez, Assistant Clerk of Council Tara Peet, Auditor Jeff Wilcheck, Councilman Bob Chapek, Safety-Service Director Jeff Armbruster and Deputy Auditor April Wilkerson.

2020 Budget Discussion:

Chairman DeVries asked the Auditor Wilcheck to go over all of the changes he had made from their last meeting.

Auditor Wilcheck went through all the changes noted in his email to City Council. He stated globally, he had omitted retirement and benefits for overtime that he has added in to most departments. He noted he removed the \$100,000 for the Master Plan review from the Clerk of Council budget and moved it to the Mayor's budget. He added an additional \$20,000 to Civil Service testing. He stated that he built in some staffing positions based on what he felt was supported by the Committee. He reduced his requested full-time position in his office to part-time. Auditor Wilcheck stated he found a calculation error on his part in the Safety-Service Director's budget for \$22,000. He shifted leasing dollars in Parks and Rec. He also deleted the light equipment operator and the Ford F-350 crew cab. He added the splash pad upgrades in as he originally omitted them. He removed the Building Department secretary. He removed the Human Resources assistant. He also stated he tore apart the Utilities Department budget and adjusted the numbers as the department head did not do this. He stated he adjusted the budget and created a \$92,000 reduction.

Councilman Boose stated he could not reconcile that number and added he came up with \$102,000.

Auditor Wilcheck stated they will need to compare budget sheets. He continued with his changes and stated he deleted two laborers from the street fund. He added in \$2,000 in equipment outlay that he had forgotten.

Auditor Wilcheck stated he did add in the \$250,000 for streets. He also deleted half of a laborer from water operations and half from sewer operations. He noted he corrected calculation errors in the police dispatcher category. Auditor Wilcheck stated he also added in the \$140,000 for fire department emergency radio system.

Mayor Gillock asked why he had it listed twice on the sheets.

Auditor Wilcheck stated it is listed in the capital budget. He continued on with changes. He noted that a catwalk for service was added to clean trucks.

Mayor Gillock asked what that was for.

Superintendent Montgomery stated it is a cat walk to clean the tops of trucks from salt.

Mayor Gillock told Superintendent Montgomery to apply for a Workers Compensation Grant for safety.

Auditor Wilcheck stated he deleted the bobcat and Ford from grounds maintenance.

Councilman Boose asked if money is needed for a Charter Review Committee.

Mayor Gillock stated the volunteers are not paid and there is not a lot of cost associated with it.

Councilman Boose asked if there was cost in order to put it on the ballot.

Auditor Wilcheck stated there is a fund for election expenses.

Assistant Clerk of Council Peet stated there is the cost for the City's outside counsel and the legal notice in the newspaper.

Councilman Boose asked if the Committee wanted to budget two additional speed signs.

Auditor Wilcheck stated they weren't included in the budget.

Superintendent Montgomery stated a pair is about \$12,000.

Chairman DeVries asked if additional trailers need purchased.

Superintendent Montgomery stated no.

The Committee asked the Auditor to put the cost of the signs into the budget.

Auditor Wilcheck stated he would put the signs under Miscellaneous General Government.

Councilman Boose stated he had a difficult time in utilities trying to figure out what was changed. He asked if the \$38,000 in the total column for other professional services was correct.

Auditor Wilcheck stated it was.

Councilman Boose stated there was a transfer out of water operations for \$350,000 and asked if it was for debt.

Auditor Wilcheck stated yes.

Councilman Boose stated there was a transfer of \$7,000 in storm water operations and asked why.

Auditor Wilcheck stated he was closing one of the accounts.

Councilman Boose asked about the line in French Creek that was for a little over \$1 million and asked if it was also for debt service.

Auditor Wilcheck stated yes.

Councilman Boose asked if the carryover was correct at just over \$6 million in the General Fund.

Auditor Wilcheck stated yes.

Chairman DeVries asked how the City is doing with income tax dollars.

Auditor Wilcheck stated the City is up about ten to eleven percent. He bumped it in the budget for 3.5% and in future years, estimated at 2.5%.

The discussion moved on to capital expenditures.

Councilman Boose asked if the expenditures were within the fifteen percent of the General Fund.

Auditor Wilcheck stated yes but the City will need to issue \$3.3 million in notes to stay in the fifteen percent.

Councilman Boose asked if the debt service was included on the \$3.3 million for 2020.

Auditor Wilcheck stated no because payments aren't due until 2021.

Councilman Boose asked if BANS will be issued and what the total debt service would look like. He further asked if the City would be within the five percent.

Auditor Wilcheck stated he could not answer that right now. He stated it should be below five percent in 2020 and for the future.

Councilman Boose asked how much total debt the City has right now that is included in the 4.76%.

Auditor Wilcheck stated \$390,000 from income tax and \$245,000 from interest.

Chairman DeVries moved along to capital projects.

Superintendent Montgomery noted for catch basins, although they are working to catch up, there will always be a list for catch basin repair and replacement.

Councilman Boose felt the full depth concrete needed to be doubled.

Auditor Wilcheck asked for clarification.

Engineer Rodriguez stated \$189,000 was for streets this year. The City was awarded an OPWC grant. The dollars were set aside for \$850,000 of which the City was funding \$400,000 and OPWC was funding \$450,000. Main and Broad had sewer issues that needed addressed first so the project was pushed to 2020.

Mayor Gillock stated almost \$400,000 was budgeted for concrete in 2019.

Councilman Boose asked why the budget sheets reflect \$100,000.

Auditor Wilcheck stated he didn't look close enough at it in 2019. He stated the number should be \$189,000.

Councilman Boose stated it would be helpful in the future to see what was spent in the previous year.

Chairman DeVries moved on through the list.

Councilman Boose asked if there were sidewalks included on the North Ridgeville side for the Mills Road Bridge Project.

Engineer Rodriguez stated yes, but only on the bridge.

Councilman Boose asked if the City will be issuing BANS for the \$920,000 for Ranger Way.

Auditor Wilcheck stated yes and for the engineering as well.

Mayor Gillock stated he didn't see the traffic study for Mills/Avalon/Stoney Ridge.

Engineer Rodriguez stated they just initiated the traffic study - it can be added for 2021 or 2022. The study will tell the City what should be done and the preliminary cost.

Chairman DeVries moved on to the AT&T building and stated the City is out of space. The City owns the AT&T building. He thought that an engineering study should be

completed in 2020 and then a decision should be made whether to move departments over to that building or sell it.

Councilman Abens thought the building should be an annex to City Hall or a future City Hall. He felt this would be a more economically feasible option compared to building a new building. He added that adding modular space is not a good solution for the City.

Councilman Boose stated he isn't saying this isn't the answer but he felt as he stated last year that the City needed to look at all options before making a decision. He felt committing to the \$250,000 would lock the City into the AT&T building. He noted he just wants to see all options first.

Auditor Wilcheck stated this was just seeking the appropriation to move forward; the contract will still need to come to Council.

Mayor Gillock stated he felt this was a lot of money just to see how much it will be to fix. He stated a study was done ten years ago that stated the cost would be about \$2 million. He felt that number would probably double now. He reminded the Committee if they move to this building they would probably never have a new City Hall built.

Safety-Service Director Armbruster stated he is in favor of doing something with this building.

President Corcoran stated space is a huge concern and felt a decision needed to be made. He added that building a new police station could give the City more room, but the City is probably at least three years away from that. He added he spoke to the Human Resources Director and she is trying to figure out all sorts of alternatives to renovate her space in order to be issued a support person. President Corcoran stated the City does not have a lot of time to keep pushing this off.

Councilman Chapek stated that the AT&T building would be the cheapest way to go and the engineer he spoke to stated the building could handle building upwards.

The Committee agreed to keep the \$250,000 in the budget for the AT&T engineering study.

BREAK from 7:07 p.m. to 7:14 p.m.

Chairman DeVries asked for thoughts on additional security measures around City Hall.

Mayor Gillock thought it was a good idea and suggested retaining someone for a study.

Auditor Wilcheck asked if that could be built into a supplemental request once the City receives a quote for a study.

The Committee stated that would be acceptable.

Councilman Boose state in the recent sheet the Auditor distributed, the restroom project is listed as a notes project but the other sheets previously distributed do not state that.

Auditor Wilcheck stated the intent is to fund it with BANS.

Councilman Boose stated the Ranger Way Project shows a different cost then what is stated on the capital sheet.

Auditor Wilchek stated the engineering for Ranger Way will be part of the BANS. He also stated he forgot to add the Fire Department emergency radios for \$140,000 on the sheet he just distributed.

Mayor Gillock stated he was confused.

Auditor Wilcheck stated \$133,000 is 2019 money for engineering.

Mayor Gillock asked if BANS were being issued for the entire amount.

Auditor Wilcheck stated that \$800,000 will come from the General Fund and the remainder will be BANS.

Mayor Gillock stated that \$90,000 will be issued in the form of BANS.

Auditor Wilcheck stated no. \$1.132 million will be BANS which is less the \$800,000.

The Committee moved on to capital equipment requests.

Chairman DeVries went through the requested priority list for the Service Department.

Chairman DeVries asked what the trade in value would be for the sewer vac.

Superintendent Montgomery stated it was \$75,000 for a 2006.

Safety-Service Director Armbruster stated they planned to sell the sewer vac to French Creek for \$89,000.

Chairman DeVries asked what the plans were for the trucks.

Superintendent Montgomery stated they planned to trade them in.

Mayor Gillock asked if they really need two crew cabs.

Safety-Service Director Armbruster felt the City should look into the leasing program with Enterprise.

Superintendent Montgomery stated the whole crew can fit into one truck for crack sealing. He didn't think the lease is a good idea but it is a question for Rick as they put a lot of equipment in the truck that is built in.

Safety-Service Director Armbruster stated it is difficult to find a single cab truck anymore.

Auditor Wilcheck stated the plan is to purchase the trucks. He stated Enterprise can provide a quote for leasing versus the purchasing.

President Corcoran stated these were replacing the 2008 trucks which were pretty old.

Superintendent Montgomery stated these are heavier trucks they need when pushing snow. Usually they have to weigh down the back of their trucks.

Chairman DeVries asked if there were any questions on the Service Department requests.

Safety-Service Director Armbruster stated Jon's department does an excellent job.

The Committee agreed to fund the equipment as listed and discussed.

Chairman DeVries moved on to other capital equipment requests.

The Committee didn't think the bobcat skid steer, Ford crew cab and trailer were necessary at this point and asked the Auditor to remove those from the budget which were listed under Parks and Rec. The Committee agreed to fund the requested projects.

Chairman DeVries asked if there were any questions on the Administration requests. The Committee agreed to fund those projects.

The Committee continued through the other requests and agreed to fund the Office of Older Adults requests and police requests.

Chairman DeVries instructed the Auditor to correct the French Creek sheet that should reflect the vac being sold at \$89,000.

Chairman DeVries moved on to personnel requests. He noted that there were fourteen requests made.

There was a discussion about the Economic Development position. The Chairman stated the position will need an operating budget.

Auditor Wilcheck stated only the wage and benefits were created.

Chairman DeVries wondered where the person will be placed and how much money should be set aside for the operating budget.

Safety-Service Director Armbruster felt a support person needed appropriated as well.

Mayor Gillock felt the person needs to be near the Mayor and didn't agree they needed a support person but rather could utilize the Mayor's staff.

Councilman Boose stated he is in support of this position but will need a budget for conferences, travel, lunches, etc.

Mayor Gillock stated the City, without legislation, does not have the ability to pick up other people's lunches.

Councilman Abens stated he is also for the position but didn't know where the person would be housed. He had concerns on how to judge performance. He felt the person should be under the Mayor rather than its own department.

President Corcoran stated all of this could be figured out.

Auditor Wilcheck suggested a supplemental appropriation for the Economic Development person's operating budget and housing. He stated that there is \$20,000 in the hotel tax fund that may possibly be used for some of the operating budget.

Chairman DeVries stated the Light Equip Operator can be eliminated since the equipment was eliminated. The Committee agreed.

Chairman DeVries stated there isn't space for the HR Administrative Assistant and the Committee agreed to remove that position from funding.

The Committee agreed to fund the Park and Rec part-time Program Coordinator as it was self-funded.

The Committee asked if there was an immediate need for the Fire Prevention/Inspector.

Safety-Service Director Armbruster stated right now there is, but they would look into contracting the services out.

Mayor Gillock stated he wouldn't fund that position.

The Committee agreed to not fund the secretary position for the building department as there was no space.

Chairman DeVries stated he doesn't have the part-time Camp Counselor on his current list but he recalled it on the first list.

Auditor Wilcheck stated the City took over Safetyville this past year. He stated the Committee will need to come back to this.

Deputy Auditor Wilkerson stated the program was only two weeks and the person needed to get paid. They used the part-time employee ordinance to pay the person, but a new classification needs made for 2020.

The Committee agreed to put the administrative position in as a non-union, position for the Service Department.

The Committee agreed to fund two of the five requested laborers for the Service department.

The Committee agreed not to fund the Assistant Deputy Auditor as the Auditor was just made full-time in the past three years and the new person was still undergoing training.

Councilman Boose stated he understood that the position of Auditor and Deputy Auditor are salary but added it didn't mean they don't work overtime.

Chairman DeVries stated it made sense to him to combine Grounds Maintenance and Parks and Rec.

Councilman Boose stated the Director stated it would be easier for him.

Councilman Abens stated Kevin is always looking to make things more efficient.

Chairman DeVries asked if it would be breaking any accounting rules to merge these accounts.

Auditor Wilcheck stated no.

Mayor Gillock stated he felt the two should be merged.

Moved by Boose and seconded by Abens to recommend an ordinance be drafted and forwarded to City Council based on the final recommendations from the Finance Committee.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman DeVries adjourned the meeting at 8:09 p.m.

These minutes were approved on _____ day of _____, 2020.

Tara L. Peet, MMC
Assistant Clerk of Council

DATE: July 20, 2020
INTRODUCED BY: Mayor Corcoran
REFERRED TO: _____
TEMPORARY NO: T 91-2020

1ST READING: _____
2ND READING: _____
3RD READING: _____
ADOPTED: _____

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE EXECUTION OF THEN AND NOW CERTIFICATES BY THE CITY FISCAL OFFICER AND THE PAYMENT OF AMOUNTS DUE FOR VARIOUS PURCHASE ORDERS.

WHEREAS, pursuant to Ohio Revised Code Section 5705.41(D)(1), the City may not enter into any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the City's Fiscal Officer that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, Ohio Revised Code Section 5705.41(D)(1) further provides that in such circumstances when no certificate is furnished as required and the expenditure is for \$3,000.00 or more, the City's Council, as the City's taxing authority, may authorize the drawing of a warrant in payment of amounts due upon such contract or order upon certification by the City's Fiscal Officer that there was at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, such certificate of the City Fiscal Officer is known as a "Then and Now Certificate", meaning that the funds were available when the contract was made and when the amount due under the contract was/is paid; and

WHEREAS, the City is issuing Then and Now Certificates in connection with payments due and owing; and

WHEREAS, City Council deems it to be in the best interest of the health, safety and welfare of the City to approve the execution by the City Fiscal Officer of Then and Now Certificates, and to authorize the payment of amounts due under the contracts or orders requiring the expenditure of \$3,000.00 or more.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. The North Ridgeville City Council, pursuant to Section 5705.41(D)(1) of the Ohio Revised Code, hereby approves the execution of Then and Now Certificates by the City Fiscal Officer and authorizes payments due and owing.

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____

CLERK OF COUNCIL

APPROVED: _____

MAYOR

5705.41 Restriction upon appropriation and expenditure of money - certificate of fiscal officer.

No subdivision or taxing unit shall:

(A) Make any appropriation of money except as provided in Chapter 5705. of the Revised Code; provided, that the authorization of a bond issue shall be deemed to be an appropriation of the proceeds of the bond issue for the purpose for which such bonds were issued, but no expenditure shall be made from any bond fund until first authorized by the taxing authority;

(B) Make any expenditure of money unless it has been appropriated as provided in such chapter;

(C) Make any expenditure of money except by a proper warrant drawn against an appropriate fund;

(D)

(1) Except as otherwise provided in division (D)(2) of this section and section 5705.44 of the Revised Code, make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every such contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon. If no certificate is furnished as required, upon receipt by the taxing authority of the subdivision or taxing unit of a certificate of the fiscal officer stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances, such taxing authority may authorize the drawing of a warrant in payment of amounts due upon such contract, but such resolution or ordinance shall be passed within thirty days after the taxing authority receives such certificate; provided that, if the amount involved is less than one hundred dollars in the case of counties or three thousand dollars in the case of all other subdivisions or taxing units, the fiscal officer may authorize it to be paid without such affirmation of the taxing authority of the subdivision or taxing unit, if such expenditure is otherwise valid.

(2) The board of county commissioners may adopt a resolution exempting county purchases of one thousand dollars or less from the requirement of division (D)(1) of this section that a certificate be attached to any contract or order involving the expenditure of money. The resolution shall state the dollar amount that is exempted from the certificate requirement and whether the exemption applies to all purchases, to one or more specific classes of purchases, or to the purchase of one or more specific items. Prior to the adoption of the resolution, the board shall give written notice to the county auditor that it intends to adopt the resolution. The notice shall state the dollar amount that is proposed to be exempted and whether the exemption would apply to all purchases, to one or more specific classes of purchases, or to the purchase of one or more specific items. The county auditor may review and comment on the proposal, and shall send any comments to the board within fifteen days after receiving the notice. The board shall wait at least fifteen days after giving the notice to the auditor before adopting the resolution. A person authorized to make a county purchase in a county that has adopted such a resolution shall prepare and file with the county auditor, within three business days after incurring an obligation not requiring a certificate, or within any other period of time the board of county commissioners specifies in the resolution, a written or electronically transferred document specifying the purpose and amount of the expenditure, the date of the purchase, the name of the vendor, the specific appropriation items from which the expenditures are to be made, and any additional information as the auditor of state may prescribe.

(3) Upon certification by the auditor or other chief fiscal officer that a certain sum of money, not in excess of an amount established by resolution or ordinance adopted by a majority of the members of the legislative authority of the subdivision or taxing unit, has been lawfully appropriated, authorized, or directed for a certain purpose and is in the treasury or in the process of collection to the credit of a specific line-item appropriation account in a

certain fund free from previous and then outstanding obligations or certifications, then for such purpose and from such line-item appropriation account in such fund, over a period not extending beyond the end of the fiscal year, expenditures may be made, orders for payment issued, and contracts or obligations calling for or requiring the payment of money made and assumed; provided, that the aggregate sum of money included in and called for by such expenditures, orders, contracts, and obligations shall not exceed the sum so certified. Such a certification need be signed only by the fiscal officer of the subdivision or the taxing district and may, but need not, be limited to a specific vendor. An itemized statement of obligations incurred and expenditures made under such certificate shall be rendered to the auditor or other chief fiscal officer before another such certificate may be issued, and not more than one such certificate shall be outstanding at a time.

In addition to providing the certification for expenditures as specified in this division, a subdivision also may make expenditures, issue orders for payment, and make contracts or obligations calling for or requiring the payment of money made and assumed for specified permitted purposes from a specific line-item appropriation account in a specified fund for a sum of money upon the certification by the fiscal officer of the subdivision that this sum of money has been lawfully appropriated, authorized, or directed for a permitted purpose and is in the treasury or in the process of collection to the credit of the specific line-item appropriation account in the specified fund free from previous and then-outstanding obligations or certifications; provided that the aggregate sum of money included in and called for by the expenditures, orders, and obligations shall not exceed the certified sum. The purposes for which a subdivision may lawfully appropriate, authorize, or issue such a certificate are the services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor, or appraiser by or on behalf of the subdivision or contracting authority; fuel oil, gasoline, food items, roadway materials, and utilities; and any purchases exempt from competitive bidding under section 125.04 of the Revised Code and any other specific expenditure that is a recurring and reasonably predictable operating expense. Such a certification shall not extend beyond the end of the fiscal year or, in the case of a board of county commissioners that has established a quarterly spending plan under section 5705.392 of the Revised Code, beyond the quarter to which the plan applies. Such a certificate shall be signed by the fiscal officer and may, but need not, be limited to a specific vendor. An itemized statement of obligations incurred and expenditures made under such a certificate shall be rendered to the fiscal officer for each certificate issued. More than one such certificate may be outstanding at any time.

In any case in which a contract is entered into upon a per unit basis, the head of the department, board, or commission for the benefit of which the contract is made shall make an estimate of the total amount to become due upon such contract, which estimate shall be certified in writing to the fiscal officer of the subdivision. Such a contract may be entered into if the appropriation covers such estimate, or so much thereof as may be due during the current year. In such a case the certificate of the fiscal officer based upon the estimate shall be a sufficient compliance with the law requiring a certificate.

Any certificate of the fiscal officer attached to a contract shall be binding upon the political subdivision as to the facts set forth therein. Upon request of any person receiving an order or entering into a contract with any political subdivision, the certificate of the fiscal officer shall be attached to such order or contract. "Contract" as used in this section excludes current payrolls of regular employees and officers.

(E) Taxes and other revenue in process of collection, or the proceeds to be derived from authorized bonds, notes, or certificates of indebtedness sold and in process of delivery, shall for the purpose of this section be deemed in the treasury or in process of collection and in the appropriate fund. This section applies neither to the investment of sinking funds by the trustees of such funds, nor to investments made under sections 731.56 to 731.59 of the Revised Code.

No district authority shall, in transacting its own affairs, do any of the things prohibited to a subdivision by this section, but the appropriation referred to shall become the appropriation by the district authority, and the fiscal officer referred to shall mean the fiscal officer of the district authority.

Amended by 129th General Assembly File No.141, HB 509, §1, eff. 9/28/2012.

Effective Date: 02-12-2004 .