

Martin DeVries, At-Large
Clifford Winkel, Ward 4
Bruce F. Abens, Ward 3/President Pro-Tem



FINANCE COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
AGENDA OF

Tuesday, November 14, 2023, at 9:30 a.m.
Wednesday, November 15, 2023, at 9:00 a.m.
Thursday, November 16, 2023, at 9:00 a.m.

REVISED

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Finance Committee Meeting Minutes dated November 14, 2022, November 16, 2022, and November 17, 2022.
(Committee action required)
2. Finance Committee Meeting Minutes dated November 3, 2021, and November 4, 2021.
(Committee action required)

NEW BUSINESS

2024 Budget Schedule:

Tuesday, November 14, 2023, 9:30 a.m. - Budget Binder Review

Wednesday, November 15, 2023, 9:00 a.m.

Fire	9:00 a.m. - 10:00 a.m.
Police	10:00 a.m. - 11:00 a.m.
Planning/Econ Dev	11:00 a.m. - 11:30 a.m.
Engineering	11:30 a.m. - 12:30 p.m.
Capital Projects	12:30 p.m. - 1:30 p.m.
Building	1:30 p.m. - 2:00 p.m.
French Creek	2:00 p.m. - 3:00 p.m.

Thursday, November 16, 2023, 9:00 a.m.

Service	9:00 a.m. - 10:30 a.m.
City Garage	10:30 a.m. - 11:00 a.m.
Park & Recreation	11:00 a.m. - 12:00 p.m.
Computer Services w/Go2It	12:00 p.m. - 1:00 p.m.

ADJOURNMENT

**NORTH RIDGEVILLE CITY COUNCIL
FINANCE COMMITTEE
MINUTES OF MEETINGS HELD
NOVEMBER 14, 2022, NOVEMBER 16, 2022,
and NOVEMBER 17, 2022**

To Order – Monday, November 14, 2022 (Day 1):

Chairman Martin DeVries called the meeting to order at 1:00 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.

{Clerk notes: The individuals that presented during the budget session are named individually or by the department within the section that was being presented.}

Also in attendance were Mayor Kevin Corcoran, Safety-Service Director Jeff Armbruster, Auditor April Wilkerson, Assistant Auditor Fabrice Dongo, Assistant Clerk of Council Fijabi Gallam, Councilman Cliff Winkel, Council President Jason Jacobs, and Councilwoman Holly Swenk.

{Clerk notes: There are certain parts in the meeting where the audio was not clear or heard due to technical issues with the mics or distance from the mics.}

Minutes:

Chairman DeVries asked for any corrections to the minutes dated April 11, 2022. No discussion was offered. The minutes stand approved as submitted.

2023 Budget Discussion:

Chairman DeVries stated the purpose of the meeting was to provide an overview of the proposed 2023 budget. He asked Auditor Wilkerson to begin her presentation.

Auditor Wilkerson explained the committee would receive the Budget Binder Review and presentations from certain departments over the 3-day meeting.

She went over the General Fund summaries in the Budget Binder Review, noting the format was different than previous years. A Year-End Estimate column was added to provide a better view of where funds would end up at year's end. Auditor Wilkerson

reviewed the General Fund summaries, New Year-End Estimate column, and noted departments were asked to stay within 3% of the 2022 budget (a copy of the Fund Balance is attached).

- Property Tax Collection: Went up 18% because of a revelation by the Lorain County Auditor. The City is anticipating a 3% growth in the year 2023.
- Municipal Income Taxes: Increased by 3% from the year 2021 actual with three distributions still remaining for the year 2023. As of November 14, 2022, the City exceeded the year 2022 estimate by 10%. The year 2023 estimates are about 6% above the year 2021. The City is anticipating about \$14,861,000. The Municipal Income Tax allocation is still split with 85% of the revenues going towards the general fund and 15% of the revenue going towards capital improvement (Of the 15%, 5% is allocated to capital improvement debt service). Intergovernmental Revenue has exceeded its 2022 estimates by 18%. The budget is approximately 4.3% below the 2021 budget. The DUI task force grant contributed towards the decrease.
- Intergovernmental Revenue has exceeded its 2022 estimates by 18%. The budget is approximately 4.3% below the 2021 budget. The DUI task force grant contributed towards the decrease.
- Licenses and Permit – Revenue from the Building and Engineering Department. Revenues are down from the year 2021 actuals. This is because there is a reduction in residential building fees.
- Fines and Costs- Collections from the Mayor's Court. The estimates are increasing. The pandemic caused a decrease in revenue.
- Interest – There is an increase because of the interest rate hike. The 2023 estimate is 17% higher than the 2022 year-end estimate.
- Miscellaneous items – The estimates are still being worked on. The miscellaneous income includes sales of any vehicle that was purchased out of the General Fund, and other types of revenue that are considered administrative cost recovery – anything that is not in the other revenue accounts.

Councilman Boose wanted to clarify that the overall budget increased by 5% and 3% of the 5% is non-salary/payroll items. Auditor Wilkerson explained that not all departments had increased, some of them reduced drastically. Ms. Wilkerson continued going over the budget. Ms. Wilkerson continued going over the budget.

- 2.9 million transfer out is for payroll reserve and payment of debt. So overall, the City still has a very healthy fund balance.
- The fund balance increase is attributed to the property and income tax increase.

Clerk of Council/Council's Office

- Council's budget is the same as in the past. The increase is just the normal cost of living in IT licenses and support.

- Civil Service Commission Budget increased by about an extra \$29,000 because of police and Fire Civil Service testing.
- Clerk of Council's Office professional memberships and training increased to cover two employees.
- Planning Commission budgeted an amount for branding items and orientation training for volunteer commission members.

Mayor's Court

- The budget is consistent with the previous year.
- There is a slight decrease in the operating budget.
- The biggest expense coming out of the general fund portion of this is the court fees from Elyria.
- Amounts from the Police Department tickets go towards the court computerization fund.
- Two computers need to be replaced.
- Credit card fees requesting about \$5,000.
- Mayor's Court pays fees for the Lexis Nexis Subscriptions for the Law Department.

Mayor's Office

- There is a \$40,000 decrease in the Mayor's Professional Services Budget.
- The budget is consistent with previous years.
- There is a decrease in the Mayor's budget because of the change in pension pick-up and salaries have increased.
- The Master Plan Budget is in the Mayor's Budget.

Safety Service Director

- The operating budget is consistent with an increase in outdated furniture within the offices as well as the front reception area.

Auditor's Office Budget

- The operating budget is consistent.
- There was a decrease in the budget because of switching account auditing services.
- The office still needs an additional laptop and some additional monitors for the staff members.
- Anticipated some changes in the auditor's/treasurer's budget because of the merging of the two offices. The plan was to make the budget changes after the Charter amendment and the merger of the two offices.

Treasurer's Office Budget

- No significant increases.
- Other Professional Services budget increased

Human Resource Budget

- A significant decrease in the Human Resource budget was discussed.
- The current arrangement involves the Treasurer's office and the Law Office sharing Human Resource responsibilities.
- Budgeted items include provisions for pre-employment examination testing, specifically drug testing and background checks, and group writing fees for a company that facilitates the workers' compensation program.
- It was noted that HR matters are handled by individual departments.

Fire Department Budget

- Fire Levy fund - Property tax generated from the Fire Levy fund is used to pay for the salaries and benefits of one captain, five lieutenants, and seven firefighter paramedics.
- Overtime pay and hospitalization costs are covered by the General Fund.
- Renovations at Fire Station #1 have been completed.
- Discussed the Pension Fund, Ambulance Fund, Equipment Service Plan Budget, and potential grants.

IT Department Budget

- Budget for the Staffing levels: Staffing levels remain unchanged from 2022.
- Budget Allocation: The budget includes \$750,000 for IT licenses, support, and equipment, covering: the OnBase Program, Potential website redesign, Purchase of servers, switches, and fibers, and Computer PC updates.
- Mayor's Comments: Mayor Corcoran explained plans to hire an IT Director and discussed ongoing IT issues the City faces.
- The IT Department budget accommodates two in-house staff members and an external IT group.

Police Department Budget

- Police Levy Fund: The Police Levy Fund, supported by property tax revenue, is allocated to cover the salary and benefits of one lieutenant and 17 patrolmen.
- Overtime and hospitalization costs are covered by the General Fund.
- The Pension Fund operates in a similar manner to the fire pension fund.

Engineering Department Budget

- The current salary range for the City's Engineer position will be maintained. However, it was noted that there are challenges in finding suitable candidates for this role.
- The budget reflects an increase in fuel costs.

Office of Older Adults Department Budget

- Staffing Changes: The part-time assistant cook position will no longer be requested. This change represents a staffing adjustment, while all other positions remain the same as of 2023.

General Fund

- The General Fund budget reflects significant changes, primarily in natural gas and electricity expenses.
- Natural gas costs have increased by 14% across the funds.
- Electricity costs have remained relatively stable due to the OPEC agreement the City has in place.
- Fuel costs have consistently increased, in line with other budgetary changes.

Parks and Recreation Budget

- There is a decrease in the cemetery fund by about 35 percent from the 2021 actual.
- The Parks and Recreation programs revenue had a 7% increase over the 2021 actual.
- The Improvement Fund estimated revenue for 2023 is 1% above 2021 actual, the 2022-year-end estimate is about a 51% decrease.
- Sidewalk replacement Assessments for residents are completed from the General Fund.

State Highway Fund

- The revenue for the State Highway Fund has once again decreased, primarily due to a drop in income from gas and state license plate taxes.
- The City had anticipated a 4 percent increase in revenue compared to the previous year (2021).
- The revenue directed into this fund primarily comes from the motor license tax.
- The State Highway Fund is primarily utilized for street paint.

Street Levy Fund

- Similar to the previous year, the revenue for the Street Levy Fund has dropped, primarily due to decreases in gas and state license plate taxes.
- The Street Levy Fund is primarily derived from property taxes. It serves as the funding source for the maintenance of streets, bridges, and capital improvements within the city.
- It's important to note that the revenue and related numbers are provided by the county auditor.
- Expenses for this fund are detailed in the capital projects spreadsheet.
- While there are some slight changes in expenses related to concrete paths, the majority of the expenditures are directed towards various capital improvement projects.

Councilman DeVries called for a recess.

Recess 2:25 p.m.

Reconvened 2:40 p.m.

Councilman DeVries reconvened the meeting.

Miscellaneous Revenue

- Rental Fees: Income generated from rental fees.
- Law Director's Compensation: The City receives money from the state as part of the law director's compensation.
- Reimbursement from Govdeals: Any income received from Govdeals as reimbursement for selling City-owned property.

Debt Service

- Income Tax Service Fund: 5% of the income tax that the City receives each year contributes to the Income Tax Service Fund.
- Other Revenue - Sale of AT&T Building: Some revenue is generated from the sale of the AT&T building. This revenue is crucial for facilitating the outstanding debt on that building.
- Payment of Bands: The City currently owes \$2.8 million on the Bands issued in 2021. The City incurs substantial interest costs on these Bands. Ms. Wilkerson advised paying off the Bands in 2023, with the option to reissue a payment plan if needed.
- Fund Balance in the General Fund: The fund balance in the general fund is exceptionally strong. The Auditor's department has proposed a transfer of \$2.6 million into the fund to pay off the Bands and some residual debt. The goal is to maintain a strong fund balance by minimizing debt.

- Debt Ratio and Financial Goal: The City monitors the ratio between income tax revenue and outstanding debt at the end of the year. The goal is to keep the debt under 5%, with a payment of debt outstanding to these revenues being \$7.3 million.

Fire Station Fund Summary

- The Fire Station Fund is primarily funded by property taxes.
- The budget for this fund has remained the same.

Police Station Construction Debt Service Fund

- Debt Service Payments: In 2022, the City initiated debt service payments for the police station, generating property tax for this purpose.
- Premium Debt: The City generated \$1.3 million in premiums on this debt, and IRS regulations require the City to pay down this debt within a four-year period. This approach also reduces the burden on property owners.

Center Ridge Road Service Fund

- Revenue Source: Revenue for this debt service is derived from permissive motor vehicle license tags. These additional fees were instituted to fund improvements to Center Ridge Road.
- Bond Judgments: Detailed bond judgments related to this fund were outlined.

Bond Retirement Fund

- Debt Service Timeline: The debt service for this fund is expected to be fully paid after 2026. The City will have time to assess the next special assessment.

Capital Improvement Fund

- Revenue Source: The revenue for the Capital Improvement Fund is derived from municipal income tax.
- Projects: Several projects are planned, and the City intends to propose using these funds for those projects.

Enterprise Funds

- Anticipated Increase: The City anticipates a 2% increase over the 2022 year-end estimate. The year-end estimate represents a 5.5% increase over the 2021 actual. The 2% estimate is usually applied to the Water Fund but may be adjusted in 2023. The total request for utility collections and operations is about a 24% increase.

- Water Tap-In Fees: Water tap-in fees have decreased, which is directly correlated with housing starts.
- Total Request for Utility Collections: The total request for utility collections and operations reflects about a 24% increase.
- Water Source Cost Comparison: The cost of water from Avon Lake is significantly higher than that from Elyria. The City had a favorable deal with Elyria, which has now increased its costs. Despite the increase, Elyria remains more cost-effective than Avon Lake.
- Water Source Selection: The City continues to source water from Avon Lake due to accessibility issues in certain areas, with the intention of transitioning to Elyria entirely when feasible.
- Contract Duration: The City has a 10-year contract with Elyria for water supply.
- Water Improvement Fund: Details about the Water Improvement Fund balance and transfer out were discussed.
- Rate Considerations: The City will need to assess the amount of money collected to cover debts and determine future rate adjustments based on the needs and replacement schedule for various aspects, including water, sewer, and storm issues.

Water Debt Service Fund

- Debt Balance: The balance of debt service owed on water service is \$1,900,082. It is generally recommended to maintain approximately one-third of the owed amount in the fund balance.
- Water Improvement Fund: The Water Improvement Fund is primarily based on revenue from the water operating fund.
- Carry Forward: Some budgeted items from 2022 were not completed and will be carried forward into the next budget.

Sewer Fund

- Anticipated Increase: There is an anticipation of a 6% increase for the Sewer Fund, comparing 2021 to the year-end estimate.
- Sewer Operating Budget: The sewer operating budget has increased by 1.7%.
- Sewer Infrastructure Study: The Engineering department is conducting a study of the sewer infrastructure.
- Future Appropriations: The availability of future appropriations for sewer work is negative, indicating insufficient funds for sewer projects, given the city's extensive and aging sewer system.
- Budget Balance: The budget is balanced, but it only allocates funds for specific projects.

Sewer Debt Service Fund

- Bond Expiration: Two bonds, with a planned expiration date in 2016, are equivalent to about half a million dollars.
- Transfer Request: The Finance Department has requested a transfer of \$980,000 into this fund for debt service from the sewer operating fund. Approximately one-third of the debt service would amount to about \$1.7 million.
- Debt from Sewer Improvements: A significant amount of debt arises from sewer improvement projects.

Utility Collections and Solid Waste Fund

- Enterprise Fund: This fund is categorized as another enterprise fund within the city's financial operations.
- Anticipated Revenue Increase: The Solid Waste Fund anticipates a 9% increase in revenue for charges for services compared to what is expected at the end of 2022. The 2022 estimate is approximately 2% of the 2021 actual.
- Future Rate Discussion: There will be a need for future discussions regarding utility rates because the current resident payments may not be enough to cover the refuse contract and ongoing operations. The original ordinance didn't consider the utility portion of the Department of Utilities' operations fees.
- Expense Increases: Some expense increases are due to the implementation of a new system, and there are also high fees for electronic elections. As a result, the Utilities Department had to increase its budget.
- Rate Adjustment Ordinance: An ordinance is in place that allows for further rate adjustments. Although Republic Services has a 5-year contract that increases charges each year based on the number of residents in July, the rate charged to customers has not been adjusted. Currently, the rate is \$20.25, but an ordinance allows it to go up to \$21.50. Mrs. Wilkerson recommended adjusting the rate in accordance with that ordinance.
- Rate Holiday: A rate holiday for 2022 was not recommended by Ms. Wilkerson, primarily due to a low fund balance, making it unfeasible.
- Collection Fees for Residents: The City is considering passing on collection fees to residents when they pay their utility bills. These fees would vary, and the City cannot make a profit from them.
- Rising Operating Costs: The cost of operating the department is increasing.

French Creek Budget Fund and Revenue

- French Creek Revenue: The revenue for French Creek is derived from charges for services, and there is an anticipation of a 10% increase in the estimate over 2021 actuals.
- Revenue Growth: The 2022 year-end estimate is about 5% over the 2021 actual, and the projection is for a 10% increase.

- Anticipated Expenses: Anticipated expenses are approximately 4% above the year-end estimate. The department is planning a transfer out of about \$1.8 million, which includes \$270,000 in debt service.
- Carry Forward: Like other funds, there is a provision for a three-month carry forward based on expenses, excluding capital outlays in this budget.
- Ongoing Appropriations: Approximately \$1 million is allocated for ongoing appropriations, which constitutes 36% of the total fund balance.
- Debt Service: The service fund has approximately \$3 million of debt service remaining. One-third of that would be about \$1,015,000.
- Fund Balance: The fund balance is in good standing.
- Fund Balance Request: A \$800,000 request has been made to facilitate the fund balance.
- Bonds Paid Off: The 2014 various purpose bonds were paid off last year.
- Improvement Fund: There is a request for the issuance of additional debt under the Improvement Fund, which could bring changes.
- Capital Outlay Decrease: There is a decrease in capital outlay due to projects that have not yet started.
- EPA Financing Applications: Applications for EPA financing have been submitted for some of the projects, totaling about \$5.3 million.
- Rate Study: A rate study is in progress and is expected soon.

Benefits and Insurance Fund

- Revenue Increase: The fund budgeted for about a 2% increase in revenue over the 2021 actual. The City collects approximately 12.5% of the medical cost from the employees, as embedded in their contracts.
- Anticipated Increase in 2023: The 2023 estimate from the 3rd party administrator anticipates an increase of around 5% in costs.
- Year-End Estimate for Claims: The 2022 year-end estimate for claims is noted as being relatively high.
- Claims Increase: The plan includes a 1% increase for claims.
- Administrative Costs: There was a slight increase in administrative costs on the 3rd party end.
- Fund Balance: The Fund maintains a healthy balance, ending with about a \$1.5 million surplus.

Flexible Spending Account

- Variability: The Flexible Spending Account varies, especially when an employee elects to use Flex spending and then leaves the organization. In such cases, there is no way to recoup the fees that were paid out.
- Funding Responsibility: The program is funded entirely by the employee over the course of the year.

City Garage Fund

- **Creation of Internal Service Fund:** The Internal Service Fund for the City Garage was created in 2019. This fund is responsible for assessing and repairing any vehicles or equipment in need of service. The City Garage assesses whether the equipment or vehicle can be repaired in-house or if they need to outsource the service. They provide the service and bill the internal department for the associated fee, including a labor component.
- **Labor Component Challenge:** One of the challenges is maintaining a rate that's reasonable enough to sustain the fund. The staff at the City Garage is not exclusively devoted to the garage but assists in other areas as well.
- **Rate Adjustment:** The rate charged to individual departments is adjusted to accurately account for factors such as salary and benefits, which increase over time.
- **Balance between Fee and Service:** Some departments that use the service garage frequently may not like the fees but appreciate the quality of service provided.
- **There is an increase in materials and supplies.**
- **Sustainability Concern:** The challenge is maintaining a budget while keeping the rate as low as possible. The department seeks more sustainability.
- **The rate is kept as low as possible, but the department needs more sustainability.**
- **Fund Balance:** The fund balance is negative, and the department aims to bring it into a positive balance.
- **Exploring Options:** All options are under consideration, but the City Garage remains the best option for the City. Many other cities also handle fleet management in-house.

The meeting concluded with Auditor Wilkerson summarizing the major increases in the budget.

Councilman Boose raised a question regarding the budget for the fireworks show returning to South Central Park. He expressed concerns about residents' inability to view a free fireworks display. In response, Mayor Corcoran suggested bringing up the matter with the Fire Chief, who originally proposed moving the fireworks to a different location.

Auditor Wilkerson informed the attendees that the City used to receive donations for the fireworks, but this source of funding has diminished, and now the expense is covered by the General Fund.

Chairman DeVries expressed interest in discussing staffing matters, to which Auditor Wilkerson confirmed that employee benefits would be on the agenda for Thursday's discussion. She also emphasized the commendable stewardship of budgets by the department heads.

Adjournment:

Chairman DeVries adjourned the meeting at 3:43 p.m.

To Order – Wednesday, November 16, 2022 (Day 2):

Chairman Martin DeVries called the meeting to order at 9:06 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, Councilman Bruce Abens, and Chairman Martin DeVries.

{Clerk notes: The individuals that presented during the budget session are named individually or by the department within the section that was being presented.}

{Clerk notes: A copy of the summary budget sheets is attached to the meeting.}

Also in attendance were Auditor April Wilkerson, Deputy Auditor Fabrice Dongo, Assistant Clerk of Council Fijabi Gallam, Councilman Cliff Winkel, and President Jason Jacobs.

Chairman DeVries called for a recess.

Recess 9:06 a.m.
Reconvene 9:15 a.m.

Chairman DeVries reconvened the meeting

{Clerk notes: There are certain parts in the meeting where the audio was not clear or heard due to technical issues with the mics or distance from the mics.}

2023 Budget Discussion (Continued):

City of North Ridgeville Fire Department– Fire Chief John Reese

Auditor Wilkerson introduced the Fire Department budget. She reported that the Fire Department consists of 40 full-time staff members, with one current vacancy. The Fire Department is supported through several funding sources, including the General Fund, the Fire Levy Fund, the Paramedic Levy Fund, and the Ambulance Fund.

Fire Chief John Reese then provided highlights for the Fire Department's 2023 budget. There weren't any major changes.

Chairman DeVries called for a recess.

Recess 10:00 a.m.

Reconvene 10:15 a.m.

Chairman DeVries reconvened the meeting

Engineering Department and Capital Projects – City Engineer Christina Eavenson and Eric Brown

City Engineer Dan Eavenson provided highlights of the Engineer Office's 2023 budget. She also covered key 2023 Capital Projects including:

- Annual catch basin rehab
- Concrete pad replacement
- Sugar Ridge Road Rehabilitation for a Full-depth replacement
- Peanut Roundabout
- Center Ridge Road
- Stormwater projects
- Study projects

Chairman DeVries called for a recess.

Recess 10:50 a.m.

Reconvene 11:00 a.m.

Chairman DeVries reconvened the meeting

Service Department and City Garage – Superintendent Jon Montgomery, Water/Sewer Foreman Brian O’Grady, Stormwater Foreman Ray Ford, and Head Mechanic Rick Simonyi.

Auditor Wilkerson introduced the Service Department budget. She reported the Service Department consists of 48 full-time staff (including 6 who run the city garage) and 10 part-time staff. The department is funded through various sources including street construction, maintenance and repair funds, state highway funds, motor vehicle license, and tax funds, streets levy funds, water operation funds, sewer operation funds, and stormwater operation funds.

Superintendent Jon Montgomery presented a PowerPoint to the City Council detailing all the lease purchases and replacements the Service Department is requesting for 2023. The requested vehicles and equipment include a Sweeper, Crew Cab pickup, Transit Van, Ford F250 Enterprise Lease, Bobcat E60 water sewer, Utility Body pickup Purchase, Sand Blaster Cabinet, Band Saw, Drive On Lift, Parts Washer, and Catwalk/Safety steps.

Superintendent Montgomery also provided highlights of the non-equipment portions of the 2023 budget. He discussed street construction, potentially outsourcing some work due to staffing levels, city garage operations, utility operations, water meters, stormwater, and flooding issues in the city.

Chairman DeVries called for a recess.

Recess 12:00 p.m.

Reconvene 1:00 p.m.

Chairman DeVries reconvened the meeting

French Creek Wastewater Treatment Plant – Superintendent Corey Timko

Auditor Wilkerson introduced the French Creek Wastewater Treatment Plant budget. The plant operations are funded through Charges For Services. Wastewater services are provided to Avon, Sheffield, and North Ridgeville through the plant. There are currently 16 full-time staff members, with 1 vacancy and 1 known retirement upcoming in 2023.

Superintendent Timko provided highlights and discussed the department's equipment requests and capital projects for the 2023 budget. He noted there is a staffing issue in trying to find people who are certified to work at the plant.

Chairman DeVries called for a recess.

Recess 1:30 p.m.

Reconvene 2:00 p.m.

Chairman DeVries reconvened the meeting

Community Development and Planning – Director Kim Lieber

Auditor Wilkerson introduced the Community Development and Planning Department budget. The department is within the General Fund and consists of 1 full-time employee.

Director Lieber provided highlights of the Community Development and Planning Department's 2023 budget. She explained the budget would cover costs for association memberships, master plan meetings, print visuals, legal advertisements, and branding implementation tasks. The signage project is within the Capital Projects budget.

Chairman DeVries called for a recess.

Recess 2:15 p.m.

Reconvene 2:30 p.m.

Chairman DeVries reconvened the meeting

Building Department – Building Official Guy Fursdon

Auditor Wilkerson introduced the Building Department budget, which is funded through the General Fund. The department currently consists of 11 employees. The 2023 budget requests reducing staffing to 10 and hiring one more inspector. There are currently 2 vacant positions in the department.

Building Official Fursdon provided highlights and explanations for the budget changes. He noted the biggest need is to have someone scan department files. Housing start numbers have decreased.

Parks and Recreation Department - Director Kevin Fougrousse

Auditor Wilkerson introduced the Parks and Recreation Department budget. The department is funded through the General Fund and Charges for Services, including the cemetery fund, parks and programs fund revenue, and fees associated with the park improvement fund. The department consists of 35 employees - 8 full-time staff and 27 part-time.

Director Fougrousse provided highlights for the department's 2023 budget. He went over updates for the various parks.

Adjournment:

Chairman DeVries adjourned the meeting at 3:00 p.m.

To Order – Thursday, November 17, 2022 (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, Councilman Bruce Abens, and Chairman Martin DeVries.

{Clerk notes: The individuals that presented during the budget session are named individually or by the department within the section that was being presented.}

{Clerk notes: A copy of the summary budget sheets is attached to the meeting.}

Also in attendance were Auditor April Wilkerson, Mayor Kevin Corcoran, Deputy Auditor Fabrice Dongo, Assistant Clerk of Council Fijabi Gallam, and President Jason Jacobs.

{Clerk notes: There are certain parts in the meeting where the audio was not clear or heard due to technical issues with the mics or distance from the mics.}

2023 Budget Discussion (Continued):

City of North Ridgeville Police Department– Captain Kevin Jones

Auditor Wilkerson introduced the Police Department budget. The department is funded through the General Fund, some court fees revenue, and Police Levy Revenue. There are currently 49 full-time staff and 2 part-time positions. The department has 4 vacant patrolman positions and 1 vacant part-time dispatcher position. They are requesting to add 1 full-time dispatcher floater position.

Auditor Wilkerson provided highlights of the 2023 Police Department budget. She noted the department would be constructing a new police station in 2023.

Captain Jones explained they are requesting an increase to the training budget, adding a full-time dispatcher floater to reduce overtime, and purchasing a flock camera system. The overall budget was reduced because the department is not requesting any new vehicles or equipment.

Moved by Chairman DeVries and seconded by Boose to go into executive session to discuss personnel compensation.

Adjourned into Executive Session at 9:30 a.m.

Reconvened into the committee meeting at 11:37 a.m.

Adjournment:

Chairman Abens adjourned the meeting at 11:38 p.m.

These minutes were approved on _____ day of _____, 2023.

Fijabi Julien-Gallam, MMC
Assistant Clerk of Council

Exhibit A

**ANNUAL APPROPRIATION
FOR THE PERIOD COMMENCING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022**

Fund Number	Fund Name/Department	Personal Services	Other Expenses	Transfers and Advances	Total Appropriations
<u>General Fund</u>					
111	City Council	\$82,000	\$40,200	\$0	\$122,200
112	Council Clerk	127,700	75,800	0	203,500
115	Mayor's Court	152,200	136,800	0	289,000
117	Mayor	197,400	236,800	0	434,200
119	Safety Service Director	225,500	125,600	0	351,100
120	Auditor	313,200	293,000	0	606,200
205	Income Tax	0	361,000	0	361,000
122	Treasurer	220,500	184,300	0	404,800
125	Law Director	336,300	233,800	0	570,100
127	Human Resources	90,000	51,900	0	141,900
130	Computer Services	219,200	333,600	0	552,800
137	Civil Service	0	34,800	0	34,800
140	Misc General Government	15,000	231,200	0	246,200
412	Community Development	105,000	261,700	0	366,700
141	Planning Commission	0	1,600	0	1,600
142	Board of Zoning Appeals	0	600	0	600
147	Regulatory Compliance	4,000	1,000	0	5,000
150	Public Buildings	0	234,200	0	234,200
160	Police Administration	478,300	193,200	0	671,500
161	Police	2,231,500	1,971,700	0	4,203,200
164	Dispatchers	278,800	113,600	0	392,400
165	Fire	825,000	596,300	0	1,421,200
170	Building	820,400	496,300	0	1,316,700
172	Engineer	557,000	346,400	0	903,400
175	Street Lighting	0	182,000	0	182,000
180	Health District	0	136,000	0	136,000
182	Senior Citizens	316,100	174,300	0	490,400
185	Park and Recreation	401,400	443,900	0	845,300
900	Other Financing Uses	0	0	700,000	700,000
Total General Fund		7,996,500	7,491,600	700,000	16,188,000
<u>Special Revenue Funds</u>					
207	Payroll Reserve	0	200,000	0	200,000
210	Street Construction M and R	630,900	1,338,600	0	1,969,500
215	State Highway	0	140,000	0	140,000
220	Motor Vehicle License Tax	285,300	297,300	0	582,600
225	Street Levy	0	2,148,900	0	2,148,900
245	Police Levy	1,401,300	300,500	0	1,701,800
246	Police Pension	0	350,000	0	350,000
247	Safetyville	9,300	3,300	0	12,600
250	Law Enforcement Trust	0	43,400	0	43,400
252	Local Law Enforcement Assistance	0	2,160	0	2,160
255	Drug Law Enforcement	0	3,690	0	3,690
257	DUI Enforcement and Education	0	2,270	0	2,270
258	Clerk of Court Computer Services	0	17,500	0	17,500
259	Court Computerization	0	37,000	0	37,000
260	Fire Levy	1,065,500	617,100	0	1,682,600
261	Fire Pension	0	291,000	0	291,000
262	FEMA SAFER Grant	14,800	14,600	0	29,400

Exhibit A

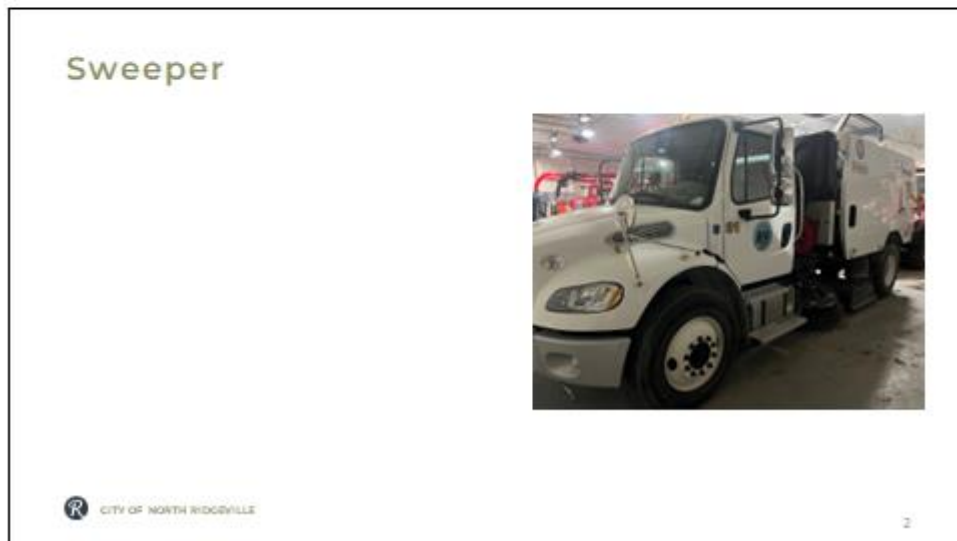
ANNUAL APPROPRIATION
FOR THE PERIOD COMMENCING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022
(Continued)

Fund Number	Fund Name/Department	Personal Services	Other Expenses	Transfers and Advances	Total Appropriations
263	Paramedic Levy	1,457,800	973,100	0	2,430,900
265	Ambulance	338,500	496,200	100,000	934,700
266	Ambulance Replacement	0	280,000	0	280,000
270	Cemetery	4,000	24,300	0	28,300
275	Parks and Recreation Trust	78,900	302,100	0	381,000
280	Park and Recreation Improvement	0	106,200	0	106,200
291	DUI Task Force Grant	0	224,000	30,000	254,000
295	Solid Waste Management	54,200	3,588,500	0	3,642,700
298	Hotel Tax	0	32,000	0	32,000
299	Library Levy	0	1,471,100	0	1,471,100
Total Special Revenue Funds		5,340,500	13,304,820	130,000	18,775,320
<u>Debt Service Funds</u>					
309	Income Tax Debt Service	0	3,978,000	0	3,978,000
311	D/S BR Central Fire Station	0	566,000	0	566,000
361	Center Ridge Debt Service	0	175,500	0	175,500
Subtotal-General Bond Retirement		0	4,719,500	0	4,719,500
353	S/A Westerlies	0	180,000	0	180,000
354	S/A Victory Lane	0	71,000	0	71,000
Subtotal-Special Assessments		0	251,000	0	251,000
332	Walgreen TIF	0	32,700	0	32,700
333	Performance Ln TIF	0	410,000	0	410,000
Subtotal-TIF Funds		0	442,700	0	442,700
Total Debt Service Funds		0	5,413,200	0	5,413,200
<u>Capital Projects Funds</u>					
410	Capital Projects	0	1,162,300	0	1,162,300
431	Center Ridge Construction	0	1,500,000	0	1,500,000
434	ODNR Flood Control	0	752,000	392,000	1,144,000
441	Barres Road Realignment	0	121,800	0	121,800
443	Shady Drive Batting Cage Restroom	0	191,500	0	191,500
480	TIF Improvement #1 ORD 5206	0	10,400	0	10,400
481	TIF Improvement #2 ORD 5207	0	27,000	0	27,000
482	TIF Improvement #3 ORD 5208	0	1,158,300	0	1,158,300
483	TIF Improvement #4 ORD 5209	0	32,700	0	32,700
484	TIF Improvement #5 ORD 5210	0	17,400	0	17,400
485	TIF Improvement #6 ORD 5211	0	76,600	0	76,600
486	TIF Improvement #7 ORD 5251	0	13,500	0	13,500
487	TIF Improvement #8 ORD 5252	0	114,300	0	114,300
488	TIF Improvement #9 ORD 5286	0	5,200	0	5,200
490	TIF Improvement #10 ORD 5287	0	12,000	0	12,000
491	TIF Improvement #11 ORD 5288	0	5,400	0	5,400
492	TIF Improvement #12 ORD 5289	0	5,100	0	5,100
493	TIF Improvement #13 ORD 5311	0	32,400	0	32,400
Total Capital Projects		0	5,237,900	392,000	5,629,900

Exhibit A

**ANNUAL APPROPRIATION
FOR THE PERIOD COMMENCING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022
(Continued)**

Fund Number	Fund Name/Department	Personal Services	Other Expenses	Transfers and Advances	Total Appropriations
<u>Enterprise Funds</u>					
610	<u>Water</u>				
	Collections	73,900	187,800	0	261,700
	Operations	805,800	4,591,500	1,000,000	6,397,300
Total Water Fund		879,700	4,779,300	1,000,000	6,659,000
640	<u>Sewer</u>				
	Collections	94,800	199,800	0	294,600
	Operations	535,000	4,977,800	1,910,600	7,423,400
Total Sewer Fund		629,800	5,177,600	1,910,600	7,718,000
691	<u>Storm Water</u>				
	Collections		5,000	0	5,000
	Operations	230,200	758,000	0	988,200
Total Storm Water		230,200	763,000	0	993,200
624	Water G.O. Bond Retirement	0	239,600	0	239,600
632	Water Improvement	0	3,467,400	0	3,467,400
645	Sewer G.O. Bond Retirement	0	980,900	0	980,900
660	Sanitary Sewer Improvement	0	7,530,700	0	7,530,700
670	French Creek WWTP	1,132,100	3,191,800	2,270,000	6,593,900
675	French Creek B.R.	0	278,200	0	278,200
680	French Creek Improvement	0	6,600,000	0	6,600,000
Total Enterprise Funds		2,871,800	33,008,500	5,180,600	41,060,900
<u>Internal Service Funds</u>					
710	Self Insurance Benefits	0	4,503,200	0	4,503,200
720	Flexible Spending Account	0	65,000	0	65,000
730	City Garage	374,600	471,800	0	846,400
Total Internal Service		374,600	5,040,000	0	5,414,600
<u>Trust and Agency Funds</u>					
825	Board of Building Standards	0	25,000	0	25,000
840	Senior Citizens Multi Trust	0	58,200	0	58,200
890	Trust Miscellaneous	0	1,960,000	0	1,960,000
Total Trust and Agency Funds		0	2,043,200	0	2,043,200
Total All Funds		\$16,583,400	\$71,539,220	\$6,402,600	\$94,525,120



(1) Crew cab pick up



Transit Van



Ford F250 Enterprise Lease



Bobcat E60 water sewer





Sand Blaster Cabinet



 CITY OF NORTH RIDGEVILLE

9

Band Saw



 CITY OF NORTH RIDGEVILLE

10





**NORTH RIDGEVILLE CITY COUNCIL
FINANCE COMMITTEE
MINUTES OF MEETINGS HELD
NOVEMBER 03, 2021, AND NOVEMBER 04, 2021**

To Order – Wednesday, November 03, 2021 (Day 1):

Chairman Bruce Abens 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 Abens.

Attendance:

In attendance were Committee members Dennis Boose, Jason Jacobs, and Chairman Bruce Abens.

{Clerk notes: The individuals that presented during the budget session are named individually or by the department within the section that was being presented.}

Also in attendance were Mayor Kevin Corcoran, Safety-Service Director Jeff Armbruster, Auditor April Wilkerson, Assistant Auditor Fabrice Dongo, Assistant Clerk of Council Fijabi Gallam, Councilman Cliff Winkel, President Martin DeVries, and Councilwoman Holly Swenk.

{Clerk notes: There are certain parts in the meeting where the audio was not clear or heard due to technical issues with the mics or distance from the mics.}

Minutes:

Chairman Abens asked for any corrections to the minutes dated April 19, 2021. No discussion was offered. The minutes stand approved as submitted.

2022 Budget Discussion:

Chairman Abens stated the purpose of the meeting was to give a general overview of the proposed 2022 budget and the binder given to the Council. He asked the Auditor to begin her presentation.

Service Department:

Auditor Wilkerson introduced the streets department budget. The streets department has three different revenue sources that are budgeted at a 2% increase: gasoline tax, permissive tax, and state license tax revenues.

The members of the Service Department that presented a balanced budget were Jon Montgomery, Street Foreman Anthony Oliva, Water Sewer Foreman Brian O’Grady, Head Mechanic Rick Simonyi, and Storm Water Utility Foreman Ray Ford.

Discussed the Street Construction Maintenance & Repair Fund:

- The department tried to cut as much as possible from the budget. It was expressed that some items are predictable and some are unknown.
- Operating supplies were cut down to 60% from prior years.
- The department saved money on road salt in the year 2021. About \$39 a ton in the year 2021 and about \$50 a ton in the year 2020.
- Road salt deicer, Aqua Salina, is not going to be used once it is depleted. The department planned to switch to a different company (BEET HEET) for deicing the roads. Ohio Department of Transportation (ODOT) discontinued using Aqua Salina.
- Requested \$30,000 for Sign/poles/barricades budget line. The same as previous budgets.
- The department planned on requesting their sign-making equipment along with materials, ink, and maintenance costs.

Councilman Boose wanted to know if there was a certain percentage that the City use to increase fuel for all departments in the City based on the current cost of fuel.

Auditor Wilkerson remarked that they looked at a trend analysis for what the City is using today and what would be needed in the future for each department. The analysis is not for citywide because some departments use less fuel than other departments.

Councilman Boose understood the estimated budget is based on usage and cost.

The Service Department continued its budget review.

- Maintenance & Repair Equipment City Garage budget line item is another line item that is estimated high because of the unknown.
- Equipment Rental budget line item is used for renting equipment for field operations.

Councilman Boose wanted to know if the City still rents a street sweeper.

Mr. Montgomery explained that the department still rents a street sweeper when it needs something stronger than the current street sweeper the department has.

- Equipment leasing and the equipment outlay budget items are for the equipment that was leased in the year 2020. The amount also includes the budgeted amount for equipment that was not purchased in the year 2021 but is planned to be purchased in 2022.

Discussed the Traffic Signals Fund:

- Traffic Sign Repair and Maintenance budget line number is used for signal service.

Discussed the State Highway Fund:

- Part of the road salt cost is from the State Highway Fund.

Discussed the Motor Vehicle License Tax Fund:

- In previous years, the department used to rent a street paint machine and do it in-house. In 2021, a company was hired to do the painting of lines on the streets, but the paint did not hold up well. The department planned to budget for touch-ups after a company was hired to do it.

Councilman Boose expressed that he likes how the company did the stop bars and crosswalks on the side streets. He expressed that it looks much better.

Councilman Abens added he received compliments on the paint job on the roads in the city.

Mayor Corcoran explained the bidding process for the painting of the lines on the road. He does believe they received a better product at the last bid.

Councilman Boose remarked that it is a safety issue and explained the progress of how the road looked in the past versus how they look currently. He is glad the City spent more to get a better job.

The discussion ensued as to why the paint was bad in the past, and the City is now going with a Michigan specification for painting the lines on the road.

Discussed the Street Levy Fund:

- The department planned to stay around the \$550,000 mark unless the City Council chooses to increase it.

Councilman Boose wanted to know the reason for only spending \$14,869.70 out of the \$228,748.50 budgeted for concrete pads.

Auditor Wilkerson noted that they are working on spending the funds.

Councilman Boose was concerned with not being able to spend all the funds in Ward 2 and 4, and the City was further behind in replacing concrete pads. He noted that years ago the City did not spend the entire concrete pads fund. Mr. Boose wanted to make sure

when the funds are allocated the City spends it all because the City couldn't afford to get behind further.

Auditor Wilkerson noted that the Mayor requested an additional \$350,000 for concrete repair on top of the \$200,000 that is normally budgeted.

The Streets Department continued with the Street Levy Fund discussion.

- 12 streets were completed in the year 2021. The path connection from the north of the Library going north to McDonald's is still in the plan.
- The patching materials budget line is set for \$50,000. The fund is for patching materials and panel grinding. Sugar Ridge Road is an example of a road that would need panel grinding.
- The crack seal budget line number is set for \$20,000. The line number was the same amount in the year 2021. It did not get used in the year 2021 because the department purchased 10 pallets at \$10,000. There are about 10-11 pallets left, so there is enough for year another season. Another order would be made to increase the City's stock.

Councilman Boose expressed that the Crack Seal has proven to prolong the city streets.

Mayor Corcoran remarked that there is an outside company that does crack seals for the city under a different budget item. It is a \$100,000 contract and the Street Department plans to start with the bigger developments first and then start working through the smaller developments.

Councilman Abens noted that the complaint he is receiving regarding the roads is the cul-de-sac areas in Ward 3.

Mr. Montgomery explained that he had an idea of how to go about doing the cul-de-sac areas. An idea was to do joint repairs. Most of the full-depth in the year 2021 was a joint repair.

Councilman Abens wanted to know the reason for requesting a concrete saw.

Mr. Montgomery explained that the concrete saw is to cut concrete to fix issues like a water main break.

- The catch basin repair budget line number is budgeted for \$50,000. It has been the same in the previous years. The list of catch basin repairs is long and more is being added to it. It was noted that the City would not get ahead with the \$50,000 budgeted every year. The plan is to start on the worst catch basins.

Utility Operations:

Auditor Wilkerson introduced the Utilities Operation budget. April Wilkerson anticipated transferring out a million dollars which are going to the water improvement fund.

Discussed the Water Operations Fund:

- The operating supplies budget line is about \$200,000 for brakes and service line repair. \$25,000 is usually used when a pump or something critical fails.
- The maintenance and repair City garage budget line funds the City garage.

Councilman Boose wanted to know if anything extraordinary happened that caused the City to go over budget.

It was noted that the department could never plan a breakdown in equipment or vehicles. Anything regarding water and truck repair would come out of the maintenance and repair City garage budget line.

Councilman Boose wanted to know if there could be consideration of an increase in the line item because it has been more than \$30,000 in the past two years.

- A lot of the equipment at the department is shared amongst all the departments in Service.

Councilman Boose wanted to know the reason that the Engineering Services budget line amount for water operations was \$78,650 in 2021 and changed to \$125,000 for 2022.

April Wilkerson explained that the increase is for the City's Water Asset Management Plan and GIS updates from the Engineer's office.

Mayor Corcoran explained that the City gets water from two main sources - Avon Lake and Elyria. A new contract is being discussed with the City of Elyria. The City of Elyria is able to sell water at a cheaper rate than Avon Lake. An outside firm determined that the City's water valves are able to switch out to support more water with the City of Elyria. Mayor Corcoran noted that buying the water at a large amount should eliminate the increase overall by buying the water at a cheaper cost. Mayor Corcoran provided a brief explanation about water purchase.

Councilman Abens wanted to know if there was a minimum agreement with Avon Lake.

Mayor Corcoran responded with a no. The minimum requirement has been problematic in the City of Elyria contract.

Councilman Boose wanted to know the reason for the reimbursement budget line amount.

Auditor Wilkerson noted that the reimbursement budget line amount is for the administration reallocation. The amount is an estimate.

Mayor Corcoran added that the City has a costly maintenance agreement with the City of Avon Lake for the water lines that come through the city.

Discussed the Sewer Operations Fund:

- Auditor Wilkerson noted that in the year 2020, sewer rates were increased by 10% (6% goes to the sewer Improvement fund and 4% goes towards the wholesale rate for French Creek. The estimate for the Sewer fund was to raise the revenue for charges for services by 4%.
- Auditor Wilerkson noted the transfer out amounts in the budget that would go towards sewer improvement.
- \$985,000 goes towards debt services to facilitate debt service payments.

Councilman Boose wanted to know if the Engineering Services budget line was under the sewer operation fund for the same reason and the Engineering Services budget line was under the water operation fund.

Auditor Wilkerson noted that the line amount would cover the GIS update, master cemetery sewer report, and inflow/infiltration.

The Utilities Division continued with the sewer operations fund discussion.

- Operating supplies are budgeted for \$60,000.
- Fuel is budgeted for \$50,000.

Councilman Abens wanted to know if enough is budgeted due to the increase in gas price increases.

Auditor Wilkerson believed that there was enough budget for fuel based on the previous year's usage and the trend analysis.

- Maintenance and repair equipment budget line is budgeted for \$63,776.
- Maintenance and repair equipment The City garage budget line is budgeted for \$100,000.
- The maintenance and repair building budget line is budgeted for \$30,000 to fix building issues in the department.

Councilman Abens wanted to know if the old town hall is included in the maintenance and repair building budget line.

Auditor Wilkerson explained no.

- The other professional services budget line is for services to assist with GEOTabs, dye testing, and AECOM expenses. The line amount never exceeds the budget.
- The 2022 budget is needed for AECOM expenses and sewer.
- Equipment leasing (\$65,685) and equipment outlay budget (\$41,250) line is for the equipment scheduled for 2022 that is attached to the minutes.

Discussed the Storm Water Management Fund:

Auditor Wilkerson explained that the revenue amounts for the Storm Water Management Fund are based on user charges. She anticipated that the revenue would have a 5% increase over the 2020 actual budget.

- The operating supply budget line is \$85,000. The line is used for pipes and basins.
- The stormwater study budget line is \$100,000. The \$100,000 was appropriated under other professional services in the year 2021. The creation of a new line item was to assist with what funds were appropriated for the Engineer's Office programs and the Streets Department programs.
- The other professional services budget line is \$50,000 and it is for replacing any parts on rental equipment. The department did not have to use the funds in the line item in the year 2021.

The 2022 Equipment Schedule for the department with a description was presented to the City Council. It was noted that some of the parts for the vehicles have a delay in delivery. The following are the requested types of equipment.

- Bobcat Excavator - Replacement
- Two 2022 Sno Plow/Dump Trucks - New Purchase
- 2022 F550 Dump With Plow - Replacement
- Water Van - Replacement
- Dump Truck - New Purchase
- Walk-behind Concrete Saw with Trailer - New Purchase
- Two Zero Turn Mowers - New Purchase
- Landscape Trailer - Replacement
- Sign Making Machine and Software - New purchase to produce \$5,000 to \$7,000 in signs for the year. There was no sign survey, but it is possible to do it through GIS reporting.
- Floor Scrubber - New Purchase
- Drive on Lift - Replacement
- Multi-Function Metal FAB Machine - New Purchase
- Camera Systems For 2 870 Trackloaders and 2 Wing Plows - New Purchase
- Oil Spray Fleet – New Purchase
- Dumpster for Indoor Scap – New Purchase
- Man Basket for Forklift – New Purchase

City Garage

Auditor Wilkerson explained that the City garage fund is an internal fund and it services all of the vehicles and equipment in the City. Each department is billed separately for the City garage services. Auditor Wilkerson explained the increase.

Councilman Boose noted that the internal fund allows the City to identify the individual equipment and vehicles in each department.

Auditor Wilkerson explained that the Service Department garage has software to help track all services for the vehicles in the City. Mrs. Wilkerson felt that the City garage rate should be decreased.

Councilman Boose wanted to know when they would expect that to happen.

Auditor Wilkerson explained that it would start on January 1, 2022, but discussions are still being made to determine that rate.

Auditor Wilkerson noted that overtime for the City garage was decreased and the funds were moved over to cover overtime for the staff that works over to plow the snow.

Head Mechanic Rick Simonyi discussed the City Garage Fund:

- Membership education is still needed due to the pandemic canceling classes.
- Extra funds were added to the maintenance and repair vehicles budget line for the inspections of the two bucket trucks.
- IT license support was increased to cover new scanners that required annual updates and Truck software.
- Six mechanics in the garage are pulled out of the garage to assist on the roads.
- In 2021, the staff completed over 1,000 repair orders and billed roughly 5,500 labor hours.
- The floors in the shop were resurfaced and it helps morale.
- Prevention of rust is still being practiced.
- Safety is being worked on in the garage.

Councilman Boose wanted to know if the City garage does the warranty work on the vehicles.

Head Mechanic Simonyi noted that all warranty work has to be prepared by the dealer. Some third-party mechanics come out to service some of the vehicles.

Mr. Montgomery explained how the budget process has been done in the past. He noted that all the points that were talked about were about the year 2021 and some of the projects would take the department into the year 2022.

Mr. Montgomery provided background on street selections for road projects.

Street Foreman Anthony Oliva discussed the Streets Projects:

- 12 roads were completed for the 2021 paving project.
- The department received new street personnel which included a new paver for the department.
- The department subbed out \$100,000 worth of crack sealing in the year 2021, and the department did multiple subdivisions in-house.
- The preservation program is still beneficial. The department uses Reclamite to increase the life of the roads. Mr. Olivia noted that more preservation solutions are planned for the future to help with water on the road.
- The grade scale for roads tells the department if the road needs to be repaved or crack-sealed.
- Lee Avenue has a lot of challenges because of utility poles and adjacent ditches. The stormwater in the area has to be under control first before working on Lee Avenue.
- The department still uses a grade guide that was done by a contractor in the past. The guide helps create a list of roads for road projects and it is usually done after the winter. There are no current plans to have a contractor do another road study.

Councilman Abens expressed that he appreciated the department responding to the issues he received from his Ward.

Water Sewer Foreman Brian O’Grady discussed the waterside of the Streets Division:

- 18 water main repairs were completed in the year 2021. This amount is down from 30 from the year 2020.
- 18 fire hydrants were replaced – another 65 went through the engineering program.
- 12 main water valves were replaced and about a dozen still have issues.
- Fixed 70 service lines at residential houses that had leaks.
- Helped the fire department with flushing the fire hydrants because there wasn’t enough summer help for the year 2021.
- The sanitary sewer lines were cleaned and inspected at 15 miles. The stormwater sewer lines were cleared and inspected at about 8.5 miles.
- The department is still waiting on its new Vactor. The expected time for receiving the equipment is March 2022 because the parts were on backorder.

Councilman Boose wanted to know if repairs are done at the same time the Service Department receives the issue.

Mr. O’Grady explained that it depends on how major or minor the issue is.

Councilman Boose wanted to know which lines need more of the expenditures.

Mr. O’Grady explained that it is mostly the clay tiles because it cracks and allows something to get in the pipe to cause a blockage.

Storm Water Utility Foreman Ray Ford discussed the stormwater side of the Service department:

- The engineering office works closely with the Storm Water Utility Division.
- The department did some work in Robinson ditch and other areas where water is not crossing the road.
- In general, the City has not been getting as many complaints as it did in the past regarding water issues on the roads and in the ditches.
- A ditch on Lee Avenue was worked on. The ditch on Lee Avenue was not on the map as a City’s ditch, but it was causing an issue.
- There is a plan to address as many ditch issues in the year 2022.
- The process of cleaning the ditches has changed. The change is giving residents 30 days to move their stuff, so it does not get messed up while the staff is working on a ditch adjacent to the property.
- The department completed a little over 5.2 miles of ditching and about 10.4 miles of tree clearing as of November 2021.
- The department is able to cut down bigger trees due to the City Council approving the purchase of durable equipment for bigger trees. More tree issues are done by the City.
- The department’s goal is to reduce the impact of flooding.

There are plans for the Streets Division to take fresh dirt from one location to the Service Department on Ranger Way to create a mound and plant trees.

Councilman Boose expressed that the service they receive from the Service Department is outstanding and it is reassuring based on the expertise of each individual from the department.

The Finance Committee thanked the Service Department.

Councilman Abens called for a recess.

Recess 10:44 a.m.

Reconvened 10:56 a.m

Councilman Abens reconvened the meeting.

Engineering Department:

Auditor Wilkerson remarked that the Capital Improvement Fund is based on municipal income tax. Mrs. Wilkerson felt that the City was on target with the revenue received in

the year 2021. 15% of the total municipal income tax is allocated to the Capital Improvement Fund.

Engineer Daniel Rodriguez discussed the Capital Improvement Fund for the city.:

Street Projects:

- Some of the projects that are listed under the Capital Projects/Capital Improvements were discussed under the Service Department budget.
- The catch basin rehab budget is set for \$50,000. In 2020, the actual expense was between \$35,000 to \$45,000. The plan is to complete 40-50 catch basins annually with the \$50,000 budget.
- The manhole on Lorain Road and Bagley Road was not included in the budget for 2021 but is scheduled to be completed with the 2022 budget. This project might be looked at as a separate item because of traffic control. One manhole could cost about \$5,000 to \$10,000.
- The Annual Full Depth Concrete Street Project budget was increased to \$550,000 for the year 2022. In the year 2020, \$800,000 was spent on full-depth concrete street projects. In the year 2019, about \$500,000 to \$600,000 was spent on full-depth concrete street projects.
- The Engineering Department planned to work with the Service Department on various projects in Spring 2022 with the pavement condition book.
- Center Ridge Road Urban Paving project is an Ohio Department of Transportation (ODOT) project.
- Maddock Road retaining wall design and engineering budget would cover the study for the dip on Maddock Road, retaining wall, and railroad.
- Case Road Bridge #0083 project is a bridge replacement on Case Road. The bridge is in the jurisdiction of Lorain County. A retaining wall is being replaced to support a certain portion of the bridge. \$75,000 is appropriated to replace and construct the City's responsibility of the Case Road Bridge.
- Mills Road, Stoney, and Avalon Roundabout project has an easement on the east side of the road. The City applied for the Ohio Public Works Commission (OPWC) funding for this project. The grant total is \$409,500. Water and sewer funds would be used for this project to extend the water and sewer lines in the area. \$501,000 would come from the Street Levy for this project. A loan was applied for the remaining (\$78,000 at a 20-year term – 0% interest) of the project from OPWC. The construction for the project is estimated at \$1.25 million.
- OPWC uses all of the grant funds first if the project is underbid.
- The Chestnut Ridge Road and SR 10/Alternate 83 Interchange roundabout are doing well. This fund is to pay off the loans that were provided for the project.
- Barres Road Realignment at Stoney project is carried over to the year 2022 to do a traffic study for the left turn lane in the area.
- Center Ridge Road Improvement Project is carried forward to the year 2022 for the outstanding bills and change orders. Discussions regarding what OPWC and

ODOT would pay are determined after the project is completed. Any change order over the federal allowed amount is the City's responsibility. The federal allowed amount for the Center Ridge Road Improvement Project was about \$25 million and the bid came in at \$25 million.

- State Route 83 and Chestnut Ridge Roundabout project received State safety grant funds for the project through ODOT. The \$50,000 is requested for easements, engineering, and right-of-ways for the project. The construction of the project is planned for the 2024 fiscal year. The plan is to build the roundabout in Summer 2024 and open up in Fall 2024. The Engineering Department planned to discuss the roundabout layout with the property owners at the corners of State Route 83 and Chestnut Ridge Road.
- Engineering work for the Cypress Avenue Roadway Extension project was completed in the year 2021. The project would move forward in the year 2022 if funds are available to do the project. The construction for the project increased.
- Discussed possible contracts with signal/traffic lights.

Sanitary Sewer and Storm Sewer Projects:

- Center Ridge Sewer Extension (Barton Road to Westlake border) is a carried forward project if the bidding process is not finalized in the year 2021. Properties impacted by the Center Ridge Sewer Extension would benefit from the project.
- The Sugar Ridge Road Sewer Extension (SR 83 to Maddock) project design has started. The City is going to mandate the project is built with traffic open. It might be a late Fall 2022 project. The residents have been notified of the project.
- State Route 83 Storm Sewer Extension (north of the Hampton Division) has been put on hold to see what development plans are made for that area to make adjustments to the sewer plans.
- Eastview Sanitary Sewer Extension project is for properties that did not have access to the Center Ridge Road sewer that was put in when the Center Ridge Road project was completed. The properties are on the north side of Center Ridge Road. This project is small and no other properties would be affected.
- The Mills Road/Jaycox Road Sanitary Sewer Replacement project would fix a sewer problem that causes backups in basements. There would be some design challenges.
- Noll Drive, Behm Road, Aureson Road Sanitary Sewer Replacement project fund request is to re-engineer the entire neighborhood to solve all sewer issues. The area is one of the oldest areas in the city with original lines. Residents that are impacted would receive a new lateral.
- Noll Drive, Behm Road, Aureson Road Storm Sewer Replacement the entire neighborhood to solve all storm sewer issues. The area is one of the oldest areas in the city with original lines. Residents that are impacted would receive a new lateral.

Water Improvement Projects:

- The Waterline Creekside/Pine Condos Full Water Replacement project was appropriated for the year 2021. The bids were underbid; however, there are homeowners association legal issues that are putting a hold on the project – treatments that the City is responsible for after the project is done.
- Hydrant Replacement approx. 125 is budgeted for the year 2022.
- Noll Drive, Behm Road, and Aurensen Road water main replacement funding is for engineering.
- Lorain Road 12” water main ext. received a permit from the Ohio EPA to start the installation. The project is not ready for the year 2021, so the project is being moved to the year 2022.
- The Mills Road Waterline Extension (Stoney Ridge to Stratton Mill) project fund is to upgrade the water quality and create a loop to service the residents readily if there is a water main break in the area.
- Stoney Ridge waterline extension (Schaefer Drive to Sandy Ridge Drive) funds are to create a connection point.

Storm Water Projects:

- Phase 2 (grant) stormwater project funds are for engineering work and property acquisition.
- Phase 3 (grant) stormwater project funds are for engineering work to clear trees.
- The ODNR projects received about \$1.9 million in grants so far.
- Victory Retention Basin Sediment Removal project fund is to clean the retention basin that is located at Victory Park. Most of the stormwater goes to the Victory Park retention basin.

Councilman Boose wanted to know if there is funding available for the projects that were discussed in the specific improvement funds.

Auditor Wilkerson explained that the funding was explained when the Service Department pointed out the funding accounts for the Capital Improvement Projects.

Engineer Rodriguez expressed that the Engineering Department has an excellent staff. He believed that the City needs to make sure the employees are recognized. They bring things to the table that most City’s staff don’t. He believed the City of North Ridgeville was doing great things.

Councilman Boose expressed that it amazes him what the staff does for the city.

Auditor Wilkerson introduced the next item for the budget discussion.

Engineer Rodriguez discussed the Engineering Office budget:

- There weren't major changes for 2022.
- The overtime budget item was budgeted for the year 2021 as \$8,000. There was no overtime in the year 2021 for the City. Deposits are received from outside services for the engineering services. The actual budget for the year 2021 is over; however, the Engineering office collected over \$12,000 through September 2021 in engineering services from developers.
- The department collected \$72,000 for inspection and plan review time.
- The overall budget for the Engineering office is about \$900,000; however, City Engineer Rodriguez makes sure everything is accounted for.
- Mr. Rodriguez noted that a lot of the fees that are billed for Engineering services go on the Building Department schedule.
- Mr. Rodriguez believed that there are opportunities to lower the burden on the General Fund and offset some of the costs through the revenue-producing funds.

Councilman Boose wanted to know if the Engineering office is comfortable with the current fees that are charged by the department.

Engineer Rodriguez expressed that he is comfortable with the fees. He asked the City Council to increase the overtime budget amount to \$12,000 to match the number of hours for developer assistants that the engineering office contracted out. His goal is to avoid doing transfers in the middle of the year.

Councilman Boose agreed with Mr. Rodriguez.

Engineer Rodriguez continued discussing the Engineering Office budget:

- The office is done with major education and memberships for many of the staff members. One of the staff members recently graduated with an Engineering Degree. The department now has four-degree engineers and three professional engineers (PEs) in the department.
- The travel/transportation budget amount is for traveling for certification for the staff in the department.
- Uniforms were added recently to the budget to show representation in the community – polo shirts. Other items were purchased individually at the employee's cost.
- The Physical Exams budget amount is for random drug testing.
- Office supplies and operating supplies funding are the same for the year 2022.
- Small tools and equipment are used for everyday field work.
- The advertising fund budget is for all bid advertising and projects.
- Maintenance and vehicles – the City garage budget funds are for the City's service garage.
- The engineering services budget line amount is for emergency services that were planned.

- IT support and licenses budget line amount is for the different software in the department.
- The one-year vehicle leases come out of the vehicle lease budget line.

Mayor Corcoran noted that the City participated in the Enterprise lease program. The City would lease a vehicle for one year. He added that some of the current lease vehicles would be replaced with trucks. It was a positive move for the City. Trucks are in high demand.

Auditor Wilkerson added that many of the vehicles in the city that are traded received a check back. She added that moving forward the City is going to keep lease vehicles for three years instead of five years to take full advantage of the maintenance benefit.

Safety Service Director Armbruster noted that the GEOTabs on the vehicles monitor all the vehicles, know how many miles they have, and could let the City know when to get a new vehicle.

Mayor Corcoran remarked that there are certain pieces of equipment that the City would not lease because it is better to keep it longer.

Mayor Corcoran added that he is looking into electric vehicles for the City in the future.

Engineer Rodriguez remarked that the City would be participating in an electric station for free through the Northeast Ohio Areawide Coordinating Agency (NOACA). The plan is to put the charging station near the rear entrance of City Hall with utility access in the year 2022 or 2023. The charging station is for public use.

No other questions on the Engineering office budget.

April Wilkerson remarked that the Mayor asked each department to stay close to the 2019 actual budget when doing their 2022 budget. A lot of the budget items like the overtime are budgeted at what they actually spent or within 3% of the 2019 budget.

Auditor Wilkerson cautioned the City Council on taking funds from the department's budget and adding the funds to the admin cost allocation. She believed that the City should not charge the residents for certain improvements and then transfer the increases to wages. The Engineering and Building Department collects about \$1.5 million a year and it pays a good portion of Engineering and Building Department services.

Councilman Abens called for a recess.

Recess 12:17 p.m.

Reconvened 12:34 p.m

Councilman Abens reconvened the meeting.

Parks and Recreation Department:

Auditor Wilkerson directed everyone to the Parks and Recreation Department budget spreadsheets. The budget consists of the Cemetery Fund, Parks and Recreation Programs Fund, and Parks and Recreation Improvement Fund. The Cemetery Fund was budgeted for about a 2% increase over the year 2021 budget; however, the revenue fund balance would be higher due to the increase of burials in the year 2021. The Parks and Recreation Programs Fund was budgeted at a 2% increase over the year 2021 budget. The Parks and Recreation Improvement Fund was budgeted at a 1% increase over the year 2021.

Parks and Recreation Director Kevin Fougrousse discussed the Parks and Recreation Department budget.:

- The Parks and Recreation Department consists of three full-time employees and hires about 20-25 seasonal/part-time employees throughout the year.
- The department planned to host another job fair to attract employees.
- The program numbers have picked back up after some of the COVID-19 restrictions were lifted.
- The monthly revenue is shared with the Recreation Commission at every meeting.
- The department provided many programs to the public. The department is budgeting for 102 programs for the year 2022. This was an increase in 19 programs from the year 2021.
- The goal is to expand the program opportunities every year.
- Shady Drive Complex, a 38-acre park, continues to be a destination for tournaments and field rentals. In 2021, the rentals at Shady Drive Complex brought in \$10,500.
- The Athletic Division saw an increase in participants. In 2021, the department worked with over 1,100 kids. This division remained strong.
- The Summer Adventure Camp had about 298 kids for the 10-week program and brought \$44,000 in revenue for the department.
- There was a shortage of umpires in the year 2021. There is an increase in paying umpires to attract more umpires.
- The parks in the community were a target of vandalism. Generally, the facilities are closed during the winter.
- In the year 2022, the department is looking into growth and its impact on the community.

Parks and Recreation Director Kevin Fougrousse discussed the Grounds and Maintenance Division budget:

- The Grounds and Maintenance Division consists of four full-time employees and two seasonal staff that are hired for 12 – weeks.

- The burial requests have increased. As of October 2021, the division completed 60 burials. In the year 2020, the division completed 45 burials. One burial needs about six staff members.
- The cemetery maintenance was contracted in the year 2021. The division planned to work with Forevergreen Lawncare in the year 2022.
- In 2021, the division added a six-parcel retention basin along Center Ridge Road, about 7.5 acres.
- In 2021, the division added a new work order station that is called Freshworks to track assets. From May 2021 to October 2021, about 96 work orders were generated.

Councilman Boose wanted to know if there was any partnering with the community with any of the programs.

Mr. Fougrousse explained that Parks and Recreation does partner up with community organizations.

Auditor Wilkerson noted that there are funds budgeted to redo Council Chambers in the year 2022.

Councilwoman Swenk wanted to know what happens if the department can't find coaches for the basketball program and does the department provides training for parents who wants to be a coach.

Mr. Fougrousse explained that they would keep trying to find coaches. The department provided training in the past for new coaches and partnered with Swish 365 for the coaches to get additional training. Some coaches take advantage of the training and some don't. All coaches go through a background check that is good for two years.

Councilman DeVries wanted to know if the City is competitive in paying the umpires and referees.

Mr. Fougrousse noted that the City was paying \$50 an umpire/referee. Many associations did not have enough umpires and referees. The City had to start paying \$75 a person. There's a shortage of umpires and referees.

Councilman Abens wanted to know the leadership structure for the coaches.

Mr. Fougrousse explained that some teams are fortunate to have coaches and some are not.

Councilman Abens recommended implementing a policy for when there are not enough coaches for the safety of the staff and players.

Auditor Wilkerson expressed that the Parks and Recreation Department's budget is one of the toughest budgets to analyze. In the year 2020, Ground and Maintenance were added to the Parks and Recreation Department. The department budgeted funds for improvement to the grounds maintenance parking lot. There are some funds budgeted for a new lease vehicle.

Mr. Fougrousse added that over the last 3-5 years funds for capital projects have been moved around to reinvest in the parks. He noted that the Shady Drive Batting Cage Restrooms project has to be rebid because it was underestimated. The goal is to bid on the project in the year 2022.

Councilman Abens wanted to know the reason for the increase in the M&R buildings budget amount (\$130,000).

Mr. Fougrousse explained that \$97,000 was added for the repairs to the Council Chambers, City floor flooring, and HVAC repairs.

Mr. Abens wanted to know if Mr. Fougrousse was responsible for the Old Town Hall and wanted to know if there were any improvements to the building.

Mr. Fougrousse responded with a yes. He explained that the Old Town Hall needed to put a lot of money into the building to make it ADA-compliant. A brand new fire escape was put in. The building is used by the Old Town Hall theater group and the Historical Society. It is an investment for the community. Mr. Fougrousse expressed that he wished they could do more. He added that the Parks and Recreation Department is looking into setting up a facility usage agreement that would include the assistance of maintenance of the building with the organizations that use the Old Town Hall.

Parks and Recreation Director Kevin Fougrousse continued discussing the items in the budget:

- The Parks and Recreation Department is getting a new van lease. Due to production delays, the purchase of the Truck was moved to the year 2022.
- Planned to purchase a tractor-trailer at a quoted price of \$13,500. The equipment does more than their old equipment.
- Looking to install six more pieces of fitness equipment at the Shady Drive Complex around the fitness trail by Diamond 2 and 3. The fitness equipment at South Central Park has not rusted and the equipment is used by the public.
- Looking to purchase a new field groomer to replace the working field groomer.
- Looking to purchase a small trailer to haul grounds and maintenance equipment.
- There is a list of vehicles and equipment in the budget that the Parks and Recreation Department has.
- Planned to install a new playground with ADA-compliant equipment and a low-level zip line at South Central Park to replace the current 23-year-old park.

Councilman Abens wanted to know if there was a holding place for the funds that would be transferred over from the Seniors Inc.

Auditor Wilkerson remarked that the fund would be created to isolate the money for the Seniors Center.

Mr. Fougrousse explained that the restrooms are accessible to the public from an inside entrance and outside the batting cage entrance.

Councilman Boose expressed his appreciation for the work that Mr. Fougrousse and his team do for the community. He added the importance of reading the Park and Recreation director's report because a lot is mentioned in the report regarding what goes on in the community.

Councilman Jacobs wanted to know if there has been any consideration in relocating the Senior Center outdoor fitness equipment.

Mr. Fougrousse explained that it was talked about moving the fitness equipment from the Senior Center to South Central Park by Safetyville; however, it would not be cost-effective. It costs about \$30,000 to move the equipment. The equipment is meant for the seniors.

Recess 1:12 p.m.

Reconvened 1:22 p.m.

Police Department:

Auditor Wilkerson directed everyone to the Police Department budget spreadsheets. The Police Department is funded through the General Fund, the Police Levy Fund, and the Police Pension Fund. The Police Levy Fund and Police Pension Fund are from property tax and intergovernmental revenue – the numbers are estimated by the Lorain County Auditor. In the Police Levy Fund, there was a three-month carryover in place because the fund is used to pay personnel. A cushion is needed because property taxes are not received until March of each year. The amount available for future appropriations is negative because, in the year 2022, the City utilized the one-time monies that were from the 2020 Care Act Fund. The fund is being utilized in the budget year 2022, and after the year 2022, the Auditor's office would reevaluate the fund and move personnel around.

Police Chief Mike Freeman discussed the Police Department budget.:

- The new police station levy passed.
- At the Mayor's request, the Police Department used 2019 budget numbers to finalize their 2022 budget.
- The day-to-day spending lines did not change and it has been the same since the year 2019.

- Chief Freeman provided a list of vehicles and parts that are requested for the year 2022. The list is attached to the minutes.
- The police department planned to buy five police cars at the same price in the year 2020.
- Provided a table listing what is needed if the Police Department switched to the MARCS radio system. Chief Freeman illustrated the amounts listed on the table. The table is attached to the minutes. Chief Freeman expressed that MARCS works better for the Police Department and it is a Statewide system that communicates with other agencies.
- The Police Department planned to enter into a service agreement with Flock Group Incorporation for the Flock Falcon Camera. Funds that are in the Law Enforcement Trust Fund for the year 2020 would be used to pay for the upfront cost for the Flock Group Inc. Westlake uses the Flock group system as well.

Chief Freeman, the Administration, and the City Council discussed the importance of having a good radio system that could get through to agencies when in an area that has a weak cellular connection.

Councilman DeVries wanted to know the staffing situation for the Police Department.

Chief Freeman expressed that the current staffing situation is good.

Recess 1:49 p.m.

Reconvened 2:28 p.m

Fire Department:

Auditor Wilkerson directed everyone to the Fire Department budget spreadsheets. The Fire Department is funded through the General Fund, Fire Levy Fund, Paramedic Levy Fund, the Fire Pension Fund, the Ambulance Fund, and the Ambulance Replacement Fund. The Fire Levy Fund is property taxes and intergovernmental revenue – The figures come from the Lorain County Auditor. The Ambulance Fund comes from charges of services with a 2.5% increase in the year 2022.

Fire Chief John Reese discussed the Fire Department budget.:

- The ambulance revenue is up 2%, but the call volume is up 14%. The difference between the two numbers could be from the changes in Medicare.
- The operating budget has not changed.
- The department requested a thermal imaging camera for the third time through Firehouse Subs. The past two times a grant was requested from Firehouse Subs and the City was denied. The thermal imaging camera is on each of the fire apparatuses and you could find people quicker by detecting the heat energy. The camera also helps check walls for fires. One camera costs \$1,000 and it is in the 2022 budget under the Small Tools and Equipment budget line.

- The remodeling in Station Two is going well.
- A placeholder was budgeted for the ramp replacement for Fire Station Two from the Paramedic Levy.
- Requested a new utility truck (Ford F250), but wants to keep the old one to help with housekeeping items at the station and to help plow driveways for an emergency and brush fires. The truck would be leased, and purchased out of the Ambulance Replacement Fund. \$95,000 was allocated in the Ambulance Replacement Fund to build that fund for the future years to budget for a new ambulance.
- The increase in emergency calls is due to the number of homes and nursing homes built in the past three years.
- The department is looking for more reasonable prices for fire gear.
- Ordering a chassis would take a year to receive. It would be a \$10,000 savings if the City did go with using the old chassis.
- There are two fire stations and currently enough vehicles for a third fire station. There is a grant that the State planned to release and the department planned to apply for the grant when it is released for a new fire station.
- The department has an average of 5-6 minutes of response time in certain areas. Chief Freeman expressed there is a need for a third fire station.
- The department is waiting to hear from the surrounding cities to see what radio systems they go with.

Building Department:

Auditor Wilkerson directed everyone to the Building Department budget spreadsheets. The Building Department is funded through the General Fund.

Chief Building Official Guy Fursdon discussed the Building Department budget.:

- The Building Department might be asking for additional funding for education for the building department staff.
- There is a \$0.50 pay increase for each license received (max three licenses).
- The education budget for the year 2021 was doubled from the year 2020.
- The Building Department did a great job at cutting its budget in the year 2021 and kept close to the actual numbers.
- Funds were allocated for the Building Department to go back to what the actual was for the year 2019.
- Auditor Wilkerson and the Building Department requested an increase to the grass and weeds budget line because of the increased assessments of grass and weeds in the city.
- The Building Department anticipated an increase in tree removals because of the cost of materials and the number of houses being built in the city.
- There are no equipment or vehicle needs for the year 2022. The administration is looking at changing out the lease vehicles to get a better price on vehicles.

- The Building Department is reactive to complaints they receive from the residents for rundown homes or homes violating building codes because of the amount of staff the department has. Mr. Armbruster explained that he would like to find a way to eliminate the amount of money the Building department sends out for violations.

Recess 2:59 p.m.

Reconvened 3:27 p.m

Senior Center Department:

Auditor Wilkerson directed everyone to the Senior Center Department budget spreadsheets. The Senior Center Department is funded by the General Fund and the Senior Citizen Multi Trust Fund. The Senior Center Department historically had a Senior Citizen Title III grant and the City would no longer be pursuing the grant moving forward. The grant was a transportation grant and there have been some changes to the program. The Senior Citizen Multi Trust Fund has special accounting requirements and it would need to be moved to a special fund. The Auditor's office would be monitoring the revenue and might have to do a budget appropriation in the year 2022 to fund the Senior Center.

Director of the Office for Older Adults/Senior Center Emily Lockshine read the following report to the Committee.:

OFOA Budget Hearing 11/3/2021 Department Overview

Although the origins of the current day Senior Center began in 1964, the Office for Older Adults was formally established via ordinance in 1978 and provides socialization and other activities to facilitate the overall health and wellness of the older adult population. The CDC, citing a 2020 report from the National Academies of Sciences, Engineering, and Medicine, reports that:

- *Social isolation significantly increased a person's risk of premature death from all causes, a risk that may rival those of smoking, obesity, and physical inactivity.¹*
- *Social isolation has been associated with about a 50% percent increased risk of dementia.¹*
- *Poor social relationships (characterized by social isolation or loneliness) were associated with a 29% increased risk of heart disease and a 32% increased risk of stroke.¹*
- *Loneliness was associated with higher rates of depression, anxiety, and suicide.*
- *Loneliness among heart failure patients was associated with a nearly 4 times increased risk of death, 68% increased risk of hospitalization, and 57% increased risk of emergency department visits.¹*

Simply put, senior centers offer multiple opportunities for socialization, a key health prevention strategy for the older adult population.

To facilitate older adults being healthy, engaged, and vibrant citizens, the Senior Center offers the following :

Cognitive stimulation – through card games, Bingo, puzzle exchange, free reading materials/book nook, Mah-Jongg, bi-monthly trivia Tuesdays, and a regional trivia tournament to take place in the spring.

Physical fitness/wellness maintenance – through Adaptive movement/yoga, CardioDance, indoor and outdoor walking; monthly blood pressure checks, flu shot clinic, Balance & diabetes seminars offered free of charge through Fairhill Partners

Socialization- opportunities for conversation and socialization, meals, including special programs such as the Men's Breakfast and Ladies Brunch that offer entertainment or community speakers (library, Dept of Health, LC Office on Aging, LCCC lifelong learning opportunities)

Essential services – MOW, transportation, and other social supports offered to older adults to stabilize or improve their living situation; as well as partnerships with the Ohio Senior Health Insurance Program for Medicare counseling and AARP tax aide tax preparation services, both of offered free of charge.

To illustrate the intangible value the senior center provides, one participant indicated, "The center is my reason for not being a couch potato. Through the pandemic, I had no place to go, so I had very little enthusiasm. The center is a place for being social, exercise, cards, meals when available, it keeps me younger and it keeps me healthy." "Before I moved to NR, I checked out the Senior Center. It saved my life. I've been a widow for several years. Having somewhere to go and spend time with people doing some things that I love is awesome."

Goals for 2022 include:

- 1) To become and remain fully staffed*
- 2) To increase operational efficiencies through the utilization of the My Senior Center software*
- 3) To further develop established community partnerships with the library, schools, parks & rec department, NR Heart & Sole, and LCCC to name a few*
- 4) To seek out funding via grant opportunities*
- 5) To increase overall participation numbers*

A particular focus on Health & Wellness Opportunities

- 1. Walking opportunities through the NR Heart & Sole Collaborative – offering both indoor and outdoor walking, newly expanded this year to offer indoor walking*

- earlier and twice a week; working with UH on a wellness series from March – Sept; anticipated continuation of clinics for flu and COVID booster vaccines, in addition, to already establish BP screenings.*
- 2. Strengthen the emerging partnership with NRCS- community service projects such as leaf raking, older adults volunteering their time with the after school program at the AC, looking to establish a reading buddy program*
 - 3. Socialization and culture- Reinstallation of day field trips and possibly some evening trips to the theater or concerts.*
 - 4. Implementation and utilization of the My Senior Center Software. Key features of the software include:*
 - Staff and volunteers can view, at a glance, all activities at the center, including hall rentals, parks & rec classes, and allowing all facility bookings to reside in one location and can be viewed from a PC, tablet, or phone*
 - Ease of sign-ups- in-person/over the phone with an automated database, plus the ability to sign up for activities and events from a PC, tablet, or phone*
 - Ensures data integrity*
 - Tracking volunteer hours*
 - Automated payments*
 - Automated phone calls and texting to broadcast important updates to recipients*
 - Record and send out automated voice mail messages for event reminders*
 - Transportation scheduling feature - Customize the types, schedules, and routes to meet your needs and allow the program to operate more efficiently; Turn by Turn directions and Route Optimization saving time and money for drivers*
 - Customized reporting*

It is anticipated the automation feature software will save between 15-20 volunteer/staff hours/weekly \$1800 annual maintenance fee- including the robocall feature, unlimited and customized training, upgrade rollouts, data encryption, and nightly backup of data (no burden on our IT staff, cloud-based) No significant increases or changes. An overall budget increase of 8% over 2019, is attributed to wages.

Councilman DeVries wanted to know the staffing situation for the Senior Center.

Ms. Lockshine explained that in 2020, the Senior Center staff comprised of four full-time employees (Director, Case Manager, Activities Director, Cook) and three part-time employees (bookkeeper, two van drivers) – equivalent to 5.5 full-time employees. The current staffing level is 2 full-time and three part-time employees (Director, Case

Manager, 4 part-time staff, a bookkeeper, two van drivers, and one cook) with one vacancy for a part-time cook.

Councilman Jacobs wanted to know the plans for the Activity Director position.

Ms. Lockshine explained that they are exploring the possibility of splitting the activities between the Director of the Office for Older Adults/Senior Center and the expansion of another position.

Councilman Abens thanked Ms. Lockshine for opening the Center.

Councilman DeVries wanted to know if there were any immediate needs for any pieces of equipment.

Ms. Lockshine added that a cooler in the kitchen needs to be replaced and there are funds budgeted to get the cooler. There is nothing that needs to be replaced for the year 2021; however, there could be an equipment replacement in the year 2022.

Ms. Lockshine explained that the fitness equipment outside the Senior Center is hidden and needs to be advertised. The fitness equipment is available to everyone not only the older adults.

Auditor Wilkerson noted that French Creek was rescheduled to present their budget at 9:00 a.m. on Thursday, November 4, 2021. The Finance Committee Meeting on Thursday, November 4, 2021, would consist of budget discussion from French Creek, personnel, and operating budget discussions.

Chairman Abens adjourned the meeting at 3:44 p.m. to reconvene on Thursday, November 4, 2021.

To Order – Thursday, November 04, 2020 (Day 2):

Chairman Bruce Abens 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 Abens.

Attendance:

In attendance were Committee members Dennis Boose, Jason Jacobs, and Chairman Bruce Abens.

{Clerk notes: The individuals that presented during the budget session are named individually or by the department within the section that was being presented.}

Also in attendance were Mayor Kevin Corcoran, Safety-Service Director Jeff Armbruster, Auditor April Wilkerson, Assistant Auditor Fabrice Dongo, Assistant Clerk of Council Fijabi Gallam, Councilman Cliff Winkel, and President Martin DeVries.

{Clerk notes: There are certain parts in the meeting where the audio was not clear or heard due to technical issues with the mics or distance from the mics.}

Minutes:

Chairman Abens remarked that the wrong minutes were approved on Wednesday, November 3, 2022, and asked for any corrections to the Finance Committee Meeting minutes dated May 24, 2021. No discussion was offered. The minutes stand approved as submitted.

2022 Budget discussions continued:

French Creek Wastewater Treatment Plant:

Auditor Wilkerson directed everyone to the French Creek Wastewater Treatment Plant budget spreadsheets. The revenue for the year 2022 for the French Creek Wastewater Treatment Plant increased by 8% over the year 2020 actual. The department anticipated a transfer-out of \$2.7 million - \$207,000 is going towards the French Debt Service Fund and \$2 million going towards the French Creek Improvement Fund.

French Creek Wastewater Treatment Plant Superintendent Corey Timko discussed the Building Department budget.:

- For most of the accounts, the budget was kept the same as the previous years. There were not any operation changes.
- The department planned on doing a significant amount of internal projects in the year 2022.
- The department's equipment outlay and maintenance would increase and decrease.
- Went over the Equipment Replacement Schedule and how much it is used.
 - 2021 CAT Wheel Loader 926M
 - Ford F-250
 - 2022 Ford F150 Quad Cab
 - 2022 Single axel dump truck
 - 2022 Kubota, Ferrous Tank a non-critical improvement
 - Vac Truck with trailer-mounted
 - RAS pump for the east sludge
 - Trade in the existing brush for a new Cat brush attachment
 - Positive displacement pump for the digester building
 - Hach Mass Spectrometer and Water filtration lab-grade water for the Lab
- The department planned to have 10 lines jet cleaned in the year 2022.

Councilman Boose wanted to know more about the several large projects under the French Creek R & I Fund.

Mr. Timko remarked that some of the projects were budgeted from previous years because the project was delayed due to COVID-19 factors. He added that he does not have two projects going simultaneously to avoid contractors interrupting each other and to not have more than one system out of service at a time. The most important project that has to be done before other projects could be done is the Influent Screen Replacement and installation. Once the Influent Screen Replacement and installation are completed in the year 2022 it would allow other projects to move forward. After the Influent Screen Replacement, the Blower Tank and Digester Upgrade project is next.

Councilman Boose wanted to know if the department is confident that the project requested for the year 2022 would be completed in the year 2022.

Mr. Timko remarked that he is confident that the screen replacement project, blower tank project, and sludge super hut will happen in the year 2022. However, the other items might be delayed due to parts, but he does not see a reason why they would not be completed in the year 2022.

Councilman Boose asked how the projects would be funded.

Auditor Wilkerson explained that the projects (Sludge Super Hut, Sludge Bad Concrete Road – Section 2, Digester Dome Cover & Scrubber, Centrifuge Rebuild Project) with the number 1 in front it was not included in the rate study. The plan was to get another

rate study and look to issue bonds to complete the projects if the revenue was not there to fund the project.

Discussions continued regarding how expensive it is to build a new water plant and how to generate revenue with other Plants.

Councilman Boose wanted to know if the staff at the Plant has proper certification.

Mr. Timko explained that everyone has the right certification and maintains their certification for the Class 4 Plant.

Councilman DeVries wanted to know if there would be an issue with the rising cost of materials.

Mr. Timko noted that they might need to address it in the year 2022, but all chemicals are backlogged and it is hard to tell when the chemicals are needed.

Councilman Jacobs wanted to know if someone was monitoring the electricity for the Plant.

Mr. Armbruster explained that the Plant is locked in with a standard rate for the Plant and the administration is looking at other electricity programs for affordable rates.

Councilman Abens called for a recess.

Recess 9:45 a.m.

Reconvened 9:56 a.m.

Councilman Abens reconvened the meeting.

Auditor Wilkerson explained that all of the department budgets are illustrated in the 2022 budget binder. Auditor Wilkerson made a few points on the General Fund.:

- The property taxes for the year 2021 are 3.2% above the 2021 estimates. The Auditor is estimating a 3% increase in the year 2022.
- The municipal income tax is projected at 3% above the budget year 2020 actual. The municipal income tax for the budget year 2021 is 1% above the anticipated amount.
- The municipal income tax is split – 85% to the General Fund, 15% towards the Capital Projects Fund, and 5% towards the Debt Service Fund.
- Fines and forfeitures are trending above the budget 2021 estimate. The amount was 3% above the budget year 2021 actual. There would be an increase in the budget year 2022.

- There was a slow down in the budget year 2020 for the Building and Engineering Department due to fees decreasing. The budget year 2022 for fees is anticipated at 15%.
- Explained the process of how funds are moved around before using Capital Project Funds.
- Went over the carryover amount, transfer out, and advance out for the budget years 2021 and 2022.

Councilman Boose wanted to know if the State requires the City to set aside funds for future retirement.

Auditor Wilkerson explained that the State does not require the City. The City allocates funds for future retirement due to an ordinance that was passed. The fund is very sustainable.

Councilman Boose expressed that it was a good idea to set aside funds for future retirements.

Councilman Abens wanted the Auditor to explain what franchise fees are.

Auditor Wilkerson explained that it is for cable company fees (WOW and Spectrum).

Councilman Abens wanted to know the reason for the charges for the services budget line decreasing.

Auditor Wilkerson explained that the charges for services are the Admin Cost reallocation. In the budget year 2020, the Admin Cost was not processed; therefore, the reallocation was doubled in the budget year 2021. Moving forward the budget line would drop back down.

Councilman Boose wanted to know the reason for Mayor's Court for reducing staff.

Auditor Wilkerson explained that the Mayor's Court has a vacant position that has been vacant for two years.

Councilman Boose wanted more information on the placeholder of \$150,000 in the budget year 2020 for the other professional services budget.

Auditor Wilkerson explained that it is for the master plan.

Councilman Boose wanted to know the reason for the decrease in the Legal Services budget line for the Law Department.

Mayor Corcoran explained that the Law Department never spent over \$100,000 in the past budget years.

Councilman Boose noted that the major budgets seemed to not want to decrease their budget down to the actual.

Mayor Corcoran explained that the administration decreased everyone's budget close to the previous year's actual.

Auditor Wilkerson went over the Income Tax Debt Service Fund.

Auditor Wilkerson asked if there were any comments or questions from any of the budgets that were submitted.

Councilman Boose wanted to know where the asphalt budget was located.

Auditor Wilkerson remarked that the concrete paves and asphalt project is under the Streets Levy.

Discussions continued regarding street complaints and the progression of improving the roads.

Councilman Boose expressed his appreciation for the administration addressing the issues with the concrete and asphalt streets.

Councilman DeVries thanked the Administration and Auditor Wilkerson for the new process of presenting the budget.

Councilman Boose suggested that for the budget year 2023 process the department names on the tabs could be reversed to read sideways towards a person.

Councilman Abens called for a recess.

Recess 10:26 a.m.

Reconvene 10:40 a.m.

Councilman Abens reconvened the meeting

Moved by Chairman Abens and seconded by Boose to go into executive session to discuss personnel.

Adjourned into Executive Session at 12:30 p.m.

Reconvened into the committee meeting at 12:57 p.m.

Auditor Wilkerson stated she will have the ordinance for the November 15, 2021, Council meeting.

Moved by Chairman Boose and seconded by Jacobs to move the 2022 appropriations forward to City Council in a form of legislation to be considered.

A roll call vote was taken and the motion carried, 3-0.

Adjournment:

Chairman Abens adjourned the meeting at 12:58 p.m.

These minutes were approved on _____ day of _____, 2022.

Fijabi Julien-Gallam, CMC
Assistant Clerk of Council

Reference Number		Revision 1		Revision Level		Revision 1		Sales Rep Name		SFL Vehicle Build		Location Of Job	
Statewide Ford Lincoln		1108 W. Main Street		Date		8/18/2021		Steve Rick		Cust. Vehicle Build		SEP Location	
Van Wert, Ohio 45891		Vehicle		2022		Utility		Purchase Order Number		Estimated Time		Cust. Location	
Status		Status		Status		Status		Status		Status		Status	
Customer Billing Information Purchaser Name: North Ridgeville Police Dept. Contact Name: Sgt. Corey Sabo Mailing Address: 7307 Avon Beldon Rd. City, State & Zip: North Ridgeville, OH 44039 Notes Section: This is a quote for 4-2022 Ford Utility Interceptors with the Statewide Ready for Patrol package and is valid until September, 30, 2021. e Motorola CDM1250 radio, Uniden BCD996P2 scanner, Brother printer w/ Havis mount & DS-DA-238 bracket assembly, and Sierra modem w/ antenna.													
Contact Information Email: csabo@northridgeville.org Phone: 440-353-1511 Fax: Alt. Contact: Chief Michael Freeman City, State & Zip:													
Customer Shipping Information Drop Ship Company: Delivery Attention: Delivery Address: City, State & Zip:													
QTY	Manufacturer	Part Number	Part Description	Unit Price	Extended Price	Cost of Options							
4	SFL	Ready for Patrol Pkg	2022 Police Utility Interceptor Ready for Patrol Package	\$42,599.00	\$ 170,396.00								
		Ext color-White	Vehicle price & vehicle options in package price:										
	Ford	K8A	2022 Utility Interceptor, AWD, 3.3L V6 engine	\$32,280.00	\$ -								
	Ford	17T	Red/Clear dome light in cargo area	\$ 60.00	\$ -								
	Ford	549	Heated mirrors	\$ 69.00	\$ -								
	Ford	43D	Courtesy lamp inoperative	\$ 50.00	\$ -								
	Ford	18D	Global unlock rear hatch (no charge option)	\$ -	\$ -								
	Ford	68G	Rear door handles, locks, & windows inoperative	\$ 74.00	\$ -								
	Ford	86P	LED ready headlamps (standard option for 2020)	\$ -	\$ -								
	Ford	59B	Keyed alike code 01284X	\$ 75.00	\$ -								
4	Ford	ESP2	Premium Care extended warranty-100,000 miles, 5yrs, \$100 ded	\$2,915.00	\$ 11,660.00								
4	Ford	RKE	Remote keyless entry, includes two FOBs	\$ 255.00	\$ 1,020.00								
4	Ford	AKF	Extra key w/ FOB	\$ 165.00	\$ 660.00								
Aftermarket equipment included in package price:													
			*Whelen Cenator light bar, single color	\$ -	\$ -								
			*Soundoff Signal siren and 100 watt speaker	\$ -	\$ -								
			*Setina front partition w/ center sliding window, recessed panel and lower extension panels	\$ -	\$ -								
			*Setina rear partition w/ upper metal screen	\$ -	\$ -								
			*Setina dual weapon mount w/ two	\$ -	\$ -								

[illegible]

Kenwood Radios for MARCS				
Item	Quantity	Cost per unit	Total Cost	Notes
Portables	24	\$1,992.40	\$47,817.60	Phase 1 and 2 compatible radios
Bank of chargers	2	\$535.50	\$1,071.00	12 bank chargers
Car Radios	31	\$2,388.78	\$74,052.18	2 year warranty, Phase 1 and 2 compatible radios
Dispatch Radios	2	\$5,760.18	\$11,520.36	
Total			\$134,461.14	One time cost
Above pricing includes trade in of existing radios				

MARCS Monthly Fees				
Item	Quantity	Cost per unit	Total Cost	Notes
Portables	24	\$10	\$240	
Car Radios	31	\$10	\$310	
Dispatch Radios	2	\$40	\$80	
Total			\$630	
Annual Fee	1		\$240	
Total Yearly Fees			\$7,800	Reoccurring

flock safety

FLOCK GROUP INC. SERVICES AGREEMENT ORDER FORM

This Order Form together with the Terms (as defined herein) describe the relationship between Flock Group Inc. ("Flock") and the customer identified below ("Customer") (each of Flock and Customer, a "Party"). This order form ("Order Form") hereby incorporates and includes the "GOVERNMENT AGENCY CUSTOMER AGREEMENT" attached (the "Terms") which describe and set forth the general legal terms governing the relationship (collectively, the "Agreement"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

The Agreement will become effective when this Order Form is executed by both Parties (the "Effective Date").

Customer: North Ridgeville Police Department

Contact Name: Chief Michael Freeman

Address: 7307 Avon Belden Rd,
North Ridgeville, OH 44039

Phone: (440) 327-2191

E-Mail: mfreeman@nridgeville.org

Expected Payment Method: Credit Card or ACH

Billing Contact:
(if different than above)

Initial Term: 24

Renewal Term: 24 Months

Pilot period: First 60 days of Initial Term; option to cancel contract at no cost. Initial Term invoice due after Pilot period.

Billing Term: Annual payment due Net 30 per terms and conditions

Name	Price	QTY	Subtotal
(Includes one-time fees)			
Flock Falcon Camera	\$2,499.95	20	\$49,999.00
Implementation Fee (Public)	\$0.00	20	\$0.00
Year 1 Total			\$49,999.00

Flock Group Inc.
Today's Date - Oct 14, 2021

Order Form
North Ridgeville Police
Department

This proposal expires in 30 days.