

**MINUTES TO FINANCE AND CLAIMS COMMITTEE
SHEFFIELD LAKE, OHIO
January 17, 2012**

This regular meeting of the Finance and Claims Committee was held Tuesday, January 17, 2012. Chairperson Stark called the meeting to order at 7 PM.

ROLL CALL OF MEMBERS:

Present: Stark, Smith, Elliott, Kovach, McCullough, Bring, Stark, Belaska, Rosso, Finance Director Smith, Service Director Smith, Law Director Graves

Absent: President Podmanik, Treasurer Woods (excused)

Attending: Planning; Erdei, Members of the Media; Avon Lake Press

PRESENTATIONS: None.

FINANCE DIRECTOR'S REPORT: Finance Director Smith reviewed the following appropriations. Finance Director Smith explained these are all small amounts that are carry-overs that I never know what the exact number is. Therefore I wait until after the year is over and closed all the books and then I know it is the exact number. These are for all the miscellaneous Police and Fire levies, New Construction Parks, etc. and these are not earmarked for any reason. However if we don't appropriate it, we can't use it if we find need. Street Lighting – Kay, we don't have any pending street light stuff? Clerk Fantauzzi answered no request at this time. Finance Director Smith continued so we may not even use some of these. Enforcement/Education – that is for the Police, that is a fee through the courts I believe that gets accumulated and they can use it for going to schools. I think they can use it for a number of educational purposes. The very first one – capital purchases \$15,000.00 that the Mayor and I have been talking actually with a couple of other people involved. We have some extremely antiquated computer equipment including our server which serves all of our financial application, our payroll application, our utility application and it also serves the Fire Department for internet access and all of the other departments for internet access. The Police are on their system. However our server was put in in November 2005 if I am not mistaken, so we are talking 7 years. It served us very well but I am always with that lump in my throat waiting for it to just decide not to serve us very well because it could go at any moment and we don't really have any back-up for that. Mayor Bring advised we had discussed about the cameras and some of the other stuff we were going to use it for inside the Police Department so we took the money out of the internet café fund which we did talk about for the ambulance, etc. which is things that we have been talking about the last few years. The money that we took out of there \$15,000.00, if we don't use that then we don't use it all.

Tammy had asked me what we thought we could start with and this is kind of half of what we were told by another company that they were going to charge us \$30,000.00 to do all this equipment stuff. So we took half of this, we are going to put some new cameras in over there. We are moving that in the hallway down there – there is a safe door which is a vault, so we are going to put the equipment in there. Where the equipment is right now in Tammy's room, the room back there does not have any air circulation at all and it gets extremely hot. The vault has air circulation and we will be able to move everything into that area. Finance Director Smith shared it will be secure and remain cool. Mayor Bring added the Police Department – the LEADS is still going to be strictly with them, the Fire Department will have theirs. So that is still separated, so nobody will be able to bring it up except for the Fire Department on theirs and the Police Department on theirs. They are going to re-do the wiring for the cameras that are actually in my office, there is a big ball in there that should have never been into that – that is all going to get done. If you look in Lorain Journal the other day, the City of Lorain just appropriated or they are going to – they are talking about \$735,000.00 to upgrade all their system. Obviously what we are doing here is very minut but again I think that you are going to find out is that what we are trying to do with the cameras down at the boat launch – this is part of this and possibly over at the covered bridge. It will all interconnect and then we are going to try to do the wireless thing. In appropriating some of the monies today that I had to sign off on, I saw we spent over \$1400.00 on a phone bill on one aspect but I talked to one gentleman but they went to a wireless over this business and took his bill from about \$2000.00 down to \$6.00 because of this wireless thing. This is something that I have been talking to Rich about and he said that we may be able to do something close to that. Finance Director Smith advised this will give us the ability to do a little exploration and I would really like to see us get a back-up server. Mayor Bring explained we have nothing, they can be separated in the building because right now if something would ever happen heaven forbid then it would be completely separated from this existing building here which by all means should have been done a long time ago. We really don't have any kind of a back-up for that. Mr. Pozywak is probably going to start the Police part first and get that going. Councilman McCullough asked the \$15000.00 is just to start this? Mayor Bring answered this should be plenty, like I said we got an estimate for over \$30,000.00 for doing everything. We are not anticipating even spending this much. Finance Director Smith advised we are going to put in a designated circuit inside the vault that will be just for the server which will protect it from other things. Mayor Bring advised we were informed that we already have about 75% of the equipment that we need – that is what we already have here but it has to be moved around. We just did some things in the Police Department. As of today for the fingerprinting thing, you remember when Shawn came to us on Safety for the fingerprinting and they

were going to do that. Well they hooked that up today and basically that maxed all the possibilities we have over there, everything over there right now is maxed out so that needs to be addressed over there too. What happened over there in the Police Department, they just kept adding things and adding things and adding things – they have a little room over there that they have everything crammed in there and it shouldn't all be in there either. That is all going to be addressed. Material wise – there isn't a lot of material but paying someone to do it. Finance Director Smith advised those little costs will chip away at it. We will keep you up to date on how we are coming and how we have progressed. I was really excited when Dennis came up with the idea, well why couldn't we use this vault? I was so excited because I have always been fearful of the room where the server is now is a south wall – in the summer it gets 80 or 90 degrees in there, there is no air conditioner or movement in there. It is just terrible for a computer system and to move into the central portion of the building where it is nice and cool, it will remain secure and nobody can mess with it but it also can be accessed fairly easily. All that is in there right now is supplies, so I am going to take that stuff out and re-organize. Mayor Bring advised some of the things will also go over to Len's Department because that will interconnect everything too and that will help him out. We just through that figure out there so can get started, again if we don't use then we won't use it. Councilman McCullough asked Enforcement & Education – does this mean that we are putting Police back in the schools, that everything inside the trailer is going to be used again or no? Mayor Bring answered no, that has nothing to do with that. Finance Director Smith advised I can't remember exactly what that was for, it is just a carry-over amount that I would like to get on the books if they need it then they have it. They really haven't used it a lot over the years. I know they can use it for education for the schools, there is a seatbelt program that Shawn does every year for the kids. That is a separate thing entirely, that is a separate little grant. The other thing that I wanted to say before I forget to say it, on a lot of these carry-overs – these are all levies, I am still waiting for the county to give me 1 final piece of paper for the year. Sometimes when give me that they shrink or take away, so if some of these numbers change by Tuesday then we will have to change the ordinance also. I am hoping that nothing changes because we can't afford anything to go down but there is public utility reimbursement and that is volatile just like that personal property tax was last year. Councilman Rosso asked Tammy doesn't the internet café revenue go into a separate line? Finance Director Smith answered it goes into a separate line and fund – 106. Councilman Rosso asked so then we have to decrease that by the \$15000.00 if you are moving it to capital purchases? Finance Director Smith answered that is the line, we just have never appropriated anything. Councilman Elliott asked part of the money we are spending over in the Police Department updating the jail cameras over there too? Mayor Bring answered yes, that was actually discussed today. As you know

when they are looking on those monitors, the camera does not catch the top bunk all the way up and we are going to make sure that we address that situation. Mr. McCullough asked about the Police going to the schools – I did ask Mr. Corr about that today and he said they arrange that so that is basically is their time but they make sure that there is absolutely no overtime involved in that. That is one of the main reasons why I want to do that and have that in color. After we get this done, I would want to invite everyone over to see it because I think you are going to be surprised but it is really amazing. Planning Commission Erdei asked you have a certain company that services your computers now or are you going to open this up to get 3 or 4 bids on the project before you go ahead? Finance Director Smith answered number 1 it is not a large enough project to do a bid on, we are not required to. We have in the past used a company, these 2 young guys who have done a phenomenal job – they are the ones that have been working very hard on this other quote of \$30,000.00 which I am going to have to tell them we can't do – we can't afford it. I think their thought is much larger than what we want to attack. All along they have just come in and just fixed a computer here or whatever and they have done a great job, very dependable. Their work is always good but we have in mind, one of our part-time Patrolman, Mr. Pozywak who is amazing with computers. Mayor Bring advised he is Life Care's tech, that is what he does. I can't tell you how many times we have met over the last 4 months going over all these items and every time I talked to him the more excited we got. Then when I found out about the monitors for the Police Department and the phone system and everything else that we can do. It will be so much better and letting somebody like that because that is all he does and he is very excited about doing it. You would rather have somebody in here that is really going to do a good job for you and we are not going to spend that much money. Finance Director Smith advised we still have a lot of fine tuning to do honestly, we are just excited because we can see all these that we can do and we just have to start with baby steps. I think the first baby step is cleaning out that vault and having it accessible for him to start moving the equipment. The nice thing he said he can do it kind of remotely where a lot of lines that go into the back room in my office will pretty much remain there but then he can jog it over to the vault. So it is not a huge rewire job which would costs a ton of money. Mayor Bring stated I asked him with no exaggeration over a hundred questions and everything was a snap. I am not real versed on a lot of this stuff, all the questions I asked he had no hesitation and then he made a suggestion we can do this and we can do that. I am just as excited as Tammy. *Motion by Kovach/Second by Elliott to accept and add these appropriations to Council's next agenda. Yeas All.

Increase	106.710.5920	Capital Purchases	15000.00
Increase	221.210.5111	Salaries - Police Levy	2257.75

Increase	222.210.5111	Salaries - Police Levy	364.50
Increase	224.210.5111	Police Operating Levy	8926.07
Increase	226.210.5241	Enforcement & Education	4298.44
Increase	231.220.5111	Salaries - Fire Levy	487.34
Increase	233.220.5111	Salaries	2982.68
Increase	234.220.5111	Salaries	364.50
Increase	235.220.5111	Fire Operating Levy	3661.06
Increase	263.510.5649	New Construction Parks	4876.83
Increase	265.199.5213	Street Lighting	5193.33

MAYOR'S REPORT AND/OR COMMENTARY: None.

LAW DIRECTOR'S REPORT: None.

CITY TREASURER'S REPORT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PRESIDENT OF COUNCIL COMMENTARY: None.

MEETING ADJOURNED: With no further business before this committee,
*Motion by Kovach/Second by Elliott to adjourn at 7:20 PM. Yeas All.

CLERK OF COMMITTEE AFFIRMATION:

This Meeting of the City Committee of the City of Sheffield Lake, Ohio, was held and conducted under all Rules and Regulations Governing the Sunshine Laws of the State of Ohio as they may apply. All meetings are recorded and available in Council's Office.

CLERK OF COUNCIL/COMMITTEES

Kay Fantauzzi

CHAIRMAN

Leanna Stark

CO-CHAIRMAN

Steve Kovach

I, Kay Fantauzzi, duly appointed Clerk of Committee
Of Sheffield Lake DO HEREBY CERTIFY that this
Is a true and exact copy of the Minutes of the
Finance of January 17, 2012.

COUNCILPRESIDENT

Edward R Podmanik

and/or

COUNCIL PRO TEM

Richard Rosso