

MINUTES TO FINANCE AND CLAIMS COMMITTEE
SHEFFIELD LAKE, OHIO
December 15, 2009

This regular meeting of the Finance and Claims Committee was held Tuesday, December 15, 2009. Chairman Rick Rosso called the meeting to order at 7:07 PM.

ROLL CALL OF MEMBERS:

Present: Rosso, Huska, Kovach, Bring, Elliott, Smith, Finance Director Smith, Treasurer E Hoenig, Law Director Graves, Safety/Service Director Arendt

Absent: President Podmanik and Mayor Piskura (excused), Diebold (absent)

Attending: Concerned Citizens, Zoning: Ebenschweller, Planning: Belaska, Members of the Media

PRESENTATIONS: None.

FINANCE DIRECTOR'S REPORT:

Appropriations: Finance Director Smith advised I tried to do everything so I don't have to do a lot more through the end of the year. It would be much easier if we had like ½ million dollars more in the general fund. But when it comes down to it, the income tax came in a little lower in December than I had hoped and I hadn't gotten some other monies from the county that I am hoping for. So I just took all the precautions that I could and tried to lower everything so in the event that those monies don't make it we are not over appropriated for the year. There is just hundreds of changes. I has been a tough year because of 27 pays, we also had a make-up pay for pension from 2007. All of that runs together makes for a very, very tight budget. Not that next year won't be tight but it will be a little easier I believe. The county has taken themselves and given all the co-ops in their hospitalization plan a 3-month holiday next year, meaning the reserves are good and sufficient to handle all the health care issues. They kind of hold a bucket of money with any of the health care stuff, so that being what it is it was so large and everybody's budget is so small they said well we will give the city's and the county a 3-month breather on hospitalization costs which I kind of knew that was coming so I already reflected that in the 2010. We just recently got information that that is the deal. Chairman Rosso asked so we don't pay our hospitalization premium for 3 months. Councilwoman Huska asked how much does that come out to be about? Finance Director Smith answered about \$75,000.00, that is with all the funds – that is not just general fund. Actually it might be a little more than that but that is just off the top of my head. David might want to do legislation for our employees because I think there is some issues with contracts that specify that they pay so much a month – not a percentage of the costs. So we might have to do something maybe next week to relieve them also. Chairman Rosso asked how

much of that do you think is out of the general fund? Finance Director Smith answered I could find out and let you know, I could email you tomorrow if you want. It is probably a relief in just the general fund of maybe \$45,000.00 total. Chairman Rosso asked you already showed that in the numbers when we were down \$110,000, was that already in that – taking that into consideration? Finance Director Smith answered the numbers for 2010, I considered those because I had some good information that that was going to come down the pike. Chairman Rosso clarified so when we said we were short \$110,000? Finance Director Smith answered we are still short \$110,000. Chairman Rosso clarified without that we would have been \$155,000? Finance Director Smith answered absolutely. Chairman Rosso asked this is the increase for Police part-time right employees for \$7000 – the 101.210.5112. Finance Director answered yes. There is also an increase – water tower, it is earnest money. Law Director Graves explained the wind turbine proposal for the Shoreway Shopping Center, Council did authorize that contract and the Mayor did sign that. As part of that contract as we talked about Nex Gen will once we have worked out the legislation that is currently in Planning Commission and once we execute a final contract that spells out all the details they will build the wind turbine at no costs to the city and that is over ½ million dollar project. The city is however required to put \$9500.00 of earnest money forward as a good faith deposit that will be credited against our future power purchase. So it is money that we will re-coop down the road once the turbine is up and we start generating power that the city purchases and then ultimately sell it onto the Apples Grocery Store. Finance Director Smith added I am just getting ahead of the game and putting it in so we have it there and we know it. Chairman Rosso stated I don't see it. Finance Director Smith answered it is 109 which is the water tower, it is the general fund for water tower. *Motion by Huska/Second by Bring to accept these appropriations and add them to next Tuesdays Council agenda. Yeas All.

Decrease	101.111.5112	Clerk of Courts	-3,000.00
Decrease	101.111.5124	Medicare	-450.00
Decrease	101.111.5242	Education expenses	-278.00
Decrease	101.121.5126	P.E.R.S.	-69.00
Decrease	101.131.5111	Finance Director's Salary	-400.00
Decrease	101.131.5115	Overtime	-185.00
Increase	101.131.5118	Finance Clerk	20.00
Decrease	101.131.5126	P.E.R.S.	-34.00
Decrease	101.131.5131	Sick Bonus	-350.00
Decrease	101.133.5118	Treasurer Clerk Salary	-20.00
Decrease	101.133.5126	P.E.R.S.	-154.00
Decrease	101.141.5111	Grant Administrator	-230.00

Decrease	101.151.5118	Civil Service Clerk	-250.00
Decrease	101.151.5126	P.E.R.S.	-42.00
Decrease	101.151.5245	Testing expenses	-380.00
Decrease	101.199.5114	Custodian	-320.00
Decrease	101.199.5129	Workers Compensation	-925.00
Decrease	101.199.5130	Unemployment	-275.00
Increase	101.199.5133	Medical misc	700.00
Decrease	101.199.5200	RITA Contract	-3,230.00
Decrease	101.199.5213	Utilities	-1,140.00
Decrease	101.199.5214	Storm Water - City	-142.00
Decrease	101.199.5215	Street Lighting & Repairs	-460.00
Decrease	101.199.5231	Gaap Conversion	-1,600.00
Decrease	101.199.5232	General Purpose Audit	-18,000.00
Decrease	101.199.5239	Grant Expenses	-367.00
Decrease	101.199.5252	Printing - Codified	-205.00
Decrease	101.199.5256	Advertising	-400.00
Decrease	101.199.5270	Refunds	-2,350.00
Decrease	101.199.5271	Building & repairs	-2,000.00
Decrease	101.199.5272	Equipment & repairs	-1,500.00
Decrease	101.199.5274	Property Tax	-480.00
Decrease	101.199.5281	Insurance	-250.00
Decrease	101.199.5320	Postage	-275.00
Decrease	101.199.5322	Office expenses	-890.00
Decrease	101.199.5323	Vehicle Expenses	-4,000.00
Decrease	101.199.5590	Contingency	-30,000.00
Increase	101.199.5920	Capital Improvement	3,400.00
Decrease	101.201.5117	Safety Director Salary	-30.00
Decrease	101.201.5126	P.E.R.S.	-45.00
Decrease	101.210.5111	Fulltime Salary	-16,850.00
Increase	101.210.5112	Parttime Employees	7,000.00
Decrease	101.210.5115	Police Overtime	-2,593.00
Decrease	101.210.5116	Holiday Pay	-500.00
Decrease	101.210.5122	Hospitalization	-190.00
Decrease	101.210.5125	Police Pension	-11,570.00
Decrease	101.210.5126	P.E.R.S.	-2,735.00
Decrease	101.210.5128	Uniform Allowance	-940.00
Decrease	101.210.5131	Sick Time Bonus	-300.00
Decrease	101.210.5242	Education expense	-350.00
Decrease	101.210.5261	Sustenance Of Prisoners	-400.00
Decrease	101.210.5272	Equipment & Repair	-2,000.00
Decrease	101.210.5274	Custodian	-190.00
Decrease	101.220.5111	Fulltime Salary	-86,000.00
Decrease	101.220.5114	Parttime Fireman	-3,000.00

Decrease	101.220.5115	Fire Overtime	-3,000.00
Decrease	101.220.5116	Holiday Pay	-7,500.00
Increase	101.220.5117	Step VI	650.00
Decrease	101.220.5122	Hospitalization	-176.00
Decrease	101.220.5125	Fire Pension	-11,600.00
Decrease	101.220.5128	Clothing Allowance	-1,900.00
Decrease	101.220.5132	Sick Time Bonus	-1,600.00
Decrease	101.220.5135	F.I.C.A.	-2,500.00
Decrease	101.220.5242	Education expense	-950.00
Decrease	101.220.5311	Gasoline & Oil	-1,000.00
Decrease	101.220.5322	Office expenses	-200.00
Decrease	101.220.5323	Vehicle Maintenance	-980.00
Decrease	101.220.5497	Fire Prevention & Arson	-1,500.00
Decrease	101.230.5336	Kennel expenses	-500.00
Decrease	101.230.5337	Animal Control	-200.00
Decrease	101.320.5110	Building Inspector	-500.00
Decrease	101.320.5111	Commercial Inspector	-1,000.00
Decrease	101.320.5113	Property Maintenance Program	-3,200.00
Decrease	101.320.5126	P.E.R.S.	-1,235.00
Decrease	101.320.5128	Clothing Allowance	-100.00
Decrease	101.320.5131	Sick Bonus	-300.00
Decrease	101.320.5242	Education expense	-580.00
Decrease	101.320.5310	State Board Fees	-450.00
Decrease	101.320.5311	Gasoline	-6,600.00
Decrease	101.320.5322	Office expenses	-1,000.00
Decrease	101.320.5323	Vehicle Repairs	-1,500.00
Decrease	101.320.5340	Engineering	-3,875.00
Decrease	101.320.5342	Property Maint. Enforcement	-3,400.00
Decrease	101.390.5364	Lorain County Tran	-4,900.00
Increase	101.510.5112	Parttime Help	1,200.00
Decrease	101.510.5113	Recreation Director	-1,000.00
Increase	101.510.5124	Medicare	50.00
Decrease	101.510.5126	P.E.R.S.	-1,050.00
Decrease	101.510.5214	Storm Water	-100.00
Decrease	101.510.5275	Park Maintenance	-500.00
Decrease	101.510.5276	Recreation Program	-1,700.00
Decrease	101.510.5311	Gasoline	-2,800.00
Decrease	101.510.5322	Office Expenses	-250.00
Decrease	104.220.5332	Rescue Squad Donation	-231.27
Decrease	107.520.5214	Storm Water-Comm. Center	-66.60
Decrease	107.520.5499	Community Center Operating	-2,800.00
Decrease	108.910.5279	Damage & Claims	-8,300.00
Increase	109.360.5596	Transfer Out	9,500.00

Increase	202.330.5114	Employee Salaries	250.00
Decrease	202.330.5115	Overtime	-9,000.00
Decrease	202.330.5311	Gasoline & Oil	-7,000.00
Increase	202.330.5337	Materials & Supplies	2,000.00
Decrease	202.330.5344	Paint & Striping	-4,500.00
Decrease	205.330.5115	Overtime	-4,500.00
Decrease	205.330.5311	Gasoline & Oil	-3,500.00
Increase	207.330.5337	Materials & Supplies	1,500.00
Decrease	207.330.5343	Drain Tile	-3,000.00
Decrease	208.330.5712	Note Interest	-1,744.18
Decrease	209.350.5116	Law Director Salary	-140.00
Increase	209.350.5117	Administrative Salaries	190.00
Decrease	209.350.5230	Asset Accounting	-300.00
Decrease	209.350.5450	Refunds	-200.00
Increase	209.350.5495	Refuse Contract	8,000.00
Decrease	229.210.5241	Immobilization	-412.93
Increase	231.220.5111	Salaries	12,000.00
Increase	233.220.5111	Salaries	7,000.00
Increase	235.220.5111	Fire Operating Levy	20,000.00
Decrease	235.220.5125	Fire Pension	-11,973.54
Decrease	235.220.5540	County Auditor Deduction	-264.03
Decrease	288.350.5695	CDBG	-48,000.00
Decrease	289.350.5643	Solid Waste Grant	-14,984.23
Decrease	290.199.5510	State Grant	-9,006.25
Decrease	290.199.5595	Trans-Out State Grant	-10,000.00
Decrease	290.220.5221	Fire Grants	-3,499.50
Decrease	291.199.5510	Federal Grant	-55,000.00
Decrease	291.199.5595	Trans-Out Federal Grant	-20,000.00
Decrease	291.220.5220	Fire Grants	-10,420.00
Decrease	291.330.5338	Ferndale Phase II	-2,200,000.00
Decrease	292.199.5510	Fair Housing	-110,000.00
Decrease	292.199.5595	Advance Out	-10,000.00
Decrease	301.710.5812	Note Principal & Interest	-35,739.94
Decrease	332.710.5644	OPWC - Cove Beach	-10,000.00
Decrease	408.710.5810	Note Principal	-100,000.00
Decrease	408.710.5812	Note Interest & Fees	-3,528.04
Decrease	601.360.5126	PERS	-499.00
Increase	601.360.5214	Water at Master Meter	5,000.00
Decrease	607.360.5646	Water Meters	-3,900.00
Decrease	611.370.5126	PERS	-5,390.00
Decrease	617.370.5643	Sewer Capital Improvement	-17,000.00
Decrease	630.380.5126	PERS	-3,080.00
Decrease	631.380.5643	OPWC-Forestlawn	-228.63

Decrease	801.320.5240	Developer Escrow	-30,000.00
Decrease	810.320.5242	Sidewalk Escrow	-42,650.00

MAYOR'S REPORT AND/OR COMMENTARY: None.

LAW DIRECTOR'S REPORT: None.

CITY TREASURER'S REPORT: None.

OLD BUSINESS: None.

NEW BUSINESS: Chairman Rosso stated I have a question, I know we don't really have budget meetings anymore but we had talked about them at Finance and obviously he is not here this evening. Did he mention any plans of having any special? I know when he sent the email out he was like call with any questions. Finance Director Smith answered not really, like I said right now we are going to be going month to month and being real tight on anything. The budget for 2010 balances at this point, if anything happens over the next 2 weeks where like I said some of the money that we expect doesn't come in which it should I am not really concerned with that but I might lower some appropriations but other than that. I will make you aware of those when we get to that point. Next year the only thing that we are going to be doing is repairing things that need repaired and living day by day honestly and I think every city in the area that is exactly what everybody is doing. There is going to be no fluff anywhere, it is going to be real tight but we do that by just managing well and watching our costs. That is all we can do. Chairman Rosso asked Joe what does this do to the Police Department with a 6% cut? Safety Director Arendt answered I think they will be fine, I think the Police Department is working well staying within the budget that is being proposed to them. They stay in the budget now, we have had several discussions with the Acting Fire Chief and gone over it with him. Chairman Rosso asked so with these cuts, we don't see any reduction in cars on the roads or staffing or anything? Safety Director Arendt answered the Chief and I have had discussions about 4 days last week and so far this week twice and he foresees that he will be able to work through it. Chairman Rosso stated obviously we have 4 full-time people that retired this year so obviously those people won't be replaced next year but we are not looking at any additional reductions in the force right now? Safety Director Arendt answered no he has got the schedule pretty well worked out, he said early next year is kind of easy for him because people really don't take vacations. We are looking into the summer, he feels that we have enough part-time to cover that. He doesn't foresee any big problem at this point. We have had quite a few meetings. Chairman Rosso asked Fire – the same thing? Safety Director Arendt answered Fire could be a little bit of a different story, I don't foresee any particular problems of services. We have decided not to fix unit 66 to save a little bit of money there, about \$3000.00. We have also discussed to replace unit 66 after the Building Department is off of work that day, if I get approval from the Mayor and

Council I will allow them to use jeep for the evening and stuff to be able to go around and do some of the things that they have to do – that will replace unit 66 if they need it for emergencies. During the day I will provide them with something to replace with 66. I talked to Chief Langin again today, I talked to him yesterday and Tammy and I have talked to him and he fully understands and he doesn't feel that there will be a reduction in any services – that is what he said. Finance Director Smith stated unit 66 is that red utility truck, we tried to get it fixed and I think it is in a little worse shape then we even anticipated and it doesn't run is the big thing right now. So at this point we are just going to park it and when we have a little bit of money. Safety Director Arendt stated like I say when it comes to situations that they need it, I use one of the jeeps during the day. There is the other 2 cars that are available. David has to use one on occasion and stuff but when they need it for emergencies, I am willing to give up mine for them to use it so that they can use it in place of 66. They won't be able to stock it but they will be able to use it for some of the things that they normally would be doing. Chairman Rosso asked we are manning how many guys on a shift? Safety Director Arendt answered minimum manning is 3 and we usually keep 4 on a shift and anybody who has been calling off sick as of late they haven't had to call in any part-time in. They have just gone to the minimum staffing. Chairman Rosso asked that would be 3 right? Safety Director Arendt answered right that would be 3, so we haven't had any reduction in that point. I think in the last few weeks we have only had to actually had to come to minimum staffing with overtime just 1 time. Chairman Rosso asked so nobody calls off sick, the presumption is we should have 4 there, 3 full-times and a part-time? Safety Director Arendt answered right and that is what we do have. I have no intention of trying to eliminate it or cutting it down to 3 men, 4 men is what the shift calls for and that is what we want. When it comes to minimum staffing they call me regardless of what time of day or night and they will say a person called off sick and they will say we don't need to bring an additional person in and that is how it works. Councilman Bring asked the 2 oldest police cars that we have, we are not going to have an issue with those going through next year? Safety Director Arendt answered next year I don't know what month it is that the leases come up, if we go back to the leases then we will take those 2 oldest out of service and put them into other departments. Finance Director Smith advised it is like June, the last payment. Safety Director Arendt stated that is what we hope to do is replace them with other leases and take those 2 out. Councilman Bring asked Bill have we been looking into anything regarding grants for ambulances, is there anything available at all? Grant Administrator Gardner answered I sent an ambulance grant in, it is the lowest priority but we did apply. We sent in for more manning in Police, we sent in for second phase to our computer system going in the car for the leads checks and we haven't heard from either of those yet. Safety Director Arendt advised we did get approval for the 2

computers and as I have been reporting to Council we are waiting any day for the state to say go ahead and do that. As long as we are on Police if you don't mind, I talked to the Chief you know I want all the police cars to have cameras in them. Now 3 of the police cars have cameras now, they do have 2 cameras that are out of service that they found downstairs. They are currently going to get me prices on what the repair would be, what the installation would be. Obviously we wouldn't be able to do until next year but hopefully we will be able to have at least 5 cars with cameras in and we will be able to have the computers hopefully before the end of the year. The state will send us a letter and say okay you got them and they will send them out. Councilman Bring stated the generator next to the police station, have we tested that at all lately? Safety Director Arendt answered it is tested every month but I will get you a report on the last testing.

PRESIDENT OF COUNCIL COMMENTARY: None.

MEETING ADJOURNED: With no further business before this committee,
*Motion by Kovach/Second by Bring to adjourn at 7:27 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

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 December 15, 2009.

CHAIRMAN

Richard Rosso

COUNCIL PRESIDENT

Edward R Podmanik

and/or

COUNCIL PRO TEM

Richard Rosso