



CITY OF TWINSBURG, OHIO

Finance Committee Mtg.

February 21, 2019

5:00 PM

- **CALL TO ORDER**

Mr. Furey called the meeting to order at 5:00 p.m.

Roll Call:

Finance Committee Members: Mr. Scaffide, Mr. Steele, Mr. Furey

Absent:

Also present: Mr. Bellan, various department heads

Finance Director: Ms. Buccigross

Mayor Yates

Law Director: David Maistros

- **APPROVAL OF THE JANUARY 22, 2019 MINUTES**

Minutes were unanimously approved. Minutes stand approved as written.

- **NO AUDIENCE PARTICIPATION**

- **REVIEW OF 2019 APPROPRIATIONS**

- On January 22, 2019, the Finance Committee had a work session where they went through every department's appropriations. Mr. Furey created a spreadsheet that was distributed to the Finance Committee and Finance Director with questions in regards to the budget. The purpose of this meeting is to go through those by department and see if any adjustments will be made.

- **ADMINISTRATION**

- Mr. Furey asked Mayor Yates for the amount of funds that are needed for his travel. Mayor Yates mentioned that the only travel that he has for 2019 is for a seminar with one of the Mayor's Associations that is held in either Dublin or Columbus, Ohio. He also usually does a Washington D.C. trip, but that has been cut down to a one day trip. Travel for 2019 was decreased and he explained the educational/training funds are for Morgan Schweighoefer who is currently in school.

- **COUNCIL**

- The 2019 budget for travel and training for Council is being reduced. The Mayor reiterated that Council is always invited to go to Washington D.C. There is also an EPA conference that Council is invited to go to as well for training. This is usually the beginning of November.

- **HUMAN RESOURCES**

- The funds for travel, training, and education were re-discussed. Ms. Woloszynek stated that they could take out the Ohio Safety Conference that runs in March, as that runs along the same time as the Northern Ohio Human Resource Conference. She also attends the Ohio SHRM Human Resource Conference at Kalahari Resort in Sandusky.
- Mr. Furey questioned the professional services dollar amount and Ms. Woloszynek explained that this is for legal fees, KW&W (Kastner Westman and Wilkins LLC) Labor and Employment Law (people who represent the City for Workmen's Comp cases), background checks, drug screens, physicals, and the assessments for new hires. The total budget amount was decreased slightly.

- **IT**

- Mr. Furey questioned the communications item. Ms. Woloszynek explained that the dollar amount for Windstream is for the landline. This includes fax lines, internet, and cable as well. Ms. Buccigross mentioned that it was explained to her that we have special phone lines that allow the City to process bulk incoming and outgoing calls. It is not your typical landline. This includes multiple buildings, traffic lights. Ms. Buccigross explained the Verizon expense is divided amongst the different departments for cell phones. Mr. Furey questioned if the City has reached out to other cell phone providers to see if they could offer better pricing. Ms. Buccigross stated that they could go out to bid, but the reason they have stayed with Verizon is for the service coverage Verizon is used in police cars and emergency vehicles as well as by employees of the various departments. Verizon is the only provider that offers 100% coverage of the City. Ms. Buccigross emphasized that Don McCabe – Senior Network Administrator audits the monthly bills and if it looks like minute usage is out of line, he contacts that employee to see what was going on.
- Mr. Furey questioned the Miscellaneous contractual. He asked that “Kronos” be explained. Ms. Buccigross stated that this is the timekeeping software.

- **LAW**

- Mr. Furey requested an explanation for Professional Services. Mr. Maistros explained that they like to estimate what might be coming in the future and currently, they are already at their budgeted amount for 2019. This dollar amount is legal fees. Mr. Furey wanted him to give an updated dollar amount for the budget. Mr. Maistros stated that currently they do not anticipate having any legal matters that are not covered by other means (i.e. insurance, etc.). He stated that he would hope that by increasing by \$10,000, that amount would cover the Law Department for the remainder of the year.

- **GENERAL**

- Ms. Buccigross addressed the subject of healthcare. The Mayor had sent out a report that is a snapshot on healthcare expenses and shows what claims look like. This is something that they go through on a monthly basis with Oswald. From an expense standpoint, there is an increase in healthcare. Ms. Buccigross stated that the areas that they might have to look at in the healthcare budget are the restaurant and the fitness center.
- There might be an increase in Worker's Compensation rates for 2019. This is up to BWC as far as their rates are concerned, but sometimes they do get a refund back from Worker's Compensation.

DRAFT

- Utilities include gas, water, and electric, for City Hall, the Police Department, both fire stations, etc. The fitness center, golf course, restaurant, and sewer building all have their own since they are classified as enterprise funds.
- The Miscellaneous contractual with R.I.T.A. was discussed. Ms. Buccigross stated that there is a fee for R.I.T.A to collect the city's income tax, process all of the refunds and the annual send out of the non-filings, etc. The City then usually receives a rebate on this.
- Ms. Buccigross explained the contingency fund. The contingency fund is a fund that is an "as needed" fund that is used for indigent burials, cremations, etc. We used this fund last year to cover increased TOP agreement payouts. Ms. Buccigross explained that this is a general government expense fund. She mentioned that they do let Council know when an expense is incurred for this account outside of indigent burials.
- Transfers out was discussed. Ms. Buccigross mentioned that these are funds that are transferred out of the General Fund to support enterprise funds.
- Economic Development reimbursement was explained that this is the TOP program. This amount is budgeted a little higher for 2019.
- The budget amount for judgments was decreased for 2019.
- **BUILDING**
 - Training and Travel remains the same and includes three people – Russ Rodic, Dale Steppenbacker, and Dan Cegelka. They hold state certifications and attend an annual joint conference. It includes the opportunity to accumulate continuing education credits to retain their certifications. They also attend the ICC (International Code Council) Code Hearing to keep updated on code changes.
 - The Verizon charges for Building were discussed. Mr. Rodic stated that they have four cell phones, four hotspots, as well as I-Pads. They work out in the field and that permits them to submit reports to go to the contractors and point of sales to go to the applicant.
 - Professional services relates to Dennis Koballa who is under contract with the Building Department.
 - Miscellaneous contractual is the maintenance and support of the Franklin software system. There are also membership fees for Mr. Rodic, Mr. Steppenbacker, and Mr. Cegelka that come out of this line item.
- **FIRE**
 - Training and travel was discussed. Chief Morgan stated that it is hard to do training while firefighters are on duty because they keep getting called away if calls come through. He noted that it is more beneficial to the firemen if training is offsite. Chief Morgan went through some of the training programs and conferences various employees of the fire department have attended.
 - Overtime and comp time was discussed. Chief Morgan is looking to decrease these numbers in 2019.
 - The amount for professional services is showing a decrease for 2019. This includes personal development evaluations as well as other services such as EMS billing.
 - There was discussion regarding the addition of a new fire truck and the costs incurred with that. Currently they have two ladder trucks that are 19 years old, their newest engine is 10 years old and the engine they are looking to replace is 25 years old. They are looking at different options for the 25 year old engine as to put it to auction, sell it, or trade-in.

- **PUBLIC WORKS AND SERVICE**

- Overtime was discussed. The Comp time line item is new for departments and employees have the option of cashing that out.
- Travel and training was discussed. Mr. Campbell stated that they really do not have any travel expense any longer and their training is primarily in the workplace. They send employees to NAPA in Twinsburg for training, electrical certifications, safety training, tree-trimming, etc. They are fortunate that most of the training is local. The budget amount for training is staying the same for 2019.
- The dollar amount for utilities was discussed. Mr. Campbell stated that it is for the service building and all the buildings they take care of such as VFW, Chamber of Commerce Building, etc. and includes Ohio Edison, Dominion, Cleveland Water. This does not include the plant. Spectrum Cable was questioned and Mr. Campbell stated that they have a hook-up in the foreman's office for a television that they use. This is used basically for the weather channel.
- Miscellaneous contractual will be increased for 2019 and is for Waste Management.
- Salaries and wages were increased for 2019 to account for cost of living increases.
- Retirement and pension was discussed and the budget was increased for 2019.
- Communications budget was decreased for 2019.
- Repair and maintenance was increased for 2019. Mr. Campbell explained that there are battery back-ups at all of the intersections throughout the City and a lot of the batteries are going bad and will need to be replaced. They are a specialty battery and there are 6-8 batteries at each intersection. There is also a truck that needs repaired.

- **SEWER**

- Principal was questioned. Ms. Buccigross explained that this was for the principal for OPWC (Ohio Public Works Commission) loans that will be run under sewer, per the auditors.
- Travel is similar to Public Works and Service. Training is for their wastewater licenses and continuing education.
- Professional services for sewer are lab testing for the tests that they cannot run themselves, sewer bill fees, employee development and some engineering, along with disinfection process and tertiary treatment.

- **ENGINEERING**

- The tree program was discussed. The tree planting list was provided by Amy Mohr – Municipal Engineer. There is a spring program and a fall program.
- Professional services and training were discussed. Ms. Mohr let Ms. Buccigross know that the budget for training could be decreased for 2019 based on a three year history. They are maintaining certifications. Professional services are based on the projects that Engineering has programmed. These include such items as drainage studies, easements, appraisals, inspection services, etc. Ms. Mohr will be at the meeting on February 26, 2019.
- An increase of the water fund expense was discussed also. This will be discussed further at the February 26, 2019 meeting.

- **SENIOR PROGRAM**

- The lifeline program was discussed. This is an income based program with a sliding scale, but allows residents to receive this service at a reduced rate. Ms. Siefer has received grant funding for this program and noted that there is a waiting list of residents

DRAFT

to get on this program and that is the reason for the increased budget amount for 2019. It was uncertain if a grant was available for this program in 2019.

- **PARKS AND RECREATION**
 - Rock the Park security and medical personnel was discussed since some of this is overtime work for police and emergency services. Filling this timeframe with part-time workers was a possible solution.

- **POLICE**
 - Travel and training – It was asked if this could be moved over to the drug fund. Ms. Buccigross mentioned that the reason some of this is under the general fund for the police budget is for some of his employees going back to school. The drug money is for a specific use and cannot be combined for this type of reimbursement.
 - Communication - TYCO is the building security and the cell phones were previously discussed.
 - Rents and leases includes Tyco Security Systems, LEADS access, radio tower lease, Grange rental insurance, lease of copiers and multipurpose machines.

- **COMMENTS/MISCELLANEOUS**
 - Police and emergency service personnel that is used for football games was discussed.
 - Mayor Yates discussed the school's request of adding another security officer that would float between Wilcox and Bissell. He noted that he was going to schedule a meeting with the schools to have discussions regarding this subject as well as a few other issues as well.

- **NEXT MEETING: February 26, 2019 at 5:30 p.m.**

- **ADJOURNMENT: Mr. Furey adjourned the meeting.**