

City of Rossford, Ohio

Finance and Insurance Committee

Monday, March 25, 2019

Attendees: Robert Ruse, Bob Densic, Karen Freeman, Ed Ciecka (Larry Oberdorf, Absent and Excused)

Guest: Various members of Colony Homeowners Association

Meeting called to order at 5:50 p.m.

New Business:

1. Updates to Financial Policies (Revisions per current policies)
 - a. Background:
 - i. Add Stormwater Utility Fund
 - ii. Agency Funds: Add
 1. Unclaimed funds (Deposits from Marina, etc.)
 2. Fire damaged structures
 - iii. Reporting Agencies
 1. Revise per NWWSD agreements
 - b. Long Term Debt
 - i. Creditworthiness
 1. Revise duplicated language in "Objectives" section
 - ii. Purpose and Uses of Debt
 1. Add language per ORC 133.20
 - c. Ruse motioned to recommend as Resolution to Council. Densic second. All aye.
2. Review of March Credit Card Bills/Purchases
 - a. Reviewed. No objections. Motion by Ruse to approve. Second by Densic. All aye.
3. Recreation Center Capital Asset Purchases
 - a. Painting and HVAC unit quotes reviewed. Motion by Densic to recommend low quotes for painting (\$28,980) and HVAC units (\$27,184.76). Second by Ruse. All aye.
 - b. Extended question by Densic on what work and services are included within Rec budget and what are in other. Park maintenance is covered under General Fund. Signs, PortiPotties and other regularly occurring expenses are charged to Rec budget.
 - c. Densic asked when the last Rec Center user fee/rate increase occurred. Administration is not certain but will verify. It is believed to be about five years ago. Densic requested administration look at increase in user fees first before going to voters with request for additional funding.
4. Review of Ordinances and Resolutions
 - a. Mannik & Smith. Invoice submitted prior to PO being issued. Work completed for review of school site plans.
 - b. CHIP program renewal. 2 year plan. Averaging 1 recipient per year.
 - c. ODOT Salt purchase. Lowered commitment to 900 tons
 - d. (2) Recreation levies. Administration needs to review language of Ordinances for compliance with ORC for intended uses (Operation and Capital)
5. Summary RITA subpoena program (2017 tax year)
 - a. 1,558 letter mailed. 331 responses. 1,105 subpoenas mailed. 766 responses. 551 accounts finalized. 351 accounts status changed with a total of \$63,158 in payments received.

- b. Densic noted several constituents stated they had incorrect statements from RITA. After multiple efforts the statements were corrected. This number is not reflected in summary. RITA charges \$8 per subpoena and over about 1.5% of total collections. Densic requested a total value of payment to RITA for services. Have we looked at other agencies? Mrs. Freeman noted total costs are less than one FTE employee within the city.

Old Business:

1. Administrative Salary
 - a. Clemons firm estimated \$4,000 to complete a salary study only for Rossford.
 - b. Organizational Architecture, Inc. provided a detailed proposal for multiple services: \$5,000 for a salary and benefits study. \$3,250 for a organizational structure review.
 - c. Discussion to continue.
2. Colony area project
 - a. Current city debt capacity is estimated at \$3.4M. Verifying current project costs at \$3.4M +/- . Committee discussed breaking project into phases and varying bidding to allow for some safety net of debt capacity.
 - b. Other potential expenditures: Vineyard and Groce, Eagle Point, LC/RR/Colony roundabout. (Is this covered with RTID? – TBD), fire truck.
 - c. Unappropriated General Fund balance. We can use funds down to 7 months. +/- \$500K per month of reserve.
 - d. Ruse motioned to recommend bid breakdown: Phase I for 2019, Phase II for 2020 with an alternate bid for both phases, and a Voluntary Alternate bid line for alternate types of pavement methods. Second by Densic. All aye. Further discussion noted sections of roadways within both phases could be reduced from full depth replacement to mill and fill. To be examined further in Public Works Committee.
3. Fire Truck
 - a. Noted that fire engine repairs are +/- \$525K. Ruse restated the need to move forward with discussions with any neighboring district about creating a joint fire and rescue district. Our Law Director has experience in establishing these. Densic motioned to request a resolution from Council to ask neighboring communities to join in efforts to create a regional fire and rescue district. Second by Ruse. All aye.

Work In Progress:

1. Facilities Maintenance and Capital Improvement Planning
 - a. Information gathered from; City Hall, Rec Center and Public Works Wales Road Facility.
 - b. Information needed from; Police, Fire and Public Works facility and minor Parks buildings.

Next Meeting: April 22, 2019

Meeting adjourned: 6:47 pm