

City of Rossford, Ohio

Finance and Insurance Committee

Monday, October 21, 2019

Attendees: Larry Oberdorf, Robert Ruse, Bob Densic, Karen Freeman, Ed Ciecka

Meeting called to order at 8:00 a.m.

New Business:

1. Review of current fund balances
 - a. Mrs. Freeman distributed a revised "Statement of Budget Analysis and Cash Summary by Fund" addressing Fire Department spending measures passed by City Council at the 10/14/19 meeting.
 - i. General Fund reserve has dropped to 6.4 months – just above the minimum threshold set by council, and the financial recommendations of auditors and bond underwriters. Any unexpected expense would need careful review and consideration in light of minimum reserve.
 - ii. Any drop below 6 months could impact bond rates and overall city bond ratings.
 - iii. All 2019 property tax distributions have been received. Next distributions would be March or April of 2020.
 - b. Current Rec and Fire levies will expire – no more funding will be received.
 - i. New levies if passed would begin assessment January 1 with first distribution at the end of the 1st Qtr. 2020. If levies are not approved, funding would need to come from the general fund starting January 1, 2020.
2. Continuation of 12-hr Day Shift and 12-Hr On Call through 2020
 - a. The 1.0 mil operation levy on the ballot was based on funding levels for previous 8/8 staffing.
 - i. "On Call" concept was first introduced in 2018, and had been extended via memorandum of understanding with the union. It is currently not part of the collective bargaining agreement.
 - ii. Mrs. Freeman distributed an estimate for 12/12 staffing for all of fiscal year 2020. Cost to maintain is estimated at \$214K with estimated operating levy revenue at \$130K. This will require \$84K support from the general fund.
 - iii. Committee also discussed capital/equipment/apparatus funds and noted the anticipated \$380K projected tax revenue is not sufficient to cover anticipated yearly costs. This was also noted previously by the Public Safety Committee.
 - iv. Mr. Densic requested an estimated total funding amount required to run the Fire Department to the recommended levels. Mr. Ciecka and Mrs. Freeman are already working on that exercise with Chief Drouard. Information to be presented to future meetings of both committees.
 - v. Councilmen Ruse and Densic noted they would strongly urge the city looking into regionalization to share costs and increase service levels.
3. Recreation Center Sidewalks
 - a. Mr. Ruse has previously noted (in Public Works) the many trip hazards and uneven sidewalk flags near the entrance and sidewalks in front of the Rec Center. Questioned if this is a Public Works, Facilities Parks and Marina or Finance Committee topic.

- i. Tyler Kolb provided a vendor quote of \$3,500 for sidewalk concrete pumping and leveling. Mr. Ciecka noted he would work this in administratively with the 2020 budget.
 - ii. Mr. Densic asked about overall Facilities preventative maintenance funding. Mrs. Freeman and Mr. Ciecka noted the 2020 budget could include a line item for Facilities and Ground
- 4. 3.5 Mil General Fund Operating Levy
 - a. Current levy is up for renewal no later than the November 2020 election. This levy provides tax revenue around \$350K to the General Fund. Committee suggests going with a renewal at this time pending the outcome of the Fire and Recreation levies on the November 2019 ballot.
 - i. Deadline for the Board of Elections to be on the March Primary ballot is December 11, 2019. This also requires certification by the Wood County Auditor. If approved through council in early November this would allow time for Auditor and Board of Elections certification.
 - ii. Motion to recommend renewal of the 3.5 Mil Operating Levy by Oberdorf, seconded by Ruse. All aye.

Old Business:

- 1. Administrative Salary and Benefits
 - a. Mr. Oberdorf presented an Inter-Office Memorandum from Mrs. Freeman exploring budget numbers related to the equivalent of a 10% pay increase for non-bargaining staff (Administrative level). The proposal contained different mixtures of wage increases and lump sum payments (i.e. 3% raise plus 7% lump sum).
 - b. Mr. Densic discussed a modification of the concept which would provide both a fixed percentage “cost of living” increase and a pool for merit increases. Mr. Ciecka commented on various performance review methods which could be used to determine merit increases.
 - i. Mr. Ruse motioned for recommendation of the 3% base salary raise with balance to 10% increase in a lump sum. No second. Motion fails.
 - c. Mr. Ruse and Mr. Densic brought forward the results of the Organization Architecture salary and benefit comparison study which would help provide a comparable range of salaries by position. Mr. Densic offered to compile the survey results, creating a range to examine for position descriptions and any future hiring needs. This would also allow comparison of current administrative staff experiences and other intangibles to create a recommend salary level. Information to be provided to committee prior to next meeting.
 - d. Mr. Ciecka noted his position as Interim City Administrator and the need to be able to provide a salary range to prospective candidates for a full time replacement. Current study does not have City Administrator data.
 - i. Mr. Ciecka will provide Ohio Municipal League data to Mr. Densic for compilation into the salary range study.

Meeting adjourned: 9:35 a.m.

Next Meeting: October 28, 2019 at 8:00 am