

City of Rossford, Ohio

Finance and Insurance Committee

Monday, January 27, 2020

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

Meeting called to order at 5:45 p.m.

New Business:

1. Review of credit card invoices
 - a. No objections
2. 2019 Audit Items (Audit starts 1/27/2020)
 - a. Engagement Letters – From Plattenberg & Associates outlining audit scope and process.
 - b. Related Party and Fraud Questionnaire – Required disclosures of all elected officials. Committee members completed and returned. Letters will be distributed to other elected officials.
3. 2019 Year End Summary
 - a. Overall the city finances are in good condition. The Government Finance Officers Association has awarded an “Excellence in Reporting”.
 - b. Statement of Cash from Revenue and Expenses reviewed.
 - i. Encumbrances YTD mostly include open PO’s that will be closed out. Some include upcoming transfers between roadway project funds or between TIF’s.
 - c. Statement of Revenue and Expenditures reviewed.
 - i. Income tax receipts slightly higher than projected. Committee requested data from RITA to see if income tax revenue from school construction project balanced out lost income tax from teachers/faculty being out of the city during this same time.
 - ii. Charges for Services down 15%. This would include fees for city permits, reviews, services. Committee requested summary of all fees, permits etc. including current rate and the last time they were adjusted. For future review.
 - iii. Solid Waste Removal is balanced for this year however Waste Management has informed the city a large increase would be coming this year. Contract expires this year. Committee would like to look at bidding out services but would like to have a discussion on different types of service including details on recycling programs. It is requested to have a representative from Waste Management attend an upcoming council meeting to present.
 - iv. Street lighting fund – can we complete the LED conversion for the remainder of street lights within the city. Mr. Ciecka has contacted Toledo Edison who will be providing an estimate.
4. Committee Discussion
 - a. SR65 & Bacon Street – School entrance
 - i. Costs for temporary striping, accessible curb drops not in budget. Final costs to be verified. Funding TBD.
 - b. Discussion on timeline of Finance Director applications and interviews. All committee members wish to see the process move quickly forward to allow some overlap with the new Finance Director and Mrs. Freeman.

Old Business:

1. Position descriptions/Personnel Committee
 - a. Per recommendation from Administrative Salary Study. Committee would like to proceed pending review and comments from Law Director on responsibilities and limitations of council oversight of city personnel. Verify opinions

Next Meeting: February 24, 2020 at 5:45 pm

Meeting adjourned: 6:48 pm