

City of Rossford, Ohio

Finance and Insurance Committee

Monday, September 17, 2018

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

Absent (Excused): Larry Oberdorf

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

New Business:

1. August Statement of Budget Analysis
 - a. Overall General Fund carryover currently at 8.1 months. The 2019 budget carryover is projected to be lower than 6 months. It is recommended to leave current balance to carry over to the next year.
 - b. Street lighting fund currently at 12.2 month reserve. LED light conversions have begun at the north end of the boulevard. Mr. Ciecka is coordinating the conversion efforts with Toledo Edison. They have a light fixture inventory (count) but they do not have locations.
 - i. Mr. Ruse discussed hiring interns to help collect and document lighting inventory and locations.
 - ii. The committee discussed collecting data within a GIS system. Discussions continued on collection and maintenance of data.
 - c. Permanent Rec Center Improvement fund currently at 24.7 months. Some projects are underway. Mr. Densic asked Mr. Ciecka to have Rec and other departments look at capital projects that also help reduce operating/energy costs.
2. Debt Schedule 2018-29
 - a. Mrs. Freeman provided a Debt Service Summary Sheet covering 2018 through 2028 although some debt and funds extend out to 2036.
 - i. All payments will be through the general fund or a dedicated TIF fund.
 - ii. The Storm Water Fee will begin collecting in January 2019 however it will need time to establish a reserve. The storm water fund initially must cover \$120K in work completed over the past three years. As soon as council began discussions on the storm water fee, the State Auditors required us to establish and track costs through a separate Storm Water Fund.
 - iii. 2019 shows a large payment due of over \$2M. This is related to the temporary note borrowed for the SR65 road project. This note potentially will be refinanced to spread out the payments. TIF funds will be used to cover the payment of the Harmon portion. If the entire \$2M is paid off, the debt capacity would increase to \$4.7M in March 2019. This could cover the Colony roads and sewers project but it would not leave enough debt capacity to cover the Colony/Lime City roundabout and multiuse path.
 - iv. 2023 will see a large reduction in debt and a corresponding increase in debt capacity.
 - v. Mr. Densic requested the committee have all committees look at costs for preventative maintenance (roads, buildings, equipment, etc.) and allocate funding each year for these purposes with the balance after operational costs

being available for debt funding. This will be discussed further in the Public Works and Facilities, Parks and Marina committees to start.

- vi. The TIF Fund currently holds over \$4M. The \$2M spent on the Harmon Road project reduced the cities debt capacity by the same amount.

3. RITA results 2016 Subpoena Program

- a. Mrs. Freeman provided a summary sheet of the results of the 2016 RITA Subpoena program. This is in response to Mr. Densic requesting RITA track and report the results of the current (2018) subpoena program as he has received numerous complaints of incorrect statements on subpoenas received. The reporting needs to explain the commonality of responses that indicate no tax liability was found.
- b. Mrs. Freeman noted five citizens called her to discuss the subpoena letters. She worked with the citizens and RITA and resolved all items.

4. Non-Bargaining Staff Salary

- a. Spreadsheet prepared by staff was reviewed showing Department Head Salary comparisons.
 - i. Mr. Densic noted the committee previously requested the Administration request proposals for a Salary and Benefits study.
 - ii. The committee discussed various salary comparisons and the concept of creating a merit pool for raises. This would require a detailed review system.
 - iii. Pending further discussion of the salary comparisons and review system, it was noted the non-bargaining staff had not received a pay increase in almost 3 years. Mrs. Freeman noted salary increases had been included in each years budget.
 - iv. Mr. Ruse suggested recommending a 4% raise for all non-bargaining staff retro-active to January 1, 2018.
 - 1. Mr. Ruse motioned, Mr. Densic seconded. All Aye
 - 2. Motion Carried
 - v. Mr. Ciecka will discuss this recommendation with the Mayor, who will develop a proposal for non-bargaining staff raises.

Old Business:

1. Fire Department Staffing

- a. Trial "on call" program as recommended by Public Safety Committee approved by City Council. This program will continue through the end of 2018 and will be evaluated for effectiveness.
- b. Mr. Ruse and Mr. Densic requested the Administration begin discussions with neighboring communities to discuss a regional approach to rescue or fire/rescue.

Work In Progress:

- 1. Facilities Maintenance and Capital Improvement Planning (Densic)

Next Meeting: October 22, 2018 @ 5:45 pm

Meeting adjourned: 9:05 am