



City of Ashtabula
Ashtabula City Council
Finance & Personnel Committee Meeting
Friday, June 21, 2024 at 8:30 AM
Council Chambers
4230 Lake Avenue

Minutes

Opening of Committee Meeting

Call to Order

Roll Call

Members Present: Chair: Ward 1 Councilor Kym Foglio, Member: President John Roskovics

Absent: Vice Chair Jane DiGiacomo

Officers Present: City Manager James Timonere, Finance Director Marie Yvrose Augustin, Clerk of Council Ashley Bell

Visitors: Assistant City Solicitor Catherine Colgan and Assistant Finance Director Carolyn Sheldon

Sunshine Law Certification

A quorum was established as defined by the Ashtabula City Council Rules of Order. The meeting met the requirements of the Ohio Sunshine Laws Open Meetings Act.

Welcome and Acknowledgement of Visitors

Special Guest Presentation

Finance Director's Report

Finance Director Marie Yvrose Augustin provided the report. The Finance Director reviewed each fund. The City's projected incoming revenue for this time of the year is approximately 41%. Some funds are below this projected amount. The general fund 101 has received approximately 51% of the targeted revenue. The revenue projected from the Municipal Court is below the targeted amount of 41.67%. The income from Law Enforcement has exceeded the targeted amount. The City has received 8.21% of the money from the Opioid Settlement. The City will receive a settlement from Kroger. The money from the Kroger settlement can be used for drug enforcement or handling drug addiction. The Municipal Court is projected to receive \$75,000 in court fines. The expenses of the City, The Solicitors Office, and the Police Department are below the projected amount for this time of year. The Municipal Court's expenses are on target. The Fire Department's expenses are slightly higher than the projected amount. This year the City will be audited using the Governmental Accounting Standards Board of Ohio. This is a more in-depth audit.

Statement of Cash Position

Expense Report

Revenue Report

City Manager's Report

City Manager Timonere stated the parking lot paving projects are almost complete. A person from the Public Works department is resigning soon. Water Pollution Control Superintendent Craig Pierce's last physical day is July 31. The City Manager will recommend Assistant Superintendent Mark Verzella for the position. Mr. Verzella's position will be posted externally and internally. The Assistant Superintendent position requires a person to be certified as a Class Three Certified Professional Water or Waste Water Operator.

Old Business

The Finance and Personnel Committee requested the Finance Department to investigate Municipal Court Employees' time sheets on March 29 (Good Friday). It was brought to the Committee's attention that some employees were paid for a full day without working for a full day. The Finance Department reviewed footage from the Municipal Court on March 29; several employees clocked in, left during the day, did not return, nor submit leave. The Municipal Court notified the Council that their department would begin utilizing a separate time-keeping system.

Court Time Sheets/Results from Ashtabula Police Department Investigation

New Business

Assistant Solicitor Colgan stated the Finance Director has the authority to issue policies for the use of City Purchasing Cards. City Credit Cards may only be used for certain purposes. President Roskovics asked that the Clerk of Council send a letter to Judge DiGiacomo requesting an informal meeting to discuss developing a better working relationship between the Council and the Municipal Court. The committee decided that if a better explanation of the court's expenses was not given, the information would be sent to the State Auditor's Office for review.

July 2023 Purchasing Card Monthly Transaction Audit

August 2023 Purchasing Card Monthly Transaction Audit

September 2023 Purchasing Card Monthly Transaction Audit

October 2023 Purchasing Card Monthly Transaction Audit

November 2023 Purchasing Card Monthly Transaction Audit

December 2023 Purchasing Card Monthly Transaction Audit

January 2024 Purchasing Card Monthly Transaction Audit

February 2024 Purchasing Card Monthly Transaction Audit

March 2024 Purchasing Card Monthly Transaction Audit

April 2024 Purchasing Card Monthly Transaction Audit

Credit Card Reconciliation 2024

Next Meeting

July 19, 2024

Adjournment

The meeting was adjourned at 9:49 a.m. by Committee Chair Foglio.