



City of Ashtabula
Ashtabula City Council
Finance & Personnel Committee Meeting
Friday, September 20, 2024 at 8:30 AM
Council Chambers
4230 Lake Avenue

Minutes

Opening of Committee Meeting

Call to Order

The Meeting was called to order at 8:33 a.m. by Committee Chair Foglio.

Roll Call

Members Present: Chair: Ward 1 Councilor Kym Foglio, Vice Chair Ward 2 Councilor Jane DiGiacomo, Member: President John Roskovics

Absent: None.

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

Visitors: City Solicitor Cecila Cooper, Fire Chief Shawn Gruber, Water Pollution Control Superintendent Mark Verzella

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

The Finance Director provided the report: Currently the city's cash position is on target. The city is at 66.7% in revenue and expenses for the year. More revenue is coming in as opposed to what was placed in the budget. The expenses vary for each department. There is nothing notable to report regarding expenses. At the September 16 Regular Council Meeting, an ordinance was requested to make supplemental increases in the court's Special Projects Fund. The court had a revenue carry over from last fiscal year. Each department is able to carry over unused funds to the next fiscal year.

The City Solicitor stated that Castle Block did not pay their property taxes on time. Therefore, the added assessment for NOPEC was not paid on time. If the auditor's office does not receive the payment by the closing date, they do not forward the money to the city. The owner of the property is made aware the taxes were not paid on time. NOPEC will be notified, and they may request the money from the Treasurer's office directly. The city has no financial responsibility for the bill. The city has 3.7 million dollars invested in Star Ohio. The city has 9.9 million invested in securities. Interest earned from investments will be re-invested. For 2025, the city is projected to bring in \$279,000 in

interest. On average, the city's carry over is about \$250,000. The city has collected over \$500,000 in tax money that was sent to collections.

Statement of Cash Position

Revenue Report

Expense report

City Manager's Report

The Manager stated jobs are posted for the Swing Shift Operator Position at Water Pollution Control. Several C.D.L. drivers are needed by the Sanitation Department. Lateral positions are posted in the Police Department. The City Managers office has scheduled meetings with the Department Heads to assess budget needs.

Old Business

Committee Chair Foglio reviewed the transactions and there is nothing notable. The Finance Director suggests that if any department has petty cash it should be reconciled on a monthly basis. Currently, there is no written policy regarding petty cash.

Court Credit Card

City's Investment Rates

New Business

The City Solicitor would like the Assistant City Solicitor (Catherine Colgan) to receive a raise. She would like to set Mrs. Colgan's base salary to 80 thousand dollars. The City Solicitor is also requesting a part-time victim's advocate.

Staffing Levels at The Solicitor's Office

Next Meeting

October 18, 2024

Adjournment

The meeting was adjourned by Committee Chair Foglio at 9:31 a.m.