



City of Ashtabula
Ashtabula City Council
Finance & Personnel Committee Meeting
Friday, February 18, 2022 at 8:30 AM
Council Chambers
4717 Main Avenue

Minutes

Opening of Committee Meeting

Call to Order

The meeting of the Ashtabula City Council Finance and Personnel Committee was called to order at 8:30 a.m. by Committee Chair Foglio.

Roll Call

Members Present: Ward 1 Councilor Kym Foglio, Ward 5 Councilor Jane Haines, President John Roskovics,

Officers Present: City Manager James Timonere, Finance Director Traci Welch, Clerk of Council Stacy Senskey

Councilmembers Present: Ward 4 Councilor Jodi Mills

Staff Present: Assistant Finance Director Carolyn Sheldon, Ashtabula Police Chief Robert Stell

Sunshine Law Certification

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

Welcome and Acknowledgement of Visitors

Finance Director's Report

Finance Director Welch reported that January financials were typical for the beginning of the year. Encumbrances have been issued as departments open their purchase orders. Increased sewer revenue is coming in from the delinquent accounts assessed to property taxes. Property tax revenue will arrive in March.

Encumbrances can make a fund account's ending balance look negative because the revenue hasn't arrived yet. Departments are able to encumber their budget before the revenue has been received. Encumbrances are purchase orders for supplies and also debt service (loan payments).

The income tax season has started, so the department is starting to get busy. The deadline to pay is the same as the State of Ohio, April 18th, though Finance Director Welch encourages paying early. The Finance Department will extend their hours on Thursday, April 14, Friday, April 15, and Monday, April 18 from 8:30 a.m. to 6:00 p.m. Everyone 18 years old and older has to file. The city tax forms can be difficult, but assistance is offered upon request. Individuals can drop their tax return in the drop box, drive-thru, or come up to the office. Individuals can now email taxclerk@cityofashtabula.com to send their tax return via email. Finance Department staff will

process the return and either call or email follow-up questions or notify of completion. The Finance Department does not charge for assistance. For City Income Tax-related questions, call 440-992-7104.

Finance Director Welch has been working with the staff to update the time-keeping software to reflect the changes since new payroll legislation passed. Back wages will be calculated once the update has been completed.

January Reports

City Manager's Report

City Manager Timonere determined a few employees' wages would decrease due to implementing the step format for the new payroll ordinance. Legislation has been prepared to revise the pay for those employees impacted which will be presented during Tuesday's Regular Council meeting. Also, as years of full-time service increase and a new step is achieved, the step-up change in wages would begin with the first full payroll after their anniversary date. This will also be presented to City Council as legislation during a future meeting.

Open positions of auto mechanic foreman in the Motor Maintenance Department and full-time dispatching position will be posted soon. A civil service test for police will be on March 6, 2022. Applications are due to the City Manager's office by March 25th. The foreman position is \$24.20 and some minimum classifications for candidates are that they must have a valid Commercial Drivers License and must possess an ASE certification. These classifications were added because of meetings between the City Manager and the union.

City Manager Timonere met at the new Mack-Volvo dealership on Route 45 and Interstate 90 to look at work trucks. He estimates the cost for cab and chassis to be between \$100 - \$125,000.00. The body would be an additional \$35 - \$50,000.00 for each unit; he would like to purchase three. He plans to use a down payment and finance the remaining balance. If ordered now, the trucks would be on schedule for the fourth quarter. A company called Sourcewell, a cooperative purchasing agency, is used by some local municipalities. The advantage of the agency is the possibility of making purchases at a lower cost than state purchasing. The Mack-Volvo dealership uses the Sourcewell agency.

City Manager Timonere has not received the expected documentation from the Ohio Department of Transportation (ODOT) about paving Route 84. He has a meeting scheduled for March 7 in Youngstown to meet with ODOT representatives.

At the next Regular Council meeting, City Manager Timonere will present an ordinance for GPD to organize the 2022 Paving Program. The three roads involved for 2022 are West 13th Street, Union Avenue, and East 23rd Street, once Aqua's repairs are completed. These three roads are anticipated to cost \$880,000.00. Design costs are normally about 10% of the paving project cost, as are construction administration and engineering costs. GPD assists with obtaining and administering the grant funding for the projects.

New Business

Assistant Finance Director Sheldon requested the Committee to address a raise for the Finance Director. Committee Chair Foglio requested an executive session prior to the meeting adjournment for the purpose of discussing personnel/compensation.

Motion: Ward 1 Councilor Foglio moved to convene an executive session for the purpose of discussing personnel/compensation; Ward 5 Councilor Haines seconded.

Discussion:

ROLL CALL VOTE

Yeas: Ward 1 Councilor Foglio, Ward 5 Councilor Haines, President Roskovics

Nays: None

The executive session convened off camera. After the executive session was over, Committee Chair Foglio reconvened the public portion of the meeting, with no action taken.

Next Meeting

March 18, 2022 @ 8:30a in Council Chambers

Adjournment

The meeting was adjourned at 9:38 a.m. by Committee Chair Foglio.

Clerk of Council, Stacy H. Senskey