

**City of Maple Heights
Special Council Meeting Minutes**

Maple Heights Senior Center

December 21, 2015

Council President Jackie Albers called the meeting to order at 6:30 p.m. Council Clerk Leonette Cicirella called the roll.

ROLL CALL: Those present were Council President Jackie Albers, Council Members Alex Adams, Toni Jones, Ron Jackson, Richard Trojanski and Edwina Agee. Councilman Anthony Cefaratti was absent and excused. Councilman Bill Brownlee was absent. Also present were Mayor Jeff Lansky, Finance Director Irene Crowell, Police Chief John Popielarczyk, Fire Chief Vito Kavaliunas, Human Services Director Linda Vopat and Council Clerk Leonette Cicirella. Law Director John Montello and City Engineer Ed Hren were absent and excused.

Mr. Adams made a motion, seconded by Ms. Jones to temporarily adjourn the Special Meeting of Council to have a Public Hearing for the 2016 Temporary Appropriations Budget and the 2015 Amended Appropriations Budget. All voted aye, none opposed, the motion passed.

PUBLIC HEARING

Ms. Albers opened the Public Hearing on the **2016 Temporary Appropriations and 2015 Final Budget Appropriations**. Councilman Jackson asked Finance Director Crowell if there were any added or supplemental pages to the Budget presented to Council on December 8, 2015 to which Ms. Crowell responded in the negative.

Discussion began on the 2015 Budget which included a review of the substantial costs for vehicle parts and repairs for both the Police and Fire Department. Ms. Crowell said similar amounts will not need to be budgeted in 2016 due to the new vehicle leases that include maintenance agreements. Ms. Crowell also explained the use of the contingency fund maintained by the City as a reserve fund. She said once budgeted funds are exhausted, for example to pay repair expenses, then the contingency fund is used to pay additional expenses. Ms. Crowell said the reduced repair costs anticipated for 2016 influenced the decision to eliminate the mechanic position in the Service Department.

Ms. Crowell said another expense in 2015 was the costs to hire Police and Fire personnel. Ms. Albers asked if the hiring expenses for the safety forces involved professional service contracts. Ms. Crowell answered in the affirmative and stated these expenses are paid from the ambulance billing fund.

Ms. Crowell said the budgeting process is based on projections for the upcoming year, using historical data to anticipate future costs and revenues. Ms. Crowell said some items will fall off the budget if the expenses are paid or overhead expenses are eliminated if a department or part of a department is eliminated.

Regarding the 2015 Final Budget, Ms. Crowell said the estimated revenues and amended appropriations are reviewed to balance the budget according to generally accepted accounting rules. Ms. Crowell reviewed the appropriations by City departments.

Both the Police Department and Fire Department had increases in the payments owed employees due to retirement or leaving for other employment opportunities. Chief Popielarczyk said the City lost twelve (12) police department employees in 2015 resulting in increased overtime. The Chief said the Police Department has auxiliary staff that are paid hourly and that supplement the department. He said he tries to project the number of hours the auxiliary will be used over the year. Chief Popielarczyk said the regional dispatch center changed the staff composition of the Police Department, but the City still had to pay staff until May, 2015. He said the new center changed the budget for 2016 to a “professional services contract” associated with the dispatch center.

The Chief said budget costs attributed to other employee such as school guards and jail staff will fluctuate due to changes in wages, for example when there is overtime, etc. He said other more specific jail expenses such a food costs changed for next year to set cost continuing contracts which will make it easier to track expenses. Chief Popielarczyk said there are no changes in current staffing scheduled at the present time.

Regarding the Human Services Department and Senior Center, Ms. Crowell said there was some variation in the Budget since this department was only included in the budget for the first eight (8) months of 2015, depending on fundraising and grants for their programs.

Ms. Crowell said another example of set costs in the budget is the yearly contract with the County Board of Health.

Councilwoman Jones asked why the Senior Center was not included in the 2016 Temporary Budget to which Ms. Crowell answered that the Senior Center is not a general fund item. She said since the Senior Center is now funded by the Senior Center Levy, these funds are in a special fund.

Mr. Jackson asked Ms. Crowell if the “community planning department” referred to the Planning and Zoning Commission to which Ms. Crowell said it referred to the economic development department.

Regarding the items listed for the Mayor’s Office, Ms. Crowell said the medical expenses included the healthcare costs for the Mayor’s Administrative Assistant and the pay-out to the Mayor was included in the “wages” line item.

Ms. Crowell said the appropriations for the Finance Department included staffing for one (1) part-time payroll clerk. Ms. Crowell also explained there was an allocation of a percentage of certain Finance Department salaries to other departments for work performed for those departments by finance employees.

Ms. Crowell said the professional service contract for the City Engineer included a slight increase in these fees in the 2016 Temporary Appropriations due to the number of projects to be completed this year. She said that much of the Engineer’s salary however, will be paid by the grants or funds paying for these projects.

Ms. Jones asked about the Lands & Buildings section of the budget. Ms. Crowell said this section includes items such as the property and casualty insurance held on all City property. Ms. Crowell said this department was budgeted for lower salaries however in 2016.

Ms. Albers asked Ms. Crowell about the Council budget and requested that funds be budgeted to cover the codification expenses. Ms. Albers also inquired about the pay-out to the Clerk of Council to which Ms. Crowell said this reflected the Clerk’s retirement in July, 2015.

Ms. Crowell stated that there are also some special funds maintained by the City which are restricted by a particular service or for a specific purpose, for example, street lighting. Ms. Crowell said this item is partially paid by an assessment and partially out of the general fund.

Regarding other special funds, Ms. Crowell said the Police and Fire levies relieve the general fund of some of the operational expenses of those departments and there are water repair fees which are reimbursed by the City of Cleveland Water Department. Ms. Crowell said the Solid Waste Collection fee reimbursed the general fund for advances which were necessary to cover costs before the assessment funds were paid by the County Fiscal Office.

Ms. Crowell said the ambulance fund is split between the Police and Fire Departments and is used for equipment and operational expenses. She said the variance for Police and Fire Department salaries is the result of the regional dispatch center. Ms. Crowell said another change was that the salary for the Chief's Administrative Assistant is now paid out of the general fund.

Ms. Jones asked Ms. Crowell if the housing foreclosure fees were included in the Building Department revenue to which Ms. Crowell answered in the affirmative.

Ms. Crowell said another special fund is used for the SAFER Grant which was awarded to the Fire Department. She said this was a two (2) year reimbursement grant and the Fire Department has since hired four (4) cadets under it. As the City expends funds for the costs associated with these hires, it gets reimbursed from the grant.

Ms. Crowell said capital improvements including engineering projects may be partially paid by the City but have usually been covered by grants from the County or the State.

Ms. Crowell described the custodial accounts for the City which are numbered in the 700 series and include Mayor's Court Fund, Escrow Fund, etc. She said these funds hold monies that will be paid to other for specific purposes. Ms. Crowell said the City is responsible for these trust and agency funds.

Ms. Crowell said other funds are used to pay for professional services fees such as those for the Building Department and Safety Forces.

Regarding the 2015 estimated revenues for the City, Ms. Crowell said this document did not need to be approved by Council because it is required to be sent to the County Fiscal Office with the budget. She said the estimated revenues include the projected revenues from the property taxes, but for 2016 the senior services levy although collected as a property tax, will not be included in the general fund. Ms. Crowell said the senior center funding is in a restricted special fund. She said the property taxes will also be reduced by the 8.3% reduction in the City's property values.

Ms. Crowell said other revenues include the cell tower fees which have not yet been collected. She said the fines and forfeitures item was approximately half of what had been projected. She said the City is still receiving some payments from the traffic camera tickets though.

Ms. Crowell said other special revenues are collected from specific fees, for example, the computer fee for Mayor's Court is used for that department. She said another example is the street lighting assessment which is used to make repairs during the year. Other special funds Ms. Crowell described were the Police and Fire Pension Fund, the sewer assessment fund, the Police and Fire Service Levy Fund, the Drug Enforcement Fund which is restricted to the Police Department and the garbage assessment fund.

Ms. Crowell also said that regarding funds accounting, there is a distinction between a “transfer” between funds and an “advance.” As an example, Ms. Crowell cited the Bond Retirement Fund which must be covered by a transfer in.

She said another consideration regarding special funds for grants is that most grants such as community development block grants (CDBG) and the SAFER grant for the Fire Department are “reimbursement” grants, which means the City receives the grant money after the City has paid the expenses of the project.

Ms. Albers asked if there were any other questions to which Mr. Jackson asked about the mechanic listed for only four (4) months of next year. Mr. Adams said the decision to layoff the mechanic would be for the City to save money and reduce the deficit. Mr. Adams asked Ms. Crowell if this reduction was part of the plan. Ms. Crowell said the Plan is still being developed, but any savings would be included in the Plan.

There being no further questions, Ms. Albers closed the Public Hearing on the 2016 Temporary Appropriations and 2015 Final Budget Appropriations.

Mr. Adams made a motion, seconded by Mr. Trojanski to reconvene the Special Meeting of Council. All voted aye, none opposed, the motion passed.

Mr. Adams made a motion, seconded by Mr. Trojanski to suspend all regular items and reports from the meeting except for the approval of minutes, the legislation and expenditures over \$1,000.00. All voted aye, none opposed, the motion passed.

MINUTES: Mr. Adams made a motion, seconded by Mr. Jackson to approve the Regular Council Meeting minutes of December 2, 2015. All voted aye, none opposed, the motion passed.

LEGISLATION:

THIRD READING:

ORDINANCE NO.: 2015-82

AN ORDINANCE TO MAKE TEMPORARY APPROPRIATIONS FOR CURRENT EXPENDITURES OF THE CITY OF MAPLE HEIGHTS, OHIO FOR THE FISCAL YEAR ENDING MARCH 31, 2016, AND DECLARING AN EMERGENCY

This Ordinance had its third reading. Mr. Trojanski made a motion, seconded by Mr. Adams, to adopt this legislation. ROLL CALL: Adams: Yes; Jones: Yes; Jackson: No; Trojanski: Yes; Agee: Yes. The motion passed by the vote of four (4) ayes to one (1) nay.

SECOND READING:

RESOLUTION NO.: 2015-85

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH CUYAHOGA COUNTY ENTITLED BUSINESS RETENTION AND ATTRACTION PROTOCOL AND DECLARING AN EMERGENCY

This Resolution had its second reading.

RESOLUTION NO.: 2015-86

A RESOLUTION AMENDING RESOLUTION NO. 2015-08 TO MAKE SUPPLEMENTAL AND FINAL APPROPRIATIONS FOR CURRENT EXPENSES AND EXPENDITURES OF THE CITY OF MAPLE HEIGHTS, OHIO FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015, AND DECLARING AN EMERGENCY.

This Resolution had its second reading.

ORDINANCE NO.: 2015-87

AN ORDINANCE TO APPROVE THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES; TO APPROVE, ADOPT, ENACT, AND PUBLISH NEW MATTER IN THE UPDATED AND REVISED CODIFIED ORDINANCES; AND TO REPEAL ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH

This Ordinance had its second reading.

RESOLUTION NO.: 2015-90

A RESOLUTION APPROVING THE MAYOR'S 2015 FINANCIAL RECOVERY PLAN REQUIRED BY OHIO REVISED CODE SECTION 118.06 FOR SUBMISSION TO THE FINANCIAL PLANNING AND SUPERVISION COMMISSION FOR THE CITY OF MAPLE HEIGHTS, OHIO, AND DECLARING AN EMERGENCY

This Resolution had its second reading.

FIRST READING:

ORDINANCE NO.: 2015-91

AN ORDINANCE AMENDING CHAPTER 1286 OF THE CODIFIED ORDINANCES OF THE CITY OF MAPLE HEIGHTS BY ADDING A ZONING TEXT CHANGE TO THE CODIFIED ORDINANCES TO INCLUDE INDUSTRIAL USES FOR THOSE EXISTING STRUCTURES THAT ARE SPECIFICALLY DESIGNED FOR COMMERCIAL PURPOSES IN THE OFFICE/INSTITUTIONAL ZONING DISTRICT IN THE CITY OF MAPLE HEIGHTS AS CONDITIONALLY PERMITTED USES AND DECLARING AN EMERGENCY

This Ordinance had its first reading.

EXPENDITURES OVER \$1,000.00: 2015-102 through 2015-104

Ms. Albers reviewed the expenditures over \$1,000.00, **#2015-102 through #2015-104**. Ms. Jones asked if these expenditures were for the emergency heating repairs at Fire Station #1 to which Ms. Crowell answered in the affirmative.

Mr. Adams made a motion, seconded by Ms. Jones, to approve the Expenditures over \$1,000.00 **#2015-102 through #2015-104**. All voted aye, none opposed, the motion passed.

There being no further business to come before this Council, Council President Jackie Albers adjourned the meeting at 8:35 p.m.

Passed: February 17, 2016

ATTEST:

S/S Leonette F. Cicirella, Clerk of Council