

FINANCE COMMITTEE MINUTES JANUARY 17, 2017

The Finance Committee meeting was held on January 17, 2017 at North Royalton City Hall, 14600 State Road. The meeting was called to order at 6:00 p.m.

PRESENT: Committee Members: Chairman Larry Antoskiewicz, Vice Chair Gary Petrusky, Paul Marnecheck; Council: John Nickell, Dan Langshaw, Dan Kasaris; Administration: Mayor Robert Stefanik, Law Director Thomas Kelly, Finance Director Eric Dean, Fire Chief Robert Chegan, Service Director Nick Cinquepalmi, Asst. Law Director Donna Vozar; Other: Lou Krzepina, Linda Neumann, Thomas Wasinski, Jessica Fenos, Sara Matthews.

APPROVAL OF MINUTES

Moved by Mr. Petrusky, seconded by Mr. Marnecheck to **approve the November 15, 2016 and the December 6, 2016 (Special) Finance Committee minutes.** Yeas: 3. Nays: 0. **Motion carried.**

UNFINISHED BUSINESS

1. **Monthly Finance report including tax collections status**

Mr. Dean reviewed the reports, copies of which are attached to these minutes. Discussion on the filing dates took place and Mr. Dean felt that the trend we saw last year will continue.

2. **Overtime**

Mr. Dean reviewed the report, a copy of which is attached to these minutes.

3. **Deferred Comp.**

Mr. Dean said that the company is still interested in coming in and giving us a presentation. It is another option for our employees for Deferred Compensation in addition to the three we have already. He said that a few employees have expressed an interest in this option as well. He said that he has not heard from them lately and is unsure of when we will actually meet with them. Mr. Antoskiewicz recommended removing this from the agenda and take a look at it when it is ready to be discussed. **Remove from agenda.**

NEW BUSINESS

1. **Ordinance No. 16-171 – Blanket Purchase Order Limit**

Mr. Dean said that this arose from our post audit meeting in December. The auditors are recommending that we have a limit on how much we can issue a blanket purchase order for. Blanket purchase orders are issued so that we don't have to do a purchase order for each particular item. If we have a monthly payment, rather than creating a new purchase order every month, we will issue a blanket purchase order for the whole year. We discussed the type of purchases we use blanket purchase orders for and the largest amount is for trash pickup and this is where the original proposal came from. We have looked at it more closely and found that a lot of the big items that were approved by a blanket purchase order were already approved by ordinance of Council and through the budget process. We wanted to structure it so that if Council already approved it by ordinance that would be OK, but if there was no Council approval we wanted to establish a figure of \$40,000 or under. He said that he sees no operational issues with this. He said that blanket purchase orders also help if there is an emergency and will allow for the purchase of equipment, tools, etc. and not have to wait for a purchase order. Mr. Antoskiewicz said then for items already approved in the budget such as the Rumpke contract, we don't need a blanket purchase order for this because Council has already given approval to make these expenditures. This legislation would apply to things that may come up that Council has not already approved individually. Mr. Kasaris asked for an explanation of a purchase order and a blanket purchase order. Mr. Dean said that the State of Ohio requires governments to have purchase orders that are basically authorization to buy something. A blanket purchase order would be a dollar amount, such as a \$2,000 blanket item. We would designate \$2,000 to buy something in a specific category and when it runs out, we would issue another blanket purchase order. He said that it prevents a department from having to get a new purchase order for every minor purchase. Mr. Kasaris asked how blanket purchase orders make government more efficient. Mr. Dean said they allow for

a department to buy something without having to get a new purchase order each time. He said that replacement mailboxes is a good example. Let's say they bought 10, but they needed 10 more. They would have to wait to purchase the extra 10 until they got another purchase order and that could take a week or two. But if you had a blanket purchase order for how many you thought you might need for the year, then they could purchase them without having to wait the extra time. Mr. Kasaris asked for an explanation of the purchase order process. Mr. Dean said that first a purchase has to be in the approved budget. The departments will submit a requisition to start the process which is approved by the department head. From this the Finance Department creates the purchase order, it is signed by the Finance Director and the Mayor and at that point it is approved. Mr. Kasaris asked how a blanket purchase order will change this process. Mr. Dean said it is the same process, just not for a specific item. Mr. Marnecheck said this gives the department heads more flexibility in purchasing items at the best price. Mr. Dean said that the purchase must be for one vendor at a time and are only valid for the fiscal year. Mayor Stefanik stated that he and the Finance Director look very carefully at all purchase orders to ensure that all purchases are being made at the best price possible. Mr. Petrusky asked if this legislation needs to be revisited every year. Mr. Kelly said that this legislation has a continued existence. We do not have to pass new legislation every year unless Council wishes to change the limit. Moved by Mr. Petrusky, seconded by Mr. Marnecheck to **remove 16-171 from committee and recommend approval to Council.** Roll Call: Yeas: 3. Nays: 0. **Motion carried.**

2. **Solid waste collection, disposal and recycling services contract**

Mr. Antoskiewicz said that this was previously discussed in the Streets Committee and is on the agenda tonight to address any additional questions. Mr. Petrusky said that the Mayor forwarded to Council a list of the automated curbside collection communities in the solid waste district. He said that it was previously stated at the Streets meeting that the recycling percentages went up in the communities that went to automated collection. He said that in looking at the list, they also utilize automated rubbish collection so we don't know what the numbers would be with a semi-automated program. He said that he works with people who live in Parma who never recycled until they were basically forced to do so with the fully automated program so he does not know if it is a fair assessment. Jessica Fenos from the Solid Waste District said that most communities, automated or not, have recycling programs in place that are voluntary. She said that the City of Brooklyn is the only city that requires recycling by ordinance. Mr. Petrusky said that prior to automation, his coworker in Parma did not recycle. When they went to the automation, if he wanted another garbage can, he would be charged monthly for the extra can. So rather than pay this, he was forced to recycle. Mr. Petrusky asked if there is any way that we can find the numbers from these cities that shows what the recycling was before they were forced into automation. Ms. Fenos said that this would most likely require doing a study on participation by household which is data they don't have; it would have to come from the individual communities or the service provider. She said that technically speaking no one is forced to do anything. The resident Mr. Petrusky is speaking of feels like he is being forced but there are other options for this individual to perhaps not generate as much waste or take advantage of the bulk days. Mr. Petrusky said that there is no way to know what Parma's recycling rate was before they were forced into automation to show how many people are now recycling who did not recycle before. He said that he does not think this is a fair comparison to say that a majority of the cities went up 15% when basically people's hands are tied because they don't want to pay extra to throw stuff away, so now they are being forced to recycle. Sara Matthews, Rumpke Recycling, addressed Council. She said that they are not trying to get legislation passed that forces every homeowner to recycle. They are trying to provide them the opportunity to recycle and make it easier to recycle by allowing them a space to store the recycling. This would decrease the windblown litter that is the number one complaint they receive from residents of North Royalton. She said that it is only fair to charge a resident that has additional rubbish rather than charging it to the whole community; rubbish is a utility just like water and if you use more, you will be charged more. She said that they try to get the lowest and best price across the board for every resident, and when exceptions come into play like an additional cart, we address those with a fair price. She said that they try to provide an option and that is where the three bids came into play. There is no cookie cutter fit for every community. Mr. Petrusky said that he thought automation would save the city money but on the bid sheets it shows that it would actually cost the city over

\$300,000.00 more. Ms. Fenos said that this is without the decrease in tipping fees. Mayor Stefanik said that if we have a 15% increase in recycling then we would break even; the \$7.7 million would be reduced to \$7.3 million. At a 30% recycling increase we will save hundreds of thousands of dollars per year. This money could be put back into roads and infrastructure. He said that it's time for the residents to understand that other communities charge their residents for rubbish, especially in surrounding counties, and this is something we do not want to do. But we will need the cooperation of the residents to recycle more and keep these items out of the landfill. Mr. Antoskiewicz feels that this is the best of both worlds for our residents. We are not limiting how much trash they can throw away every week and the recycling carts are going to encourage more recycling because they are easy to use. Education will also help encourage more recycling. Mr. Langshaw agreed that education will be very important. He said back in 2009-2010 we had a committee that focused on these numbers. He knows that the contract Rumpke has proposed includes education but asked for an explanation of what that will entail. Ms. Matthews said that she is always available for meetings or to meet with residents to help with education. She said that they do an annual mailer and they have agreed to attend meetings to help kick off the program. She said that she has worked with the Service Department in the past to help them with grants that the city is eligible for. Ms. Fenos said that every year the solid waste district offers a community recycling awareness grant where the communities are able to apply and receive up to \$5,000 for education materials, shred days, etc. She said that North Royalton receives this grant every year. Mr. Langshaw said that we as Council did a very good job back in 2010 reviewing these numbers and asked if there was some data that Council could look at to see how we are doing on a monthly basis. Ms. Fenos said she sends numbers over to the Service Department every month and would be happy to copy anyone who would like to receive this information. Mr. Antoskiewicz said that the Service Department can include this information in their monthly report to Council. Ms. Fenos encouraged the use of the Solid Waste District's website for additional educational assistance for the residents. Mr. Langshaw said that they hear from their residents the concerns over their ability to maneuver these bins, or that their HOA won't allow for the bins to be stored outside. He asked if Rumpke was willing to look at this on a case by case basis to see if there is something that can be done. Ms. Matthews said that they understand these types of situations and will look at them on an individual basis. For example if a resident has a handicap that makes using these carts impossible, they certainly are not going to penalize them in any way and will take a look at what the solution to the problem would be. Mr. Nickell said that if the city requires the use of these bins, how could a HOA refuse to allow them to be stored. This might be something the Law Department needs to look into. He said that information regarding our rubbish bids has been in the newspaper and he has only received one phone call and one email and both were positive towards the use of the carts. He feels that if the residents were concerned about this that they would be contacting their council reps. Mr. Kasaris said that Rumpke does a great job for the city and have been very responsive to the needs of the residents. He asked what percentage of yard waste North Royalton puts in the landfill. Ms. Matthews said that yard waste is comingled with trash, so she does not have the answer to this question. She said that yard waste is a touchy subject. There are many that want to keep yard waste out of the landfills and if they choose to recycle it, that is great. But if yard waste does enter into the waste stream and goes into a landfill it is a positive factor in the equation of that material breaking down, so we do not see this as a negative. Mr. Kasaris asked if we pay more for this. Ms. Matthews said no, in the unlimited collection you are not being penalized for the trash you put out. She said that we always try to look at individual situations and determine if it is acceptable or not. If you have a situation where landscapers are taking advantage of leaving the materials behind, they try to educate them that they cannot dispose of their waste in this manner. If the yard waste is going into the land fill, the city will pay a tipping fee for that, but if you were to evaluate the cost of a yard waste program, you would find that it is much more expensive. Mr. Kasaris said that there are a lot of long driveways in his ward and many of his residents are elderly. He asked how they handle these situations. Ms. Matthews said that they are going to love the cart because using the wheeled cart is much easier than it would be to carry an 18 gallon bin or their bags of recycling. Mr. Marnecheck asked if the Service Yard will still be open for recycling collection for those who choose not to use the carts. Ms. Matthews said there will be no change to this service.

Pete Gallagher addressed Council. He said that he has an elderly mother who lives in Parma and these bins are a logistical nightmare even on flat land and with short driveways. He said that there are garbage cans now in the middle of the street when it is windy. He said that recycling is a good thing but there has to be a better answer. He said that he uses his small blue bin every week. He felt that this will create a logistical problem for the elderly and because of the terrain. Mr. Petrusky asked if the Rumpke workers will put the cans back on the tree lawns and not in the driveways so as not to impede residents from pulling into their driveways. Ms. Matthews said yes. We train our drivers how to handle the carts based on terrain, curbs, ditches, etc. She said that the carts are manufactured so that they will rest on their base and not the wheels so that wind should not be an issue, especially compared to the lightweight round containers that can be purchased in stores. Mr. Petrusky said that education of residents has been mentioned. He asked why Rumpke has not provided education over the last 3-4 years to our residents. He said that he has not seen anything like this at his home and feels that something may have fallen through the cracks if we are only at 15%, but with the cart system we are now going to educate the residents and we are expecting it to dramatically double. He said that he is having a hard time buying into this. Ms. Matthews said that there are residents who are recycling already and the easier we make it for them the more they will recycle. If we solely look at those who are already participating and we provide them more space and are making it easier, they are automatically going to recycle more. The visibility of the cart helps remind people to recycle. Utilizing Facebook, Twitter, mailers, newspaper, electronic newsletters, the schools, etc. will be just some of the ways to educate the public. She said that meetings such as this and creating a recycling committee would also help. Mr. Petrusky said we used to have an environmental committee but it was dismantled. Mr. Antoskiewicz said that those topics were disseminated to other committees such as the Streets Committee. Mr. Petrusky said that we talked about it more when we had the committee and we tried to do more and educate our residents more. He said that maybe we need to bring back the topic. Mayor Stefanik said that we get a grant every year from the Solid Waste District and we create an educational brochure that is distributed in the Royalton Recorder, which goes to every household in North Royalton. Each resident has to take ownership of this. If you want to keep your taxes low and not pay more, then residents are going to have to recycle more. It's that simple. Mr. Nickell said that this can be talked about in Streets Committee, perhaps quarterly. Mr. Antoskiewicz said that it can be talked about anytime anyone wants to talk about it. We have seven committees and just about every subject that we would want to talk about falls under the umbrella of one of these committees. So any subject that someone wishes to discuss can be brought up in the appropriate committee. Mayor Stefanik said that anytime someone on Council requests information, they get it. Mr. Kasaris agreed and said that Council has not asked for the information on recycling. When we had the EEE Committee we would get the information every month for the meetings, but if we haven't asked for it then that is our fault. Mr. Langshaw asked if the carts are 64 gallons or 65 gallons. The contract says 64 gallons. Jessica Fenos said that when they put the bids together some of the haulers use 64 gallons and some use 65 gallons, but she believes that Rumpke's carts are 65 gallons. Ms. Matthews confirmed that the carts are 65 gallons. Mr. Antoskiewicz asked how the carts are delivered to the residents. Ms. Matthews said that they notify the residents that a cart will be forthcoming and they will deliver them to each residence. They also do an annual mailer that explains the ins and outs of the entire program, not just the recycling aspect. Mr. Nickell felt that the literature should contain information regarding the cost savings to the city by utilizing the recycling program. Mrs. Vozar said that the contract also provides for two community meetings for the residents before the carts are delivered to the homeowners. Mr. Langshaw said that he conducted a survey of his residents and the majority are in favor of the semi-automated program, especially if it means that this will help save money and stave off having to pay for rubbish pick up. Moved by Mr. Antoskiewicz, seconded by Mr. Marnecheck to **recommend approval of the Rumpke proposal for manual trash pickup and automated recycling pickup**. Yeas: **Two** (Antoskiewicz, Marnecheck). Nays: **One** (Petrusky). **Motion carried.**

ADJOURNMENT

Moved by Mr. Petrusky, seconded by Mr. Marnecheck to **adjourn the Finance Committee meeting**. Yeas: 3. Nays: 0. **Motion carried. Finance Committee meeting adjourned at 7:00 p.m.**

City of North Royalton
City Income Tax Collections
1/17/2017

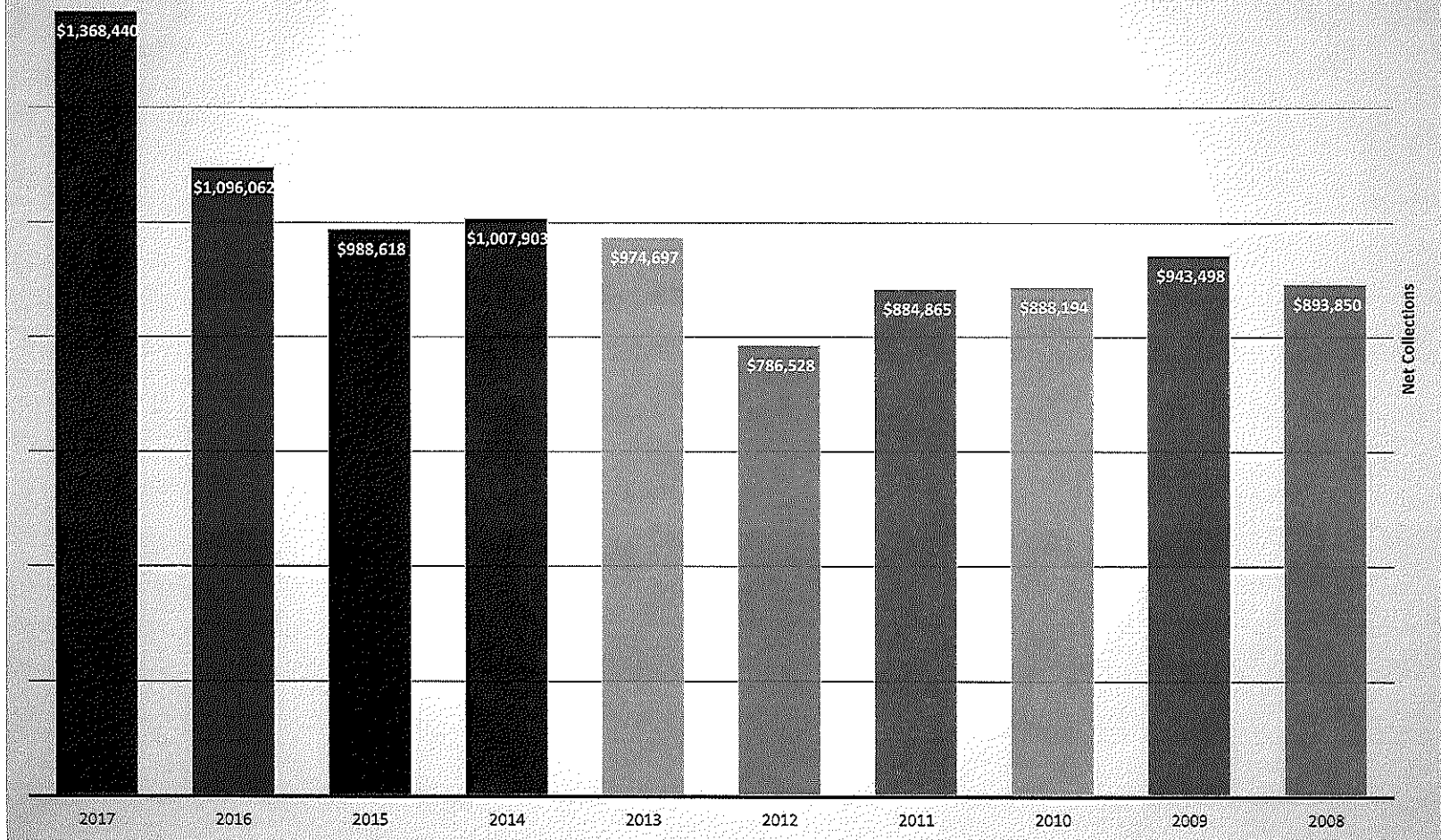
CURRENT MONTHLY RECEIPTS	Net Receipts
received in collections for the month of December-2016 / January-2017	\$ 1,368,439.98

YEAR TO DATE RECEIPTS	Net Receipts
Fiscal Year 2017	\$ 1,368,439.98
Fiscal Year 2016	\$ 1,096,062.43
Increase (Decrease)	\$ 272,377.55

COLLECTION DETAIL

	This Year	Prior Year	Difference	%
	January-2017	January-2016		
WITHHOLDING	\$ 511,667.52	\$ 494,567.23	\$ 17,100.29	3.46%
INDIVIDUAL TAXES	\$ 805,763.27	\$ 533,841.48	\$ 271,921.79	51%
NET PROFIT TAXES	\$ 96,414.97	\$ 103,571.56	\$ (7,156.59)	-7%
TOTAL GROSS RECEIPTS	\$ 1,413,845.76	\$ 1,131,980.27	\$ 281,865.49	25%
3% withholding for collection				
fees	(42,415.37)	(33,959.41)	(8,455.96)	25%
legal fees/court costs	(2,992.41)	(1,958.43)	(1,033.98)	53%
TOTAL LEGAL FEES AND				
COLLECTION COSTS	(45,407.78)	(35,917.84)	(9,489.94)	26%
TOTAL NET RECEIPTS	1,368,437.98	1,096,062.43	272,375.55	25%

Year to Date Income Tax



**CITY OF NORTH ROYALTON
Income Tax Receipts Summary**

Month Received	#101 - General Fund			#207 Police Facility	#211 SCMR Fund		#219 Office on Aging	#213 - Income Tax	#443 - Storm Water	Refunds	Overhead & Legal Fees	Net Receipts
	Original Tax	Additional Tax	#101 - General		Additional Tax	#211 - SCMR						
2017 January	\$ 913,255.01	\$ 167,494.28	\$ 1,080,749.29	\$ 16,666.67	\$ 167,494.28	\$ 167,494.28	\$ 14,583.33	\$ 56,982.26	\$ 83,747.14	\$ (6,377.22)	\$ (45,405.77)	\$ 1,368,439.98
February			-									-
March			-									-
April			-									-
May			-									-
June			-									-
July			-									-
August			-									-
September			-									-
October			-									-
November			-									-
December			-									-
Total	\$ 913,255.01	\$ 167,494.28	\$ 1,080,749.29	\$ 16,666.67	\$ 167,494.28	\$ 167,494.28	\$ 14,583.33	\$ 56,982.26	\$ 83,747.14	\$ (6,377.22)	\$ (45,405.77)	\$ 1,368,439.98
Original Fiscal Budget			\$ 11,405,000.00	\$ 200,000.00	\$ 2,000,000.00	\$ 175,000.00	\$ 720,000.00	\$ 650,000.00	\$ (300,000.00)	\$ (450,000.00)	\$ 14,400,000.00	
			9%	8%	8%	8%	8%	13%	2%	10%	10%	

NOTES: Shaded columns reflect the additional tax.

Month Received	#101 - General Fund			#207 Police Facility	#211 SCMR Fund		#219 Office on Aging	#213 - Income Tax	#443 - Storm Water	Refunds	Overhead & Legal Fees	Net Receipts
	Original Tax	Additional Tax	#101 - General		Additional Tax	#211 - SCMR						
2016 January	\$ 687,657.65	\$ 152,378.14	\$ 840,035.79	\$ 16,666.67	\$ 152,378.14	\$ 152,378.14	\$ 14,583.33	\$ 42,907.02	\$ 76,189.07	\$ (10,779.75)	\$ (35,917.84)	\$ 1,096,062.43
February	810,749.12	176,274.28	987,023.40	16,666.67	176,274.28	176,274.28	14,583.33	50,452.36	88,137.14	(11,193.15)	(40,385.69)	1,281,558.34
March	654,861.33	136,232.02	791,093.35	16,666.67	136,232.02	136,232.02	14,583.33	40,701.21	66,116.01	(13,894.77)	(34,564.19)	1,018,933.63
April	789,937.21	167,169.20	957,106.41	16,666.67	167,169.20	167,169.20	14,583.33	47,769.13	83,584.60	(33,025.34)	(39,778.76)	1,214,075.24
May	1,298,312.42	196,327.76	1,494,640.18	16,666.67	196,327.76	196,327.76	14,583.33	78,491.61	98,163.88	(43,108.70)	(58,751.76)	1,799,012.97
June	967,541.94	169,020.08	1,136,562.02	16,666.67	169,020.08	169,020.08	14,583.33	56,805.65	84,510.04	(63,355.28)	(45,481.48)	1,369,311.03
July	752,312.62	297,720.93	1,050,033.55	16,666.67	297,720.93	297,720.93	14,583.33	44,980.72	148,860.47	(28,093.26)	(50,771.35)	1,493,981.06
August	716,967.13	158,135.01	875,102.14	16,666.67	158,135.01	158,135.01	14,583.33	43,817.30	79,067.50	(25,235.71)	(36,510.42)	1,125,625.82
September	685,369.31	219,089.77	904,479.08	16,666.67	219,089.77	219,089.77	14,583.33	42,619.05	-	(14,076.58)	(34,864.21)	1,075,467.18
October	815,294.39	156,765.47	972,059.86	16,666.67	211,995.60	211,995.60	14,583.33	51,128.56	-	(3,737.33)	(41,792.91)	1,220,903.78
November	615,043.19	202,695.42	817,738.61	16,666.67	210,522.39	210,522.39	14,583.33	38,363.65	-	(11,470.16)	(33,792.53)	1,052,611.96
December	528,699.07	311,769.28	840,468.35	16,666.67	-	-	14,583.33	33,143.14	-	(12,507.19)	(28,199.38)	864,154.92
Total	\$ 9,322,765.38	\$ 2,343,577.36	\$ 11,666,342.74	\$ 200,000.04	\$ 2,021,835.25	\$ 2,021,835.25	\$ 174,999.96	\$ 571,179.40	\$ 726,628.71	\$ (270,477.22)	\$ (478,810.52)	\$ 14,611,698.36
Original Fiscal Budget			\$ 11,475,000.00	\$ 200,000.00	\$ 1,840,000.00	\$ 175,000.00	\$ 700,000.00	\$ 630,000.00	\$ (300,000.00)	\$ (450,000.00)	\$ 14,270,000.00	
			102%	100%	110%	100%	82%	115%	90%	106%	102%	

NOTES: Shaded columns reflect the additional tax.

Month-to-Date Revenues as Percentage of Total Annual Budget

8%

**CITY OF NORTH ROYALTON
Summary of Overtime Budgets
2017 Fiscal Year**

As of 1/7/2017

Fund	Department	2017 Budget	2017 Actual
General Fund	Police Department	\$ 150,000	\$ 2,795
General Fund	Animal Control	2,000	129
General Fund	Fire Department	5,000	-
General Fund	Dispatch	6,500	25
General Fund	Cemetery	-	-
General Fund	Parks & Recreation	15,000	10
General Fund	Building Department	1,000	-
General Fund	Mayor's Office	2,000	122
General Fund	Finance Department	2,000	72
General Fund	Engineering	100	-
General Fund	Legislative Activity	1,000	-
General Fund	Mayor's Court	5,000	37
Police Facility Operating	Jail	23,000	970
EMS Fund	Fire Department	400,000	7,996
SCMR	Storms Sewer and Drainage	10,000	-
SCMR	Streets	20,000	-
SCMR	Snow removal	35,000	-
Office on Aging	Senior Assistance	2,000	-
Community Diversion	Police Department	5,000	-
Waste Water	Treatment	85,000	1,823
Waste Water	Maintenance	35,000	-
		\$ 804,600	\$ 13,979

2%

Current Date Represents This Percentage of the Year

4%

CITY OF NORTH ROYALTON
2016 Purchase Orders Over \$40,000

Blanket P.O. #	Vendor	Dept Name	Description	Approved on Ordinance	Total P.O. Amount
2016-0057	RUMPKE OF NORTHERN O	Rubbish Department	RUBBISH SERVICE	2012-047	\$ 1,184,952.00
2016-0112	NORTHEAST OHIO REGIO	WW Treatment	SEWER REVENUE	2003-145	\$ 933,000.00
2016-0104	STRONGSVILLE CITY O	Police & Fire Communications	DISPATCH SERVICES	2014-014	\$ 456,000.00
2016-0305	CARGILL SALT	Snow Removal	ROAD SALT	2015-060/2016-090	\$ 234,800.00
2016-0058	CARGILL SALT	Snow Removal	ROAD SALT	2015-060/2016-090	\$ 100,000.00
2016-0230	TRI COUNTY CONCRETE	Storm Sewers & Drainage	CONCRETE	2016-047	\$ 170,000.00
2016-0060	PORTS PETROLEUM 7740	Street Maintenance	FUEL	2015-100/ 2016-140	\$ 148,000.00
2016-0116	DIVISION OF WATER	WW Treatment	METER READING FEES	2012-060	\$ 145,000.00
2016-0113	MEDINA COUNTY SANITA	WW Treatment	MEDINA 300 CHARGES	2003-145	\$ 50,000.00
2016-0232	INDY EQUIPMENT & SUP	Street Maintenance	SUPPLIES	2016-47	\$ 45,000.00