

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held October 11, 2022

CALL TO ORDER - 5:30 PM

The meeting was called to order at 5:30 p.m. by Chairman Mark Weber. Committee members present were Mark Weber, Tim McCarthy, and Jonathan Smith. Also present were Bridgette Kabat, City Administrator, Kate Sandretto, Law Director, Amber Rathburn, Finance Director, Khayla Trego, Deputy Finance Director, and Steve Bronder, Income Tax Commissioner. Councilman Fuller was present in the audience.

ROLL CALL

APPROVAL OF 09/13/2022 MEETING MINUTES

No citizen's concerns.

There being no objections, the minutes of the September 13, 2022 meeting were approved 3-0.

REQUEST TO DECLARE ITEMS SURPLUS

Ms. Rathburn stated that Fire has five cardiac monitors that are no longer useful to them. It is requested to declare them surplus and to allow them to be donated. The Committee agreed 3-0 to recommend this to City Council.

Ms. Rathburn stated that there are also four cars from Public Utilities, which will need to be declared surplus. All will be sold on govdeals.com. The Committee agreed 3-0 to recommend this to City Council.

RIGHT STUFF SOFTWARE RENEWAL

Ms. Rathburn explained that Right Stuff is the software that is used for employee scheduling and payroll. This is an annual agreement. Mr. Smith asked if it was an increase from last year. Ms. Rathburn answered that it is a very slight increase, as last year the contract was just under \$25,000. The Committee agreed 3-0 to recommend this to City Council.

APPROVAL OF CODE UPDATES

This will be discussed in November.

APPROVAL OF 'THEN AND NOW' PURCHASES

Ms. Rathburn stated that these are purchases that were made before a purchase order was issued. There is money in the budget to cover them. The Committee agreed 3-0 to recommend this to City Council.

REQUEST FOR 2022 BUDGET AMENDMENTS

Ms. Rathburn explained that these are quarterly budget adjustments. Mr. Smith asked about the HR expense. Ms. Rathburn explained that this was for an assessment center for the open Fire Chief position. Ms. Rathburn also explained that the second list of budget adjustments are related to the new chart of accounts and new financial software. She explained that they are just moving budget amounts between the categories, so that the appropriate accounts are used going forward. These adjustments net to 0. The Committee agreed 3-0 to recommend this to City Council.

FEES CHARGED BY THE CITY TO PROMOTERS OF SPECIAL EVENTS

Ms. Kabat presented a sheet listing neighboring Cities and their practices for charging for City services for non-City events. It also showed how overtime rates are calculated by Police and Service. Mr. Weber asked Christine Best to speak on costs regarding the Farmer's Market. Christine Best, Executive Director of Visit Perrysburg, is very proud of this event and values the relationship with the City. Ms. Best stated that for twenty-four weeks of Farmer's Market, the expenses will total \$48,986.02 which includes the additional charges from the City for Police and Service. Ms. Best noted that before the charges were added, the Farmer's Market had always been "revenue neutral." Going forward, it is projected to run at a loss of \$28,716.02 per season. She added that it is a lot of money to spend for a service that is not tied to the CVB's mission directly. She further explained that their mission is to promote tourism and business commerce in the City and immediate vicinity. Mr. Smith suggested looking into an entity that could help takeover the Farmer's Market and different parades and events happening within the community. Mr. Weber asked that this issue stay on the agenda for next month.

DISCUSSION OF THE 2023 BUDGET

Mr. Weber asked if the budget could be discussed at the November Committee meeting after the committee has had more time to review the figures, and requested that it stay on the agenda.

REQUEST TO ADD URBAN FORESTER INTO THE PAY BANDS

Ms. Sandretto stated that Personnel Committee approved a new position of Urban Forester, but they have to give Finance a way to pay them if they are hired. They will be in pay band D. The Committee agreed 3-0 to recommend this to City Council.

DISCUSSION OF LANGUAGE FOR BIDDING REQUIREMENTS

Mr. Weber invited Councilman Fuller to present his research and findings regarding updates to the City's language for bidding practices since the code section for bidding falls under the Department of Finance.

Mr. Fuller explained how he believes the language could be improved to ensure City projects that are being funded by taxpayer dollars are being completed by the most responsible and responsive contractors, and provide quality workmanship. Mr. McCarthy asked about the \$25,000 threshold that Mr. Fuller referenced. Ms. Kabat explained that there are two prevailing wage thresholds. One for new construction and

the other for reconstruction and renovation. Mr. Fuller stated that Rossford and Bowling Green are also potentially addressing this issue. Mr. Smith noted his concerns about pigeonholing too much to only hire union employees. Mr. Fuller stated that the intent is both union and non-union, but he can look into that further. Mr. Fuller stated that his proposed changes encourage best practices in the industry. Mr. Smith is also concerned about this being cost prohibitive with the requirement to provide healthcare benefits. Mr. Fuller stated that he is uncomfortable not offering benefits to someone doing work on City projects, as they are an extension of the City. Mr. McCarthy suggested an internal prevailing wage ordinance. Mr. Weber stated that they will be discussing this further in the Service and Public Utilities Committees.

FINANCE DIRECTOR'S REPORT

Expenditures > \$5,000

Ms. Rathburn stated that the new format for this report will be coming next month. There were no questions regarding the expenditures.

Health insurance fund

Ms. Rathburn stated that it is still steady and hopes to have 2023 renewals out soon.

Investment quarterly update

Ms. Rathburn stated that per the investment policy, she needs to update them quarterly on investments.

TAX COMMISSIONERS REPORT

Review income tax collections

Mr. Bronder explained that tax collections are up from last year and have been healthy. They collected \$2.1 million in September in Income Tax. Mr. McCarthy asked about the one single payment that has not been decided on by the state. Mr. Bronder stated that it is skewing the numbers somewhat, and we are up 13.5% without that payment. Mr. Smith asked if there are any issues with people working at home. Mr. Bronder stated that it has not impacted us in a negative way at this point.

OTHER BUSINESS

None.

There being no further business, the meeting adjourned at 6:38 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development Committee

Next meeting: Tuesday, November 8, 2022 at 5:30 p.m.