



# **FINANCE COMMITTEE WORK SESSION**

## **NOVEMBER 14, 2016**

Committee Members Present: Charlotte Whipkey  
Scott Pelot  
Dennis Pierson

Also Present: Mayor Mike Zita  
Valerie Wax Carr  
Ron Messner  
Paul Tousley  
Karla Richards

The Committee Work Session convened on Monday, November 14, 2016 at 6:00 PM, in the Council Chambers of the Safety Administration Building. The meeting was called to order by Charlotte Whipkey, President of Council. Following a salute to the flag and the Pledge of Allegiance, there was a moment of silent prayer. Ms. Whipkey advised everyone that the video upgrades are all done as of today. We have a new camera and new microphones. We are running live tonight with a new platform called Ustream. In addition we are still running the old Livestream just in case there are any problems or if the public is having difficulty getting the Ustream program to work for them. After tonight's successful broadcasting, we will be doing away with the Livestream format and sticking with Ustream only.

## Committee Discussion

## 2017 Budget Review

Ms. Whipkey turned this discussion over to Mr. Messner for all of the details. Mr. Messner discussed the emailed questions he received from Ms. Whipkey (see attached) and his answers. Mr. Messner stated he would like to get through all of the General Fund, down to the Police Service Department, and Fire Department and the Enterprise Funds saved for next week's discussions. Mr. Messner stated the documents are the same format as Council saw last year. Mr. Messner noted next year in the General Revenue account he has budgeted \$6,254,069.80 for next year. Mr. Messner stated he won't know that figure until he gets the Fiscal Officers tax certificates of resources sometime in late December. Mr. Messner stated that on page #6 of the Enterprise Fund the yellow at the bottom is the total revenue we are working with for 2017. Mr. Messner stated that overall things are going well and we have more revenue than expenses. Mr. Messner went over the Council budget that did not have much of a change from last year, noting the legal had been decreased.

Ms. Whipkey asked about the amount for broadcasting and Mr. Messner stated that he did trim that down a little because of going with the new Ustream program and it should be about \$1400.00. Mr. Pierson asked about the legal line item for Council's budget and asked if that retainer is split between each departments and Mr. Messner stated that he will explain that more when we get to the Law Dept. section because there is a bigger amount here with the retainer plus the billable hours. Mr. Messner stated when their billing comes in we sort out what was Council items and what is Administrative items. Ms. Whipkey reminded the public that you may still speak or ask any questions if desired this evening on this topic only. Mr. Messner stated in the Mayors budget we have a 4.3% decrease. Mr. Pelot asked if the Mayors Budget should read \$52,531.00 on the summary page as its listed as \$53,531.00 on the worksheet and Mr. Messner concurred this is a typo and Mr. Pelot was correct; it should be \$52,531.00. Mr. Messner discussed the Administrative Officer's budget which is a 8.1% decrease. Again he is reducing wherever it's possible to do so. Mr. Messner discussed the Community Development which is a 21.7% increase. The \$35,000.00 for professional services is for InSite Development Services, DB Hart and any other consultants that are needed; which all of this may or may not be used for development areas. Mr. Messner discussed the Building & Zoning which is a 71.7% decrease due to most of the building going to Barberton last year and the other changes are for the part time position for Mr. Braman. Mrs. Carr added that InSite had also been removed from this area and placed in Community Development. Mr. Pierson asked if we are paying benefits to a part time employee and Mrs. Carr replied no, all of our employees that are part time stay under twenty-nine (29) hours of hours weekly and there are no health benefits. Mr. Messner discussed the Finance Department which has a 9% decrease because he did not budget for a Dep. Finance Director because that position had not been filled in the last three (3) years and he just gave this up. Mr. Messner discussed the changes in Finance Department are increases for VIP Software where we have and all of the necessary training and we should be going live next May. Mr. Messner discussed Income Tax at a 7.2% decrease. Mr. Rodgers asked on Page #12- under the Finance Department VIP and the SSI and Easy Time? Mr. Messner explained SSI is the Software Solutions company that does the maintenance on the software and Easy Time is the maintenance for the digital timeclock for salary employees. Mr. Messner stated back to the Income Tax on page #13 and the decrease here is due to part of his salary gets split between the two (93% Finance Dept. & 7% Income Tax) including the benefits being split. Mr. Messner stated that any increases are below the yellow lines. These can include income tax refunds and this year he did budget a little high at \$80,000.00 and last year it was budgeted at \$120,000.00. This can happen when CCA makes a mistake or the taxpayer does unknowingly and asks for a refund. Mr. Messner stated he reviews each case individually and if he approves CCA will write that off of our expenses. Mr. Rodgers asked about the JEDD and the 2% fee and if this is in addition to the share of the income tax they get? Mr. Messner noted the JEDD was in place before he got here but he knows that we pay based on quarterly amounts by Barberton for income tax received in the JEDD area. Mr. Pelot stated he understands the 2% is what Barberton charges for income tax they get off of those businesses. Mr. Messner stated we collect all of the income tax and we only share 2% of the JEDD areas with Barberton. Mr. Rodgers stated in the JEDD agreement they get 50% and has been an issue with many of us on Council.

Mrs. Whipkey stated that Mr. Rodgers is correct in that Barberton gets more than that 2% and our issue with the JEDD is we feel we are losing almost half. Mr. Messner stated he would check the contract details and get back to Council on this. Mr. Messner skipped down to page #20-General Government. Mr. Messner stated there is a 10.7% decrease due to last year we had other salary items in the Parks and now all of those are split between Service & Parks at 75%/-25% with the exception of one (1) employee; Mr. Tenney who is 90%/-10% Parks-Service Dept. The rest are 75% Service and 25% Parks as they go back and forth. Mr. Messner stated that there is a part time item for a Records Secretary for the Records Commission at 30% for Mrs. Back. Mr. Messner noted some legal expenses and labor negotiations for next year as there will be all five (5) unions up for negotiations. Mr. Messner discussed the changes in IT Department and the SWSCOM. Thanks to Mr. Sattler who has looked into purchasing power with Summit County. Mr. Messner discussed the Law Dept. Page #22 and 13.2% increase due to changes in Barberton Prosecutors agreement for an increase in salary there as there have been no increases there for several years. Mr. Messner stated the professional service retainer is a little higher this year, and Mr. Pierson pointed out the retainer was \$25,000.00 and asked so you are already establishing an increase for next year? Mr. Messner stated he was not sure Mr. Markey is asking for an increase next year, and Mrs. Carr stated she understands they will be waiving the increase for 2017. Mr. Pierson asked if this is a 50/50 split on the retainer between Council and Admin and Mr. Messner replied no. Mr. Messner stated he is working by department and of those billable hours they are noted marked as such by department. Mrs. Carr stated these bills are very detailed by hour and by department; she reviews them first and then passes them along to Mr. Messner. Mrs. Carr added that very little of the expense is Council's and she felt 90% of it goes to Administration. Mr. Pierson stated he wanted the details on what department was using the legal expense. Mr. Messner pointed out that Mr. Pierson was familiar with the billings as he has supplied much of that information to Mr. Pierson over the last two years with the breakdown on the front page. Mr. Tousley asked if his retainer covers council meetings, and Mrs. Carr concurred that is correct, in addition to preparing any legislation. Mr. Messner discussed the Barberton Court Costs of \$5,000.00 and we should have been paying this all along since 2013 and he did pay this for 2016. Mayor Zita stated he understands all communities served by Barberton are billed similarly for each year. Mr. Rodgers asked what are we paying these court costs are for and Mrs. Carr clarified that it's not that we are paying court costs it's for administrative costs. Mr. Messner stated that this originates back to Ord #82-2012 and the details this expense covers and it passed on \$5,000.00 each year since but we have not been paying this. The cities of Green and New Franklin pay a lot more as these fees are based on the number of cases. Mr. Messner discussed the Engineer Page #24- down 8.6% where we pay Mr. White thru Summit County and we give him a few dollars for office supplies. Mr. Messner discussed Page #26 Parks, which is down 1.1% increase for next year mostly due to the increase in the bargaining unit's contract. Mr. Messner stated that with the new utility agreement with Gardiner he is leaving them high for now but these numbers should be down overall by the end of the year. Mr. Pelot asked about the increase in uniform allowances, and Mr. Messner stated that was due to moving the employees into the proper areas based on the percentage of time.

Mr. Pelot asked what is included in the allowance and Mr. Messner stated in the contract they receive about \$600.00 a month per employee and is divided by the percentage of time allotted for the department per employee. Mr. Rodgers asked about the \$13,000.00 in overtime and asked why this is so much? Mr. Messner replied that part of that would be for the seasonal laborers. Mrs. Carr asked Mr. Messner to check that as she believed that should be in the part-time labor budget. Mr. Pierson asked if any of the funds come out for events like the Cider Festival to which Mr. Messner stated no and replied that when we provide them labor they pay us back for items like trash, etc. Mrs. Carr stated we are not reimbursed by the Cider Festival although the other festivals our people work we charge them for our labor costs and we do get paid back, but we have told the Cider Festival Committee they also would be paying this in the future. Mrs. Carr stated she does not believe this figure for overtime is actually this high and we will look at this although Mr. Tenney does get calls for plowing at times which would come out of the Parks budget. Mr. Pelot asked about the CDBG for the gazebo and Mr. Messner stated that is our 20% as he has applied for grants for two pavilions, one at Helmick and one at Frasure. As for the Gazebo, Mrs. Carr stated we have put in for some funding assistance on the Williams Park gazebo and we are working with the civic groups to help with these costs as we are required to keep the area as a park. Mrs. Carr stated that the electric is in very bad shape and is estimated to cost \$4,000.00 at Williams Park. Mr. Pelot asked if we are working with the Wadsworth carpentry class there and Mrs. Carr replied yes as last year they had worked with the masonry class and it worked out very well. Mr. Messner stated the Planning Commission and Parks were basically the same for the board contracts. Mr. Messner discussed the various parks programs and stated last year we had a day program, but has not heard on it this year so did not budget for it. Mrs. Carr shared that the Parks Board is still reviewing that and it may need to come back for that. Mr. Rodgers asked if there was a need for the day program and Mayor Zita stated that several years back Jackie Jensen had been very involved in several programs that stopped when she left and that Mrs. Ranier has been trying to resurrect the program. We do need a specific amount of kids to attend in order to get grant assistance for the Summer Rec Program that we did not meet last year, but are moving on it sooner this year. Mr. Messner discussed the Building & Zoning decrease with the two lines in it for the land grant and housing demolition. Mrs. Carr added we are looking at the land grant to purchase the former AP gas station with brown-field money and the program has changed and we are still working on this. Mrs. Carr noted there would be at least two (2) homes that are guaranteed to have funds to demolish abandoned homes, however we had put in for seven (7) total. Mayor Zita added we would need some seed money for it. Mrs. Carr stated if we don't use this money it will go back and roll over to next year. Mr. Messner discussed the Civil Service page #34, and noted the funds down by 5.3%. Mr. Messner discussed the Records Commission Page #36 and the increase is out of sight at 4,828.6 %. Mr. Messner discussed the increase shown on page #37 in detail and there is a new cost of \$34,000.00 to purchase a new copier/scanner which will eliminate all of the paper documents in his office and potentially in Karla's office as those documents will be scanned and stored electronically. Mr. Messner stated it's a little more expensive to get it off the ground as we have to purchase the proper copier/scanner at the Fire Department where Mrs. Back, the Records Commission Secretary, will be able to do the scanning for all departments.

Mr. Sattler stated the backup process would be on one server and noted that the server will back up in Copley and in Barberton, so we will have a disaster recover at Summit County and we could pull up the backups to that location once a week or once a day. If something ever happens we can pull our original backups from there. Ms. Whipkey asked if this backup is something the Auditors are asking for this as well? Mr. Messner indicated this scanning process has become a more recognized process and the Auditors really don't have a preference to paper or electronic and if they can pull up the records and see an electronic record, they are happy with that. Mr. Pierson asked if there are various contractors that provide this service, and Mr. Messner replied yes, but it's very expensive ad .10¢ to .15¢ per page. Mr. Messner noted it's much more cost effective for us to do this in house. Mr. Messner noted that when it comes to public records request this will be much faster to research and respond. Mrs. Richards noted that each year Council provides an expense of \$500.00 to archive all of the original minutes and legislation which if this is approved we can remove that expense from Council's budget. Mr. Messner discussed the Storm Water Fund on page #38, which is down about 8% with the line items on page #39. Mrs. Carr stated we may need to increase this if we get moving on the Wolf Creek Watershed and we are meeting with Enviro Science this week to talk about potential grant money to apply for to do some neighborhood storm water work. Mr. Messner discussed the Transfer Out Budget, page #40 and is down 84.3% and he has dropped this down to \$408,578.00 and he stated this is not going to be enough and he promises he will be coming back to Council to appropriate more money in that area. If not we will not have roads done or anything else. Mr. Messner noted right now he cannot signify there is enough money to balance the budget in the General Fund and that is the area to make cuts. Mr. Rodgers asked if the drop down to the \$408,578.00 is because he felt we don't have enough revenue to support anything higher and Mr. Messner stated that is correct. Mr. Messner stated once we get into 2017 he will know if this is short or not and the Budget Commission will come back to him and let him know if he has more money and if we do that is right where it will go. Mr. Rodgers stated we are talking about a \$2 million dollar shortfall now and Mr. Messner concurred that was correct. Mr. Rodgers asked with that \$408,578.00 drop when we get to the 2017 Road Program this will be covered and Mr. Messner replied yes for next year its budgeted at \$848,000.00 but we will have to transfer the money because we do not have enough cash to back that up. This year we had to transfer \$800,000.00 over to the roads to make that up. In addition he had to transfer over \$1,000,000.00 in the Service Department because they only bring a little over \$600,000.00 from motor vehicle gas tax, etc. Mr. Messner stated you can look back to the Revenue Account #102 to see just what exactly is coming into the City. You will also see a Transfer line and you can see how much we had to move over. Mr. Rodgers asked if we know we are \$2 million short today shouldn't we be cutting today? Mr. Messner stated the budget is balanced at this point and he wants to see how next year starts how that revenue flow is coming; he wants to be sure. We have about \$6 million now and we have another \$6.2 million in the Revenue so we have a total of \$12 million in General Revenue and Enterprise Funds now. Mr. Messner discussed the Advances on page #42 and there is only one for \$36,000.00 he used in the permissive road tax and he has to advance money because we don't get these funds until late May or June. Mr. Reynolds needs those funds early for fixing and patching the roads especially if we have a bad winter.

Mr. Messner stated the Enterprise Funds will be a session by itself then on to the other big three (3) departments. Mr. Messner suggested we start at 6:00 PM next week.

**Adjourn**

There being no other business to come before the Committee Work Session, the meeting was adjourned at 6: 59 PM.

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Charlotte Whipkey, President of Council

**\*NOTE: THESE MINUTES ARE NOT VERBATIM\***

**\*\*ORIGINAL SIGNED AND APPROVED MINUTES ARE ON FILE WITH THE CLERK OF COUNCIL.\*\***

**All Committee Meetings will be held at the Norton Safety Administration Building, unless otherwise noted.**

## Budget Questions

### Budget Questions for Nov/Dec 2016

#### **General Revenue Summary**

p. 1 \$40,000 for new officer?  
What are the refunds for?  
Note receivables for PR-25 radios need corrected?

p. 2 What about the new tower going up  
Where are the games of skill fees for 2015 and 2016?  
Where is waste hauler fees?

#### **Council**

Is the Broadcast meetings enough at \$2500

#### **Building and Zoning**

Down because we sent building to Barberton?  
What is the \$35,000 for professional services in 2016?

#### **PD**

p. 16 Why is jail service raised when we have never used close to that?

#### **Parks**

p. 27 Why Pavilions in red...to be applied for?

#### **Planning Commission**

p. 29 Why increase Planning by \$25 in postage?

Postages across the board? Cause parks and Rec Board is up also by \$25 (p. 31)

#### **Records Commission (p. 36-27)**

We didn't start paying on the new copier and stuff last year?

#### **Transfer out**

p. 41 Nothing for the \$50,000 to clean Barber Road sewers?

#### **Service**

Did we ever get our salt reimbursement from last year's over payment?

#### **Fire/EMS Levy Fund (p.51)**

How come nothing for Auditor Treasure fees when we were in the hole for 2016;  
professional services when we've spent in the 4-5 digits every year; and fuel?

I am guessing we don't have anything for training and repair/maintenance because it is  
covered elsewhere or by grant?

#### **Old levy**

p. 56-A & B Are we in the hole or just showing it closed out and that is why it is in red?

## Budget Questions

### **Community Center**

p. 58 Why two dollar amounts?

### **Water System Fund**

p. 66 electric Pump Station? Where..couldn't be Brentwood as we no longer have it.

### **Sanitary Sewer Fund**

p. 68 Is the \$50,000 for the Barber Road cleaning?

Why do we need anything in here if not for the cleaning we agreed to with Barberton?

### **Water & Sewer Improvements**

p. 70 Again why do we need anything in here and what is this for Barber Road?

### **New Park Project**

p. 77 We are just anticipating the \$100,000 before 50% grant?

And do we REALLY have \$645,000?

### **Special Assessment (SA) Debt Service**

p. 83 Why Barber Road...didn't Barberton inherit this under the sewer Agreement?

Zimbra

annnc@cityofnorton.org

## Heroin Awareness Night

**From :** Brian Brown  
<bbrown@graceohio.org>

Tue, Sep 27, 2016 01:59 PM

1 attachment

**Subject :** Heroin Awareness Night  
**To :** annnc@cityofnorton.org

Heroin Awareness Event  
Grace Church → GRACE BRETHREN  
November 15  
6-8 PM

Thank you my friend!!!!!!  
330-607-0590

Brian Brown  
Give IT Away  
Coordinator



330.825.6291

[www.graceohio.org](http://www.graceohio.org)

*Information  
regarding the*  
**Shop with a Cop  
program**

The Norton Police Department is excited to announce some changes to the Shop With A Cop program for 2016. **This year, the program will be run completely in-house by our officers along with help from other Norton city employees and volunteers.** The change to allow us to stay within our community will also provide greater flexibility and allow more local people to be directly involved on the day of the event.

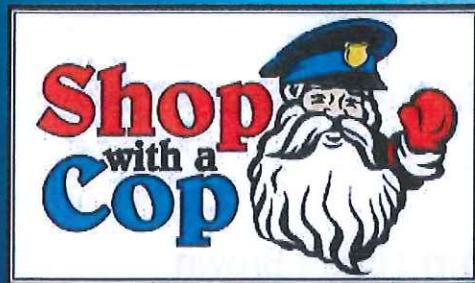
The new Norton Shop With A Cop Program is designed to enable selected children within the Norton Schools community to spend a fun-filled day of holiday shopping with uniformed officers from the Norton Police Department. Children are selected for the program due to economic and other crisis factors. Selected children will enjoy breakfast with officers, then parade to the Target store in a procession of emergency vehicles using lights and sirens. The parade will move west along Greenwich Road from the Norton Fire Department, then north on Medina Line Road into the Target parking lot. After shopping, kids and officers will return to the Norton Community Center for a pizza party and to wrap their gifts.

Our department is selling raffle tickets to raise the monies needed to fund these gifts. For every \$100 raised, one local student will be selected to attend this program. Each child will be provided with a \$100 Target gift card. Only 1500 tickets are available so odds of winning are better than ever! *(Tens of thousands of tickets were sold in the past!)*

Your support in the form of a donation or raffle ticket purchase would be greatly appreciated. If you would like to be part of this magical tradition or have questions, please contact me at 330-289-5088.

Thank You and Happy Holidays!

Officer Kevin Starling



**NORTON  
SHOP WITH A COP RAFFLE**

Buy your raffle tickets NOW!

**\$1.00 Each**

(Donations ALWAYS accepted!)

Drawing Prizes

1st Prize – 50" SMART TV

2nd Prize – \$100

3rd Prize – \$50

DRAWING HELD ON: December 10, 2016

**Contact: Officer Kevin Starling  
for details!!  
330-289-5088**

*Sponsored By:*  
**NORTON POLICE  
DEPARTMENT**



**CARING FOR OUR COMMUNITY**

*See Karl  
for + tickets*