

**CITY OF SAINT MARYS COUNCIL
BUDGET WORKSHOP**

NOVEMBER 10, 2022

CALL TO ORDER

The scheduled Council Budget Workshop of the City of Saint Marys was called to order by Mayor Lyle Garner on Thursday, November 10, 2022 at 6:00 p.m. The meeting was held in the Council Room of City Hall, 11 LaFayette Street. Notice of this meeting was sent to Council on October 28, 2022, posted at City Hall and published in the Daily Press.

PLEDGE TO THE FLAG

ROLL CALL

Present: Mayor Lyle Garner, Deputy Mayor Bob Roberts, Andrew Mohny, Shane Schneider, Nedward Jacob, Sally Geyer, Jerome Sorg, Manager Joe Fleming, Recording Secretary Lorrie Levenduski.

City Staff: Public Works Director Tim Brennan, Public Works Deputy Director Travis Skrzypek, Finance Director Carol Muhitch, Chief Operator Lad Kornacki and Maintenance Supervisor Ike Kraus.

VISITORS

There were no visitors.

**BUDGET PACKET
OVERVIEW AND
SUMMARY**

Manager Fleming stated the 2023 City budget was being presented tonight as a balanced budget. Its focus is on the completion of City projects. The intent was not to place any additional tax burden on our residents. There are multiple projects in the City and the City is seeing growth. The City is in a good financial position and industry is showing growth. City staff has worked very hard to prepare this year's budget.

Carol Muhitch provided an overview of the different portions of the budget and explained the revenue and expenditures of the different funds.

Council discussed the annual Oil and Gas fees collected, Downtown Event Park fees, Amusement Device revenue, and Tavern Games tax.

GENERAL FUND BUDGET

Operating Budget

General Administration

The General Administration budget was discussed.

General Administration costs within the General Fund consists of the following departments and/or programs: Mayor-Council, Manager, Financial Administration, Tax Collection, Solicitor Fees, Human Resources-Public Relations, Personnel

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Administration, and buildings costs for City Hall.

Dues, Subscriptions and training were reviewed.

It was noted insurance rates increased.

It was confirmed that the supplies were purchased from a vendor that provides Costar pricing.

No changes were made.

Public Safety

The Public Safety budget was discussed.

Public Safety contains the Police Department, EMA, Code Enforcement and the Planning and Zoning Departments.

Police Department was reviewed.

It was noted a tentative contract with Uniformed employees was reached.

It was noted the 218 Agreement with the Social Security Administration was pending. All of the phases were completed, and the official document should be received within 12-18 months. This would not affect the budget, since the City already withholds Social Security.

An additional Sergeant position was in the testing/selection process.

The implementation of 12-hour shifts seems to be providing a cost savings due to less overtime.

No changes were made.

Code Enforcement/Planning and Zoning

Council discussed the wage breakdown for different City projects, and mowing costs for City property vs private property, and the process for Code violations.

No changes were made.

EMA

No changes were made.

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Public Works

The Public Works budget was discussed.

Public Works is responsible for the reconstruction and maintenance of City roads, snow removal; traffic signals and street signs; storm sewers and drains; curbs and sidewalks.

Increases had explanations under each item. Fuel, oil and stone costs were increased.

Increases in oil and chip costs has prohibited all of the unimproved roads to be done annually.

Daylighting of problem areas is performed and has provided some benefits.

There was a brief discussion on the some of the retention ponds that are not maintained by developers, future responsibility and maintenance and a source of funds. It was noted some areas create a Stormwater Authority to address these types of issues.

Sanitation

Sanitation includes expenditures to administer the utility billing and managing the sewage treatment plant, recycling costs and on-lot sewage inspections.

No changes were made.

Parking Facilities

Parking Facilities includes the expenditures related to the parking garage, municipal parking lots and on-street parking.

It was noted there are issues with the current antiquated parking meters and the inability to have them replaced or repaired. A long-term plan for meters and/or the meter feed app will need to be discussed next year. It was suggested to consider specific areas for only the meter feeder app.

No changes were made.

Community & Economic Development

Community & Economic Development department serves as a communication between the City and the downtown business

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and local organizations. The department works with the community in developing economic development through grant revenue. Major funding is through the federal and state government.

Council briefly discussed the administration fees reimbursement for the department's employees and recent grants submitted and/or approved.

The Manager would provide a complete list with the status of 2022 grants.

No changes were made.

Other Administration

Other Administration contains Interfund Operating Transfers, Miscellaneous and Community Transfers.

Elk County Humane Society requested an additional \$2,500.00

No changes were made.

CAPITAL FUNDS

Capital Reserve Fund

The Capital Reserve fund and the CDBG fund accounts for all resources and expenditures concerning the acquisition, construction or improvements of capital facilities, acquisition of equipment and infrastructure cost by the municipality including special revenue funds and enterprise funds.

Funds from the General Fund are transferred to the Capital Reserve fund based on the City Policy.

Council discussed a piece of equipment to assist with the maintenance of City owned sidewalks for the Public Works Department and also discussed Erie Avenue upgrades.

No changes were made.

**Capital Reserve – Streets
Roads, and Bridges**

This fund was created in the 2019 budget. Revenue to support these expenditures came from the increase in the Earned Income Tax imposed in 2019. 85% of the .2 tenths increase is allocated to this program. One half of this funding is for streets, roads and storm sewers and the other half is for bridges.

John Street reconstruction was discussed, and the list of streets being considered for future improvements with this funding.

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Eberl Street bridge was discussed. An engineering study was necessary to determine the integrity of the bridge. Other bridges were also listed for future assessment.

CDBG fund

No changes were made.

**ENTERPRISE FUNDS
Sewage Treatment Fund
Budget**

Cost to manage and operate the Sewage Treatment Plant is paid through the Sewage Treatment Fund. This fund is an operating fund. For capital cost for the Sewage Treatment Plant, the cost is paid through the Sewer Fund and capital cost to upgrade and to maintain the sewer lines is paid through the I & I Fund and the Sewer Line Replacement Fund.

The changes made to the rate structure in 2022 has balanced out. If revenue drops, then less will be transferred for Capital Projects. At the end of 2023 the fund will be debt free.

Capital Fund

The Erie Avenue/Washington St. Sewer Project cannot be started until grant funding is confirmed. Enough lead time for the contractor was needed. CIPP projects and CCTV inspections were continuing.

Replacement of the bridge at the entrance to the Sewage Treatment Plant was discussed and the need for an engineering study to determine cost effectiveness.

A request was made to transfer, \$50,000 for a portable pump and \$25,000 for modifications to the pump station, from the Sewer Fund to the Sewer System Capital Projects/Fund for 2023.

This would provide a power system backup to the three pump stations.

Council agreed to the transfer as requested.

**SPECIAL REVENUE
FUNDS**

Special Revenue Funds contain the following millage-based funds: Street Lighting, Fire Protection, Recreation, Library, Ambulance and Fire Hydrant.

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DEBT FUND

There was no discussion on the Debt Fund.

Councilman Mohney stated he was in favor of the Shade Tree Commission budget and the increase in the Humane Society budget request.

Motion to accept 2023 proposed budget

Andrew Mohney made a motion to accept the 2023 budget with the above noted change as presented, seconded by Sally Geyer and all were in favor.

ANNOUNCEMENTS

Mayor Lyle Garner made the following announcement:


- The rest of the budget workshops are cancelled.
- Next Council regular meeting will be held on Monday, November 21, 2022, at 7:00 p.m. at City Hall.

ADJOURNMENT

Nedward Jacob made a motion to adjourn. Meeting adjourned at 8.08 p.m.



Recording Secretary



Mayor