

VILLAGE OF OAKWOOD
COUNCIL BUDGETARY HEARING MINUTES
October 20, 2020

ATTENDED

Johnnie Warren – Council President
Elaine Gaither- Council at Large
Chris Callender – Ward 1*
Eloise Hardin-Ward 2*
Patricia Rogers – Ward 4
Candace Williams – Ward 5

Brian Thompson-Finance
Mark Garratt – Police Chief

ABSENT:

Melanie Sanders – Ward 3

Gary Gottschalk-Mayor

*=Late Arrival

Warren opened the meeting at 6:10 pm
Pledge of Allegiance and Roll call were completed.

Police Budget

Garratt referenced the packet with the organizational chart. It includes full-time and part-time officers as well as civilian personnel, Admin. Assistant, Records Clerks and Auxiliary part-time officers. I lost two auxiliaries. Job descriptions are included. We have Patrol Officers, two Detectives, four Sergeants, one Captain and one Chief. He continued...

Police Total Budget Summary

Wages

Garratt: We did not include an increase in wages for 2021. The increase is due to one potential part-timer working 72 hours in an 80 hour pay period in case we need him/her. We have one full-time officer out on injury and limited part-timers. We hired a new part-time officer, Christopher Knuckles. We work 24/7 which means overtime will be needed at some point. I am sensitive to the Village's position. YTD, we have only used \$14,000. I guarantee we will have overtime with the holidays coming up. We use a lot of overtime in the OVI Taskforce which is reimbursed to the General Fund, not into the Police budget.

Police Car Outlay

Garratt: This is the equipment which goes into the vehicles. We didn't need as much this year. We replaced a detective vehicle which doesn't need as much detailing. We just received the vehicle we ordered last January. It doesn't have the radio, decals, etc. which costs \$17,000.

SEALE

Garratt: SEALE involves the Bomb Squad, Swat Team, Hostage Negotiation Team, Active Investigation Team, Critical Incident Team, Drone Unit, and Narcotics Unit funded through seven cities. We pay \$25,000 into that. Every city pays this. I have an extra \$3,000 for meeting sponsorship which we must do throughout the year. I am the Chief of the SWAT team. We were called up for the riots downtown.

Printing and Reproduction

Garratt: This wasn't budgeted, but I spoke with the Finance Director because expenditures were not in the correct line item. We respond to public records requests. We charge people for the copies. It is easy to track this way. Because of Debbie, we have a new policy in place which helps us track the public information requests.

Professional Dues

Garratt: This covers several associations I must be a member of as Chief of Police; Cuyahoga County Association of Chiefs of Police, National Association of Police Chiefs, IACP.net which is a resource library. I am also putting Captain Freeman on all those. John is fantastic and he needs to be part of these. If I am not here, he can handle things.

Contractual Services **Garratt:** will be reviewed in a bit.

Training

Garratt: We are considerably under, due to Covid. A lot was cancelled this year but I attended virtual training.

K-9 Expenses- **Garratt:** Expenses are staying the same.

Prison Expenses

Garratt: Monthly is \$5,600 multiplied by 12 months and equates to \$67,000 . **Hardin:** Can you do a little better than that? **Garratt:** The other alternative is Solon. They have a new Chief. The last quote I received was considerably higher.

Uniform Allowances - **Garratt:** This goes up about \$100 each year. Shirts are \$80, ridiculous but they need them.

Bullet Proof Vests

Garratt: We were awarded a \$5,000 grant. We will get reimbursed. It is structured so the five-year life of vests are spread out. The are about \$1,000 each.

Travel and Transportation

Garratt: We anticipate the cost of travel going up. Two officers will go to Baltimore. The Captain and I were scheduled to attend a conference in New Orleans but it was cancelled. If we don't need it, we won't use it.

Repair and Maintenance - **Garratt:** We are about \$36,000 so far.

Office Supplies and Gasoline – **Garratt:** Each of these remain the same.

Equipment - It is minus \$300.

Contractual Account

Garratt explained the following:

Lexipol is our Policy & Procedure Software. They are in seven different states. They are the state-of-the-art in laws. When things change at the State level, we get the updates. They have 37 attorneys involved. Every year it goes up a little. Our Law Director says this is a godsend.

TAC is a local company we use for evidence code. We purchased an updated system. We used to have the Officers write a citation in triplicate. We now use a standardized system with a barcode. The information follows the evidence in Court, forensic lab, etc. This is the annual service.

Guardian Tracking is our performance tracking service. I am not a big fan of annual evaluations. We use it daily to evaluate both ways; Officers can evaluate Sergeants, Sergeants can evaluate Officers, etc.

Concentra does our drug testing whether it is an Officer involved car accident, drug testing for new candidates in the hiring process, etc.

Verizon is our Mobile Data Terminals for vehicle computers.

Bedford Heights Range is our indoor range. We pay \$35/hour. **Gaither** asked if Solon has a range. **Garratt:** No. We trade off our training center to keep costs down. Our Officers must be certified.

Ramsey & Associates is our hiring process for full-time, those making Sergeant, etc. They set up the evaluation. We will most likely use them this year since we have some Officers due to retire. I don't know if they will leave. The Captain and I are two of them, but we do not plan on leaving.

University Hospitals is where our medical testing is done when we have a part-time officer go to full-time. It involves a stress test, a workup, etc.

TAC software is our monthly fee for our full computer system.

LEADS (Law Enforcement Automatic Data System) is through the State. We run plates, criminal background checks, etc. We couldn't operate the Police Department without it.

IACP/OACP/CCPCA is are our memberships.

Walton Hills Dispatch has gone up. I budget 2% increase each year because it is contractual. This is half. The other half is paid by the Fire Dept.

Security Polygraph is what we use for new hires. We do a medical work up, psychological, etc.

Copier Service involves one copier.

Time Warner covers all our internet connections in the department. **Hardin** asked about it. **Garratt:** This handles all our internet connections for the Police Department.

Outdoor Range-We do qualifications outdoors which we cannot do indoors. We pay them \$200 each time we go there. This certifies Officers for a rifle.

Coroners Office is for blood work, OVI testing, DNA. As an example, we had a single car accident on I-271 southbound at the entrance ramp where they went off the road, hit a signpost which fell and went through the windshield on the passenger side. The driver bailed. We caught him by DNA. This is one of many.

Car Wash/Detailing helps us keep the cars in good shape as long as we can.

Global Technology hosts our website. We are just paying maintenance now.

Planit is our online scheduling which changed how we operate. This keeps track of payroll, overtime, etc. If I need to fill a shift, I can use this to call out and get an officer to come in.

BCI&I is a backup for criminal testing for criminal investigation. Some medical marijuana is legal even though it may look the same as the illegal marijuana, the cannabis level is higher in illegal.

When2Work Software is used for our side jobs. This is new.

Microsoft is our email account provider. It is \$100 per account. **Hardin** asked if he is billed by account. **Garratt:** Yes.

WatchGuard is our body camera warranties. Some are too old for the warranty. The next line item is to purchase more including the server, software and cloud share warranty. We bought a server last year to house a lot of our data. When the Officers drive to the Police Station, they can automatically download the camera data. All the news channels want the camera data.

All Shred is the service we use for shredding documents. We go through the Records Commission to get approval to shred documents which we do every year. If we do not shred it, we are responsible to provide it.

Tattletale is used by the Detectives.

Equipment Account

E-Cite and Court Interface is what we purchased last year. We don't handwrite tickets any longer. In the past, the Officer wrote the citation, it was hand entered into the records, Court would enter it but technology has finally caught up. This way it is scanned into the system and verifies the information is correct. It saves a lot of time.

Range Equipment is used a lot for targets.

Police Fleet Tires is for our tires. We go through them.

Uniform/Hat/Aux Patches are purchased every year. You have seen the black/grey badges for night.

Evidence Bar Coding System is a \$5,500 savings.

Detective Bureau Equipment is through Sirchie.

Tasers are leased now. When we bought them, they didn't want them back because they were so old. **Hardin** asked about training. **Garratt**: Every year there is training, and Officers are recertified. Instructors had to get what we called a five-second-ride each year. They don't have to do that anymore.

Ammunition has gone up substantially. Nobody can get ammunition right now. A box of 50 – 9mm rounds was \$16.00 which is now \$59.99. People get afraid in a Presidential election that someone is coming to take their guns. Nobody is taking your gun.

Watchguard Video Evidence Library involves a \$15,000 server.

Police Dept Computers is for just that. We replaced three of them. We must replace one at least.

Promotional Products are used for kids and PR. I want to keep that going. I like our Officers interacting with the public.

Replace MDT – I save money on MDT's but we won't be able to lease them any longer. We will have to purchase them at \$2,500 each. I have cut a lot to make this budget work, but I must have this. We were denied on three grants this year.

Body Cameras – We need four new ones.

Printer Toner - It is very expensive. This is where this should be, not under Contractual. It looks like an increase, but it is actually a decrease.

Printers are from Fast Solutions. I don't anticipate anything additional here.

800 mghz mobile car radios are needed. I would need \$200,000 to replace all of them. We have an antiquated 400 mghz. We need to go to the 800. We are the only Police and Fire still on the 400. Macedonia spent almost \$1 million on theirs. That will happen; however, we did get grants. We have a lot of radios coming in. We are getting 22 radios, but we will have to buy a few more. That is the portable radios the officers' wear. We will need in-car radios which are not covered under the grant. I want to purchase them little by little. I am going for two in 2021. They are almost \$4,000 for each car. I have seizure money which I hope to use for the rest. I know the cuts you want; I understand and appreciate that. I am doing what I can. I cut a lot out.

Auxiliary

Garratt continued: We laid off all our auxiliaries except one. YTD spending is \$32,710 through September out of \$109,582. That was a big savings. We are reducing this budget by \$31,017.15. I will not bring these guys back until we are over Covid. **Hardin** asked about the \$83,336.04 for 2021. **Garratt**: That is if I bring them all back.

General Questions

Gaither asked about OVI. **Garratt**: When grants come in, those funds go to Brian. It is paid out of our budget but when reimbursement comes in, it goes to the General Fund, not Police. I don't keep record of reimbursements. **Hardin**: Are you promoting and hiring? **Garratt**: I don't know about promoting but maybe hiring. My budget has all the job descriptions for everyone in the Department. **Williams** asked about the contract over the next few years. **Garratt**: We don't have an increase in 2021 and I won't know about the following two years until we are in negotiations. When the three-year contract is approved, it comes to Council for final approval. **Warren**: They are giving up their 2% next year. **Garratt**: This Police Department is different than it was several years ago. These guys understand the position. I told them there will be no raises but once the businesses are up and we have revenue coming in, we will see. They appreciate what they have. That was not the case years ago. I am proud of the Officers and how they handle things. **Hardin** asked about Part time Officers. **Garratt**: I have \$35,000 in case I need to hire one. **Hardin** asked about trainings and professional dues. **Warren**: He is including John Freeman in the associations. **Garratt**: It is opened up to Executive Officers. John Freeman is attending the same training I am attending. **Hardin** asked about training expenses. **Garratt**: Criminal Interdiction is in Baltimore where two officers will attend. **Hardin** asked how many Officers he has. **Garratt**: I have 21. **Warren**: He has an organizational chart.

Finance Budget

Thompson: Historically this shows the line items (see attached). Comparing 2020 to 2021, salaries stayed the same. I provided job descriptions, Finance Director, Finance Administrator, Finance Clerk, and Accountant. **Hardin** asked by name. Ralph Glatzhofer – Finance Administrator, Erica Wiegandt - Accountant and Hilary is the Finance Clerk. **Hardin** asked if they reviewed these. **Thompson:** I reviewed these but not the employees. **Hardin** asked if they signed off on these. **Thompson:** No. He continued:

Printing Reproduction is our copiers.

Miscellaneous Contractual

The large amounts are the software support agreement we pay annually; Software Solutions and our IT support is included.

Conference/Education and Travel/Transportation

There was no travel or education paid out this year due to Covid. I kept them at the same amount.

Office Supplies - I lowered next year's a bit.

Vending Machine Supplies

Thompson: We have a vending machine in the foyer. **Hardin** asked the profit. **Thompson:** We collected about \$700. It is making a little profit. He continued:

Other Expenses is minimal at \$200.

Equipment was lowered to about half. I will need to replace Hilary's computer next year.

Legal Ads is staying the same.

Summary - We kept our budget the same as 2020. **Warren** asked if his expenses go down overall in the last quarter. Your average is \$71,000 a quarter and this last quarter was \$68,000. **Thompson:** It will be about the same. The service agreement for our software should go down the last quarter.

Law Department

Thompson reviewed the letter from the Law Director explaining the budget. It will remain the same as 2020. **Hardin** asked about a 25% budget. **Thompson:** We shouldn't have to do that. The Assistant Law Director has no changes. YTD there has not been any litigation in his budget. He kept the cap for the Law Director. **Hardin** They are aware where their budget is, correct? **Thompson:** Yes. **Hardin:** He was able to stay in his budget with all the meetings he's had. **Thompson:** Yes. **Williams:** Is this the same as the agreement as last year? **Thompson:** Pretty much the same.

Service Department

Thompson: I have included Tom Haba's job description for laborer/driver. He will have to update his. His 2021 budget is a little less than 2020. No raises in 2021. He continued:

Miscellaneous Contractual is his cell phone service.

Electric is for the Service Building. I increased it a bit to ensure we have enough for next year.

Water/Sewer -It was lowered a bit.

Uniform Allowance – That was lowered a bit as well.

Repairs and Maintenance –This remains essentially the same.

Office Supplies – **Thompson:** This remains the same. **Williams** asked about it. **Thompson:** That is parts form Gust and Adolph. That is where these are charged. **Williams:** You are putting parts for equipment in Office Supplies? **Thompson:** He has minimal office, so he uses it for parts. It may be misleading. They may get paper from our stock. **Williams** asked him to price that out. **Warren:** You have repairs and maintenance. It may need to be there. **Thompson:** I will classify that more appropriately.

Gasoline – **Thompson** explained it is remaining the same. **Hardin** asked how it is tracked. **Thompson**: Through the Sam’s Club card. **Warren**: Sometimes it is charged to streets. So far, it isn’t charged here. **Thompson**: As we go through the snowy season, there may be some in there. **Warren**: There is no line item for snow plowing.

Summary

Thompson: His budget went down a bit. He is frugal. I will provide his Service Director job. **Callender** asked if he had an assistant. **Thompson**: Yes, that is Corey Craig. **Callender** asked how many employees he has. **Thompson**: He has 6 full-time and 4 part-time.

Council Promotional Events

Thompson: I provided promotional events expenses summary on the Black Lives Matter, the Rock the Vote/Movie Night and the Health Fair/Voter Registration for Council. **Gaither** asked about fund 804 – General Fund. **Thompson**: That is for the Meadows Homeowner Association. It has \$3,800. Years ago, there was a development agreement. They spent a lot installing uniform mailboxes. This is still on our books because the Management Company, Bill, and the residents couldn’t agree what to spend it on. I want to get this off our books. **Hardin** asked about the mailboxes which were knocked down. **Thompson**: Tom replaced about four and put guards up to prevent it from happening again. They wanted to clean up the ponds, but everyone couldn’t agree. That would have been a large expense. **Williams** asked about training. **Thompson**: I will be attending a virtual training which should give me the certification for the year. **Rogers** asked Hardin how many people signed up at her event. **Hardin**: There were 17-18 who registered to vote.

Upcoming meeting

Clerk: Next Tuesday is Finance/Council. **Thompson**: I will have an update on RITA. **Warren** asked him to review a few smaller budgets before the Council meeting. **Gaither** asked about the next two meetings. **Thompson**: I believe we can be done before Thanksgiving. I am bringing in the insurance agent. We must review the Mayor’s budget, Recreation, Capital budgets and all other special revenue.

Williams asked if we ordered microphones. **Thompson**: Debbie has a system in mind. We are looking to have something in place. **Clerk**: I purchased two daisy chain microphones for use in the recording system. This unit can pick up everyone’s voices in Council Chambers, however, not in the Community Center. Transcription Gear is the company we use. With these two additional microphones, it should pick up better. **Williams** asked Thompson to look into microphones so everyone can hear everyone else. **Thompson** will get a quote on those for Council.

MOTION TO ADJOURN made by Gaither seconded by Rogers

YES SIX: Warren, Gaither, Callender, Hardin, Rogers, Williams

Adjourned 8:40pm

Adopted _____

Debra L. Hladky, Clerk of Council

Johnnie Warren, Council President

OAKWOOD VILLAGE BUDGET

Police Department

Total Budget

Account Summary Sheet

Account Number	Account Title	2020 Budget	2021 Budget	Dollar Change
101.1111.51110	Police Wages	\$ 1,438,044.46	\$ 1,474,743.31	\$ 36,698.84
101.1111.51111	Overtime	\$ 35,000.00	\$ 35,000.00	\$ -
101.1111.51120	Pension	\$ 287,364.56	\$ 287,681.41	\$ 316.85
101.1111.51140	Medicare	\$ 21,699.62	\$ 21,723.55	\$ 23.92
101.1111.51200	Police Car Outlay	\$ 35,000.00	\$ 35,000.00	\$ -
101.1111.52100	Leases (SEALE)	\$ 28,000.00	\$ 28,000.00	\$ -
101.1111.52110	Printing & Reproduction		\$ 2,000.00	
101.1111.52130	Professional Dues	\$ 650.00	\$ 1,300.00	\$ 650.00
101.1111.52150	Contractual Services	\$ 168,906.96	\$ 165,611.26	\$ (3,295.70)
101.1111.52160	Training	\$ 13,000.00	\$ 13,000.00	\$ -
101.1111.52170	K-9 Expenses	\$ 3,000.00	\$ 3,000.00	\$ -
101.1111.53110	Prisoner Expenses (5600 mon)	\$ 68,000.00	\$ 68,000.00	\$ -
101.1111.53120	Uniform Allowances	\$ 27,500.00	\$ 29,600.00	\$ 2,100.00
101.1111.53121	Officer Bullet Proof Vests	\$ 7,000.00	\$ 5,000.00	\$ (2,000.00)
101.1111.53130	Travel and Transportation	\$ 2,000.00	\$ 2,500.00	\$ 500.00
101.1111.53140	Repair & Maintenance	\$ 40,000.00	\$ 40,000.00	\$ -
101.1111.53150	Office Supplies	\$ 3,500.00	\$ 3,500.00	\$ -
101.1111.53180	Gasoline	\$ 55,000.00	\$ 55,000.00	\$ -
101.1111.55110	Equipment	\$ 57,400.00	\$ 57,100.00	\$ (300.00)
Grand Total		\$ 2,291,065.60	\$ 2,327,759.52	\$ 34,693.92

Expense Transaction Ledger

AS OF: 10/16/2020
 BEG. BAL AS OF:

BATCH NUMBER	FISCAL DATE	TRANSACTION DESCRIPTION	DOCUMENT REFERENCE	VENDOR NAME	CHECK NUMBER	B T	DEBIT AMOUNT	CREDIT AMOUNT	OUTSTANDING ENCUMBRANCES	ACCOUNT BALANCE
2020 101-7704-52150		MISC. CONTRACTUAL SVCS								
		BEGIN ACCT BALANCE	00/00/0000				0.00			0.00
EJ202001021	02/07/20	NETWORKING - FINANCE	00-4490	ACTIVE NETWORKING, INC.	0000066486		312.50		0.00	312.50-
EJ202001021	02/07/20	NETWORKING - FINANCE	00-4501	ACTIVE NETWORKING, INC.	0000066486		125.00		0.00	125.00-
EJ202002002	02/24/20	DIRECT DEPOSIT LASER	033953271	SAFEGUARD BUSINESS SYSTEM	0000066662		317.70		0.00	317.70-
EJ202005018	05/27/20	PRINTER REPAIR	6498	FAST SOLUTIONS, INC.	0000066988		29.99		0.00	29.99-
EJ202005018	05/27/20	NETWORKING - FINANCE	00-4520	ACTIVE NETWORKING, INC.	0000066984		312.50		0.00	312.50-
EJ202006017	06/19/20	NETWORKING - FINANCE	00-4525	ACTIVE NETWORKING, INC.	0000067059		750.00		0.00	750.00-
EJ202008021	08/14/20	NETWORKING - FINANCE	00-4531	ACTIVE NETWORKING, INC.	0000067329		250.00		0.00	250.00-
EJ202009037	09/30/20	2019 AUDITS	1871	PRIDE, DELAINE M.	0000067537		80.00		0.00	80.00-
		TOTAL ACCT FOR PERIOD					2177.69		0.00	2177.69-
		TOTAL ACCOUNT					2177.69		0.00	2177.69-
		TOTAL DEPT FOR PERIOD					2177.69		0.00	2177.69-
		TOTAL DEPT					2177.69		0.00	2177.69-
		TOTAL FUND FOR PERIOD					2177.69		0.00	2177.69-
		TOTAL FUND					2177.69		0.00	2177.69-
		TOTAL PERIOD					2177.69		0.00	2177.69-
		TOTAL					2177.69		0.00	2177.69-

* End of Report: Village of Oakwood *

Vendor Audit Trail Report

AS OF: 10/16/2020

VENDOR INVOICE	JOURNAL/ INV DATE	POST DATE	DOCUMENT DESCRIPTION	ACCOUNT NUMBER	CHECK NUMBER	POST BATCH	DR AMOUNT	CR AMOUNT	OTHER AMT
8534 YANKEE ST, SUITE 2B									
INV0005397	02/21/2020	03/19/20	ANNUAL SOFTWARE eSOP	101-77199-52150	800-686-9578	0000066786 0527	21896.00	0.00	0.00
			TOTAL				21896.00	0.00	0.00
			TOTAL REPORT:				21896.00	0.00	0.00

* End of Report: Village of Oakwood *

OAKWOOD VILLAGE

FINANCE DEPARTMENT JOB DESCRIPTIONS

JOB TITLE: FINANCE DIRECTOR

Brief Description of Job:

Plans and Directs all financial activities of the Village

Essential Functions:

- Plans, directs, coordinates, and supervises the activities of the Village's Finance Department By developing and implementing Village Policy, maintaining Village's Financial records, preparing reports and revenue forecasts, conducting costs analysis, developing policies, preparing financial plans, and maintaining interface with department systems. Maintains accounting records in accordance with the principles of Fund Accounting which is in acceptance under the general accepted auditing standards. Address human resource issues and information systems for the Village.
- Oversee budget preparation by planning budget guidelines and instructions, reviewing department budget requests and recommendations, preparing budget proposals, monitoring departmental budget execution, and recommending budget adjustments.
- Perform bank reconciliation for main account, checks and balance of all bank accounts, and balance monthly against book balances.
- Prepare the annual State Auditor's Cash Report and the County Auditor's Tax Budget
- Supervise personnel by coaching and evaluating in department meetings.
- Regulate, manage and monitoring work performance of the department including establishing work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
- Provides the basic documents to implement the disbursements of all Village funds in accordance with official established procedures.
- Maintains a system of control to ensure that expenditures do not exceed appropriations
- Health Care Administrator
- Tax Administrator
- Directs the approval, audit and certification of all claims against the Village for payrolls, good and services
- Compiles statements of current operating and capital outlay expenditures for use by the Mayor in preparing budget estimates
- Manages investments of surplus funds and prepares documents for the sale of notes and bonds
- Obtain mandatory credit certification for continuing education annually from both State Auditor and Treasurer
- Attends Council meetings and Finance Committee Meetings

FINANE DEPARTMENT JOB DESCRIPTION

FINANCE ADMINISTRATOR

ESSENTIAL FUNCTIONS

- Record all transactions for Accounts Receivable into a municipal financial software system
- Record all ACH transactions for Non-Accounts Payable expense such as Payroll and Pension journals, Debt Payments, Health Insurance, Credit Cards payments, and County and State issued fees into a municipal financial accounting system.
- Verifies posted figures for mathematical accuracy and proper coding
- Produce financial statements and reports for use by department supervisors and support personnel.
- Generate and archive all monthly and year-end Financial Reports.
- Administer and reconcile the Financial Accounting System month and year end closes and produce monthly reconciliation reports.
- Coordinate with IT and departmental personnel all software and hardware activities related to the Municipal Financial Software.
- Produce 1099 listing and forms at year end.
- Responsible for closing the Financial System year and verifying balance carry forward for the new year.
- Responsible for daily backups and monitoring of the Financial System login statuses.
- Responsible for the setup and changes to the system access software for internal personnel

FINANCE DEPARTMENT JOB DESCRIPTIONS

FINANCE ACCOUNTANT

Brief Description

Handles all Accounts Payable transactions and recordkeeping.

Essential Functions

- Record all transactions for Accounts Payable into the financial software system
- Maintain vendor files and ensures a W-9 form is on file
- Ensures completeness and accuracy of data on accounts; and code documents according to the O.R.C procurement policies
- Post purchase orders and verify appropriate accounts to be charged
- Review invoices and statements to ensure that all information is accurate and complete and code to appropriate account
- Verifies posted figures for mathematical accuracy and proper coding
- Generates checks against authorized purchase orders
- Prepare reports and summaries for supervisors and managers
- Creates and maintains Excel workbooks for various projects as needed
- Code and prepare Credit Card Statements for Accounts Receivable
- Maintain uniform allowances for all applicable departments
- Process daily deposit, or as needed
- Maintain Petty Cash
- Answers phones as needed

FINANCE DEPARTMENT JOB DESCRIPTIONS

Brief Description of Duties of Finance Clerk

- Assist Finance Director with ongoing projects
- Communicate with vendors, customers and colleagues
- Greet visitors and accept deliveries
- Answer incoming calls direct to appropriate designation
- Assisting other administrative staff with overflow work
- Research old files and information
- Collect, record and scan monies from residents for: Field trips, Summer Camp, Snowplow Permits, Various Event Classes
- Assist Recreation Director with projects and events, filing, typing, organizing files
- Scan and Files Purchase Orders, Bank statements, etc.
- Organize projects such as gathering information by, letter or email
- Research projects for Mayor and Finance Director
- Record and update database
- Photocopy and scan documents
- Support the reception desk
- Open and sort mail
- Organize and print calendars for events
- Schedule appointments for Oakwood Bus Riders



MAZANEC, RASKIN & RYDER CO., L.P.A.

ATTORNEYS AND COUNSELLORS AT LAW

Celebrating More than 35 Years of Excellence

James A. Climer
Email: jelimer@mrlaw.com
Direct Dial: (440) 287-8290

October 6, 2020

Via Email: bthompson@oakwoodvillageoh.com

Brian L. Thompson
Finance Director
Village of Oakwood
24800 Broadway
Oakwood Village, OH 44146

Re: Law Department Budget

Dear Brian:

Please let this serve as a proposed budget for Law Department activities for 2021. Recognizing the substantial uncertainties posed by the COVID 19 pandemic, I request no increase to the Law Department budget. The proposed budget for the Law Director is as follows:

- 1) \$189 per hour capped at \$74,000 per year absent prior authorization of Council for attendance at meetings and other routine duties of the office;
- 2) \$189 per hour for plan reviews, re-zonings, variances, etc. with no stated cap;
- 3) \$189 per hour capped at \$10,200 per year without prior authorization of Council for litigation.

The foregoing items are not subject to PERS or other employer contributions.

The salary for the Prosecutor/Assistant Law Director for prosecutions and attendance at board and commission meetings in 2020 was \$51,000 per year and \$112.50 per hour for trial and appellate work capped at \$5,100 without prior authorization of Council.

Based on the foregoing, I would estimate the following as the actual budget for the Law Department in 2019:

- 1) \$74,000 Law Director for meeting attendance and other regular legal duties (no PERS or employer contributions) charged at \$189 per hour ;

Reply to:

Cleveland
 100 Franklin's Row, 34305 Solon Road
 Cleveland, OH 44139
 Phone: 440.248.7906 Fax: 440.248.8861
 Web: mrlaw.com

Columbus
 175 South Third Street, Suite 1000
 Columbus, OH 43215
 Phone: 614.228.5931 Fax: 614.228.5934
 Web: mrlaw.com

Lexington
 230 Lexington Green Circle, Suite 605
 Lexington, KY 40503
 Phone: 859.899.8499 Fax: 859.899.8498
 Web: mrlaw.com

- 2) \$10,200 Litigation charged at \$189 per hour capped at \$10,200 per year (no PERS or employer contributions);
- 3) \$51,000 Asst. Law Dir./Pros. (salary)
- 4) \$ 7,140 Asst. Law Dir./Pros PERS
- 5) \$ 1,224 Asst. Law Dir/Pros Med and FICA; and
- 6) \$ 5,100 Asst. Law Dir./Pros. Charged at \$112.50 per hour for criminal jury trials, motion to suppress hearings and appeals (no PERS or employer contributions).

Total: \$148,664

Thank you for your consideration in this regard and should you have any questions or comments, please feel free to contact me at any time.

Very truly yours,

MAZANEC, RASKIN & RYDER CO., L.P.A.

s/James A. Climer

James A. Climer

JAC/kc

cc: Ross Cirincione (via email)
Mayor Gary Gottschalk (via email)

OAKW-170181/Law Dept Budget

	2019		2020		2020		PROJECTED 2021	
	Y-T-D	EXPENSES	BUDGET	EXPENSES	THRU 9-30-20	PERMANENT APPROPRIATIONS	EXPENSES	PERMANENT APPROPRIATIONS
VILLAGE OF OAKWOOD ASST. LAW DIRECTOR 2021 BUDGET PROJECTION								
ASST. LAW DIRECTOR								
7705.51110 SALARY - Ross S. Cirincione (Prosecutions, Attendances, Boards & Commissions, Assignments from Law Director/Advisor	50,000.04		51,000.00	33,916.67		51,000.00		51,000.00
7705.51120 PERS	7,583.30		7,600.00	5,938.33		7,600.00		7,600.00
7705.51140 MED/FICA	725.04		800.00	491.83		800.00		800.00
7705.52150 Litigation (prosecutions of criminal jury trials, attendance at motion to suppress hearings, handling appeals from criminal prosecutions)	-		5,100.00	-		5,100.00		5,100.00
TOTAL ASST. LAW DIRECTOR	\$ 58,308.38	\$	64,500.00	\$ 40,346.83	\$	64,500.00	\$	64,500.00
VILLAGE OF OAKWOOD LAW DIRECTOR 2021 BUDGET PROJECTION								
LAW DIRECTOR (JAMES A. CLIMER) MAZANEC, RASKIN & RYDER Co., L.P.A								
7705.52151 ATTENDANCE AT MEETINGS & OTHER REGULAR LEGAL DUTIES (CAPPED AT \$74,000.00 A YEAR)	88,401.92		74,000.00	60,268.49		74,000.00		74,000.00
7705.52153 LITIGATION (CAPPED AT \$10,200.00 PER YEAR)	1,000.00		10,200.00	-		10,200.00		10,200.00
TOTAL LAW DIRECTOR	89,401.92		84,200.00	60,268.49		84,200.00		84,200.00
TOTAL OAKWOOD VILLAGE LEGAL DEPARTMENT	\$ 147,710.30	\$	148,700.00	\$ 100,615.32	\$	148,700.00	\$	148,700.00

service

VILLAGE OF OAKWOOD BASIC SERVICES 2020 BUDGET PROJECTION	2019		2020		2020		PROJECTED 2020	
	Y-T-D	EXPENSES	BUDGET	EXPENSES	THRU 9-30-20	YTD	PERMANENT	APPROPRIATIONS
BASIC SERVICES								
5552.51110 SERVICE WAGES	392,081.28		401,000.00		307,812.67		401,000.00	
5552.51111 OVERTIME	8,806.97		9,500.00		4,800.62		9,500.00	
5552.51120 PERS	59,602.79		60,000.00		37,137.57		60,000.00	
5552.51140 MEDICARE	4,945.61		5,500.00		4,150.15		5,500.00	
5552.52130 PROFESSIONAL DUES	50.00		100.00		50.00		100.00	
5552.52150 MISC. CONTRACTUAL(Cell Phone Billing)	613.66		865.00		377.78		700.00	
5552.52230 ELECTRIC	2,432.61		2,635.00		2,632.21		3,600.00	
5552.52240 WATER & SEWER	183.85		500.00		143.98		400.00	
5552.52250 GAS UTILITY	2,738.70		3,000.00		2,465.40		3,000.00	
5552.53120 UNIFORM ALLOWANCE	2,250.00		3,000.00		1,875.00		2,500.00	
5552.53130 TRAVEL & TRANSPORT.			100.00				100.00	
5552.53140 REPAIRS & MAINT.-EQUIP	24,132.89		23,185.00		13,164.53		25,000.00	
5552.53150 OFFICE SUPPLIES	1,280.78		2,815.00		2,805.88		3,500.00	
5552.53180 GASOLINE	1,867.85		2,000.00				2,000.00	
5552.54110 OTHER EXPENSES	5,053.57		5,000.00		1,151.11		3,000.00	
5552.55110 EQUIPMENT	3,624.66		4,000.00		1,394.21		3,000.00	
TOTAL BASIC SERVICES	509,665.22		523,200.00		379,961.11		522,900.00	

Oakwood Village Service Department

Job Description for Driver/Laborer Road Department

General Statement of Duties: Operates equipment and motor vehicles, often involving the use of acquired skills; does other work as required. Distinguishing Features of the Class: This work calls for the use of skills acquired by experience or on-the-job instructions. It requires more than usual physical strength and endurance. A Laborer normally works under the supervision of a Supervisor who issues oral work; however, Laborer must also be able to perform work duties without direct supervision.

Examples of Work: Sets up and operates vac-all , Raises and lowers manholes and performs the rough masonry work involved; Prepares soil and plants and cultivates flowers, grass and shrubs; Operates dump trucks with snow plows, front-end loaders, backhoes and other equipment; Makes repairs and paints metal street signs; Operates chain saws, jackhammers and related equipment; Sharpens saws and mower blades; Cuts grass, fills chuck holes, mixes cement and performs a wide range of other manual duties; Loads and unloads stones, gravel, dirt, asphalt, tamper and heavy mechanical equipment; Fells trees, cuts them up and loads on truck; Cold patches streets by shoveling mix off truck, placing in hole and tamping; Assists in semiskilled work such as plumbing, carpentry, electrical, auto repair or concreting by carrying tools, by carrying or lifting lumber, by mixing or stirring concrete, by replacing light bulbs or by running errands; Sweeps streets, gutters and sidewalks by hand; Shovels snow, gravel and dirt; Mows lawns with hand power mower and riding mower; Rakes leaves and cuts brush; Performs a variety of other heavy manual work in connection with the maintenance and construction of streets and sewers; Drives truck to and from job, and performs work as necessary.

Required Knowledge, Skills and Abilities: Some knowledge of a variety of semiskilled maintenance and manual tasks; ability to understand and follow oral and written instructions; ability to prepare reports; ability to perform heavy manual work for an extended period under varying climatic conditions; ability to perform the essential functions.

Acceptable Experience and Training: Some experience in performing maintenance or construction tasks and preferably completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Essential Functions: This position involves frequent heavy manual labor. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects or machines, and to reach with hands and arms. The employee is frequently required to sit, stand, stoop, bend, talk and hear. The employee is frequently required to walk, including climbing stairs and ladders, and to operate Village motor vehicles. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must frequently lift and/or move objects weighing up to fifty pounds and occasionally to lift and/or move objects weighing up to one hundred pounds. The employee in this position will be required to obtain and maintain a valid State of Ohio Driver's License.

Special Note: This Job Description does not constitute an employment agreement between the Village of Oakwood and the employee and is subject to change by the the Village of Oakwood as the needs and requirements of the job change.

Service

Expense Transaction Ledger

AS OF: 10/16/2020

BEG.BAL AS OF:

STARTING DATE : 202001000
STARTING BATCH : 202001000

ENDING DATE : 12/31/2020
ENDING BATCH : 202009999

BATCH NUMBER	FISCAL DATE	TRANSACTION DESCRIPTION	DOCUMENT REFERENCE	VENDOR NAME	CHECK NUMBER	B T	DEBIT AMOUNT	CREDIT AMOUNT	OUTSTANDING ENCUMBRANCES	ACCOUNT BALANCE
2020 101-5452-52150		MISC. CONTRACTUAL SVCS								
		BEGIN ACCT BALANCE	00/00/0000				0.00			0.00
EJ202001021	02/07/20	CELLPHONES - SERVICE	9846028159	VERIZON WIRELESS	0000066579		42.05		42.05-	0.00
EJ202002002	02/24/20	CELLPHONES - SERVICE	9848098328	VERIZON WIRELESS	0000066681		42.05		42.05-	0.00
EJ202003007	03/19/20	CELLPHONES - SERVICE	9850185801	VERIZON WIRELESS	0000066805		42.05		42.05-	0.00
EJ202004011	04/30/20	CELLPHONES - SERVICE	9852274504	VERIZON WIRELESS	0000066951		41.93		41.93-	0.00
EJ202005018	05/27/20	CELLPHONES - SERVICE	985431791	VERIZON WIRELESS	0000067038		41.93		41.93-	0.00
EJ202006017	06/19/20	CELLPHONES - SERVICE	9856375455	VERIZON WIRELESS	0000067140		41.93		41.93-	0.00
EJ202008001	08/03/20	CELLPHONES - SERVICE	9858420850	VERIZON WIRELESS	0000067306		42.53		42.53-	0.00
EJ202008029	08/28/20	CELLPHONES - SERVICE	9860480587	VERIZON WIRELESS	0000067412		40.78		40.78-	0.00
EJ202009037	09/30/20	CELLPHONES - SERVICE	9862552503	VERIZON WIRELESS	0000067560		377.78		377.78-	0.00
		TOTAL ACCT FOR PERIOD					377.78		377.78-	0.00
		TOTAL DEPT FOR PERIOD					377.78		377.78-	0.00
		TOTAL FUND FOR PERIOD					377.78		377.78-	0.00
		TOTAL PERIOD					377.78		377.78-	0.00
		TOTAL					377.78		377.78-	0.00

* End of Report: Village of Oakwood *

VILLAGE PROMOTIONAL EVENTS

JULY - OCTOBER

BLM

RTH - VIDEO/AUDIO SET UP/TEAR DOWN	\$ 2,500.00
TOTALS	<u>\$ 2,500.00</u>

ROCK THE VOTE/MOVIE NIGHT

SWANK MOTION PICTURES MOVIE LICENSE	\$ 435.00
STAPLE- HAND SANITIZER	\$ 137.26
P'CO VIDEOTOGRAPHY	\$ 1,000.00
SAM'S CLUB - POPCORN/WATER	\$ 76.44
RTH - VIDEO/AUDIO SET UP/TEAR DOWN	\$ 1,225.00
PRAYZE BY DESIGN - FLYERS	\$ 500.00
BEST BUY - SONIC MOVIE	\$ 20.00
POPCORN MACHINE	\$ 199.99
INFLATABLE MOVIE SCREEN	\$ 229.99
TOTAL	<u>\$ 3,823.68</u>

HEALTH FAIR/VOTER REGISTRATION

ROCK THE VOTE BANNER	\$ 54.00
ROCK THE VOTE FLYERS	\$ 380.00
BALLOONS/TABLECLOTHES/MISC. PARTY SUPPLIES	\$ 101.21
SAM'S CLUB - HEALTHY SNACKS	\$ 93.42
TOTAL	<u>\$ 628.63</u>