

Chairwoman Springowski called the meeting to order at 6:04 pm

Present – 9: Fallis, Springowski, Henley, Flores, Carter, Argenti, Moon, Arroyo, Faga.

Absent - 2: Koziura, Thornsberry

Discussion and review of the proposal to reorganize the Building, Housing and Planning Department.

CHAIRWOMAN SPRINGOWSKI: We are going to open this meeting up with a presentation by the Director of BHP, Ms. Kellie Glenn.

BHP DIRECTOR GLENN, Director of BHP: Good evening, we did pass out some PowerPoint presentations, I didn't make a whole lot of copies but there are some. This is a salary survey that was conducted by BHP in order to do comparisons of all salaries within our department. All of the positions, you will see some existing positions and some new positions. Additional jobs were proposed to be online with HUD regulations as well. Our current positions that we have are: a Director, Chief Building Official, Chief Electrical Inspector, Assistant Electrical Inspector, 2 Building Inspectors, 1 Housing Inspector, we are supposed to have four, a Legal Liaison, Finance Officer, Accounts Clerk, Administrative Assistant, 2 Administrative Secretaries, one does Planning and Zoning minutes and the other Design Review minutes and then we have 2 secretaries, one is specifically for high grass and Point of Sale and the other one, the new secretary, is for the housing inspectors only. As I said we have three vacancies for Housing Inspector, we have a vacancy for Program Manager and we have had a vacancy for Fair Housing Administrator since this past December. Currently we the jobs for the Program Manager and the Fair Housing Administrator, the Director is doing those jobs. All of those positions right there are federally funded. The new proposed positions are the Housing Rehabilitation Administrator and that person would handle the emergency home repair and the rehab specifications and inspections for those programs. Then we are proposing a Neighborhood Development Specialist that will go into the community and assist other additional programs that are outside of housing because we are really not doing that like we are supposed to per HUD regulation. A Planning and Zoning Officer and then sometime in the future we are debating about a receptionist, maybe seasonal or part time during peak time. There is also a Plans Examiner, it is not listed but we currently have that contracted out. The requirements for the building side of the department, the State of Ohio requires that a building department must consist of at a minimum the following: a Chief Building Official, an electrical inspector, a plumbing inspector, a Building Inspector and additionally a plans examiner, which I said we are contracting out, and backups for the trades: building, electrical and plumbing. Inspectors are required to have specific certifications. The Building Inspectors should have residential, commercial and HVAC. Plumbing inspectors should have residential and commercial plumbing. Electrical inspectors should have residential and commercial electrical and housing inspectors are not mandating to be state certified but currently for the City of Lorain we require them to get either a housing and/or residential building certification. Council has more detail in their packets about specific positions. Housing inspectors are currently paid at a grade 22 which is approximately \$41k a year. Building Inspectors start out at a grade 26 which is approximately \$47k a year. In order for us to remain competitive this is why we conducted a salary survey because right now we are not competitive with some of the other communities. The average Building Inspector makes \$51k per year and the average housing inspectors' salary is \$45k. Other issues are that in 6621 and when you first come to the City you get paid 80% of your salary, after a year you receive 90% and then after you are here for two years you get paid the 100%. If you are coming in as a housing inspector at 80% you are only going to make \$16.04, that is \$33k a year and then once you complete and go to 90% you make \$18.04 which is \$37k and 100% is \$41k. On the Building Inspector side, you start out at a grade 25 at \$45k at interim and once you become state certified, the interim Building Inspector licensing lasts for 18 months, then you

Buildings/Lands & All Council Committee
Monday, October 29, 2018

go to a grade 26. When I did the salary survey I compared us to Akron, Canton, Cleveland, Hamilton, Lakewood and Mansfield. Lorain's population is closest to the City of Canton, which their population is 73,007. Hamilton's population is 62,477. Lorain's current population is approximately 64,097. Other jobs within the department were compared to these communities as well. I know that we are smaller than Cleveland but I still wanted to put that in there so that you could see where we fall into. Then there is the housing inspector's salary compared to Akron, Canton, Cleveland and Hudson. For a housing inspector we are recommending that we go from a grade 22 to a grade 24 which would start them out at a little more than \$21/hour. If they are bilingual, a grade 25, which would start them out at \$21.99581. Now, if you are questioning the bilingual one, that was an MOU that was passed approximately in 2014 because our Hispanic population is so high. We are recommending that the Building Inspector go to a grade 27, currently it is a 25, and it would give them \$23/hour and it would be a little bit more than \$48k/year and the max salary would go to grade 30. Again, all of these would be based on their certifications, so in other words if a Building Inspector comes in at a 27 and that would be interim. When they pass the test within the 18 month period they would go to a 28 and they can go all the way to a 30 each time they get an additional certification. That additional certification could be electrical or plumbing, etc. The legal liaison is currently at a grade 24 and we are proposing for them to go to a grade 25 with the certification. The legal liaison does help with zoning, so that is one of the things that we are proposing. If the person gets the zoning certification then they could go to a grade 25. The administrative secretaries are currently paid at a grade 18. If they get a certification which would be a permit technician then they would increase to a grade 20. Both of these positions can get their certification to enhance their jobs. It could be zoning, building code or code administration knowledge. The legal liaison assists with zoning and they do the demolition, they assist with the administrative documents with the demolition committee. The other thing, the reason we wanted to propose them getting zoning certified is because we have three employees that will be retiring within the next two to three years. For example, our CBO is also certified in plumbing and we have an electrical inspector that is also certified in plumbing and both of them will be leaving in the next two to three years. We have a Building Inspector that will also be leaving in two to three years. The other thing that is included with the way this salary survey was set up is everybody compliments everybody so there will be a lot of cross training because right now there is not a lot of cross training. For example, when I said that we no longer have a Program Manager, we don't have a Fair Housing Administrator, I am doing those jobs in addition to being the director. Now, HUD has required positions and that is the housing and Rehabilitation Administrator that I mentioned before, the neighborhood development specialist and the Program Manager, too. What I want you to understand because right now we have a Program Manager 1, but what I am finding as I am looking to try to fill the Program Manager. A lot of people don't have the complete skill set for a Program Manager 1, so I am proposing to do a Program Manager 2 so that I could still hire them but they would just be hired at a lower salary. I am not saying that I need a Program Manager 1 and a Program Manager 2, it is one or the other. Additionally, the economic development specialist and the legal data analyst would be funded from federal funds but we cannot fund those positions right now and that is why those salaries were not included in the packet because the economic development money is still frozen. We don't have access to that right now. The other federal positions that I mentioned, housing Rehabilitation Administrator, Neighborhood Specialist and Program Manager, we have block grant money that we can use but our HOME money has not been released because HUD told us that if we don't start filling that department with more positions because we don't have enough adequate staff to carry out the programming we are supposed to do they are not going to release out HOME dollars and we are talking about \$1.3M. Additional salary increases would be the Fair Housing Administrator from an A2 to an A3. We are asking for the Chief Electrical Inspector to get an additional \$1/hour for his plumbing certification. The assistant electrical inspector to get an additional \$0.50/hour if he gets an additional certification and both of

these would just be a onetime deal no matter what additional certifications they get. We wouldn't keep doing it every time they get a certification. Right now we also have a Building Inspector who assists with zoning but they get what is called higher position pay. They have been doing this for maybe seven or eight years and whenever the CBO is off they get the higher position pay. We are proposing just to compensate them now and be done with it and then they can do it continuously. There is no change to the Director's job description, the Chief Building Officials or the administrative secretary. Note that as I said earlier, there will be an additional secretary to assist the housing inspectors. One of the reasons why I am proposing this is because we are getting complaints about phone calls not being answered and things like that. If a secretary is dedicated just to the housing inspectors that should help with better customer service and also we are going to be, as we asked a few weeks ago, having an additional court date per week that would help with that increase in citation volume that we are getting. This additional secretary is taking some of the duties away from the legal liaison. Then we always have two summer interns that usually come around June and stay until mid-August, which are funded with federal dollars. This is the conclusion of my presentation but I would ask you to consider what has been presented. If you have any questions I would be happy to try to answer them.

COUNCILMAN FAGA: My question is to the BHP Director and perhaps the HR Director, whoever can respond. Just in summarizing this it looks like we are adding four new employees, filling four vacant spots and the increases of eight employees would help retain those eight employees and attract new employees when these people retire or leave for whatever reason. So for approximately \$50k of impact to the general fund we can do all of that is what I am reading here? And on top of that \$50k I don't believe, and correct me if I am wrong, this does not include the employee benefits, am I correct or incorrect?

LISA ZAMISKA, HR Director: *Ms. Zamiska's comments were inaudible as they were not spoken into the microphone.*

COUNCILMAN FAGA: Plus hospitalization?

LISA ZAMISKA: *Ms. Zamiska's comments were inaudible as they were not spoken into the microphone.*

COUNCILMAN FAGA: What about the other employee benefits that they receive? PERS, etc. is that about another 15%?

LISA ZAMISKA: *Ms. Zamiska's comments were inaudible as they were not spoken into the microphone.*

COUNCILMAN FAGA: I support this 100%. Anytime we can bring federal dollars back into the city and improve our operations I support this 100%.

COUNCILMAN ARROYO: If this was to pass would this keep the inspector that has already put his two weeks in or is he already on his way out?

BHP DIRECTOR GLENN: There was a housing inspector that his last day was Friday, he is already gone.

COUNCILMAN ARROYO: This is adding two more union positions to the City for next year?

BHP DIRECTOR GLENN: Yes, this will affect the 2019 budget.

COUNCILMAN ARROYO: When you say \$12k that is \$12k total or per employee?

LISA ZAMISKA: *Ms. Zamiska's comments were inaudible as they were not spoken into the microphone.*

COUNCILWOMAN HENLEY: I am all for getting all the federal funding that we can get but I don't have a couple of questions, Kellie. This new housing inspector supervisor, which is a new position, am I correct?

BHP DIRECTOR GLENN: It is not a new position, it is currently in 6621. Basically what I did was I just revamped the job description somewhat because from previous administrations there were like four people doing something similar so what I did was took duties from them and put it into one position.

COUNCILWOMAN HENLEY: Is this position currently vacant?

BHP DIRECTOR GLENN: Yes.

COUNCILWOMAN HENLEY: Can the current people in that department qualify to step up or apply for that position?

BHP DIRECTOR GLENN: Some of them do, yes, so it would have to be advertised just like any other union position and they would have the equal opportunity to apply for the position first before anyone from the outside would be able to apply.

COUNCILWOMAN HENLEY: I see that there is a new secretary position, that would be Barbara Halloway?

BHP DIRECTOR GLENN: Yes.

COUNCILWOMAN HENLEY: She is not currently in that department?

BHP DIRECTOR GLENN: She comes on Thursday.

COUNCILWOMAN HENLEY: She's starting on Thursday?

BHP DIRECTOR GLENN: Yes, she starts on Thursday.

COUNCILWOMAN HENLEY: And her duties will be primarily?

BHP DIRECTOR GLENN: She will assist the housing inspectors with their administrative tasks.

COUNCILWOMAN HENLEY: Okay. My other question is Desiree Thompson, she looks like she was a summer intern?

BHP DIRECTOR GLENN: She was a summer intern last year, there was an opening for an accounts clerk, she applied and she got that and she will remain as an accounts clerk, that is why I gave you the revised proposed budget.

COUNCILWOMAN HENLEY: But she'll be getting a pretty good jump in salary going from...

BHP DIRECTOR GLENN: No, she will stay at her same salary at what an accounts clerk is. We took the assistant fiscal officer out of there on the new one that I passed out tonight.

COUNCILWOMAN HENLEY: Okay, so she'll remain where she is at?

BHP DIRECTOR GLENN: She'll remain where she is at.

COUNCILWOMAN HENLEY: Okay, one more question, I am a little confused. In my limited experience I deal with the inspectors and primarily with Ms. Graves, so that continuity will remain the same? Or I know that these guys cross jobs currently because of the vacancies so they are doing all of their specialties, electrical, plumbing, demo, that kind of thing and then the follow up or the letters go out and all that sort of stuff so is the continuity going to remain the same with that with the addition of maybe somebody taking phone calls and reporting to Mr. Klinar or Ms. Graves or whoever else? It is nice to be able to make a phone call or send an email to some of these people to find out where something stands.

BHP DIRECTOR GLENN: It will change a little bit and this is why I say a little bit- right now the legal liaison position and we have a secretary for point of sale and high grass and then we will have the housing inspector secretary. Before all of that were the duties of the legal liaison in addition to going to court and handling those type of duties. To help alleviate some of that burden that is why we created the two secretarial positions to alleviate some of the legal liaison's burden.

COUNCILWOMAN HENLEY: Okay. I don't have time to go through this new one but who would they report to?

BHP DIRECTOR GLENN: The secretaries?

COUNCILWOMAN HENLEY: Correct. Their immediate supervisor.

BHP DIRECTOR GLENN: Their immediate supervisor and then Mr. Klinar, the CBO.

COUNCILWOMAN HENLEY: Their immediate supervisor would be?

BHP DIRECTOR GLENN: The housing inspector's supervisor for the secretary of the housing inspectors. The secretary that does the point of sale and high grass to the CBO.

COUNCILMAN ARGENTI: At the very beginning you mentioned that there were two secretaries, one of housing and planning and one for zoning? Are those two separate positions?

Buildings/Lands & All Council Committee
Monday, October 29, 2018

BHP DIRECTOR GLENN: One does the planning and zoning meeting minutes and the other does the design review meeting minutes. The two administrative secretaries and the ones who predominately answer the phones when people call in and get permits or come into the office, those are the first two people that they see when they enter on the building side of the office.

COUNCILMAN ARGENTI: They attend the planning and zoning meetings?

BHP DIRECTOR GLENN: They do the meeting minutes for both of those committees.

COUNCILMAN ARGENTI: And the rest of the time they are in the office as a receptionist type of position?

BHP DIRECTOR GLENN: So to speak, yes.

COUNCILMAN ARGENTI: And those are both full time positions?

BHP DIRECTOR GLENN: Yes.

COUNCILMAN ARGENTI: What is the difference between a housing inspector and a Building Inspector?

BHP DIRECTOR GLENN: A Building Inspector is mandated to be State certified. A housing inspector does not but in the City of Lorain in our job description we are requiring them to either have a residential state licensing or a housing state licensing. There are also some years of experience to go along with it. It is in your packet, I don't know exactly where, but it is broken down to how many years they need to have.

COUNCILMAN ARGENTI: Does one inspector concentrate on residential and another commercial or do they do both?

BHP DIRECTOR GLENN: Housing inspectors predominately do property maintenance. They cannot go out and do inspections like roofs, plumbing or electrical. They cannot do that because they are not state certified to do those type of inspections. Probably the best way for you to understand it is think of property maintenance code enforcement for housing inspectors and Building Inspectors can do all the other state mandated inspections, HVAC...

CHAIRWOMAN SPRINGOWSKI: Excuse me one moment, Mr. Given, did you have some clarification on that as well?

SAFETY/SERVICE DIRECTOR GIVEN: Yes, my comments to the council members are basically the easiest way to describe it is new construction or rehabilitation, the Building Inspectors are going out and they are inspecting the framing, electrical, plumbing of all buildings. Your housing inspectors are there to police the neighborhoods, handle all the complaints from members of council will regards to trash complaints, high grass, junk cars, those kinds of things. With the dollars that are available we have the ability to segregate the two tasks so that we can have people just focusing on the neighborhoods more and those are your housing inspectors.

AUDITOR SHAWVER: First, I would just like to say so that everyone is aware that I have said numerous times during any budget cycle or any report that I have provided that I am available for questions, available for help, available to discuss matters and I just want everyone here to know that I was not part of this discussion. I went through this information today and did the best I could without the documentation that was provided this evening but I am always here to help. That is my job, that is what I get paid to do. To do the payroll and benefits and calculate things that are going to affect the budget and I was not part of this conversation, so I want you to be aware of that first and foremost. I am always willing to help. I fully understand the situation that the people are continually leaving the city because we aren't competitive. I have repeatedly said we need a salary study for the entire city. With that, basically what I did today was looked at the difference in pays that are provided. I had to add the benefits for PERS, Medicare and workers' comp, which is 17.45% so on the top building proposal it is going to be an additional \$13,189. On the bottom, any of the new positions, which again, I apologize I didn't have the new information so I did it on the entire plan of new positions and what I included was the difference in benefits for PERS, workers' comp and medicare in addition to what could possibly be

the highest amount of hospitalization, life insurance, vision coverage and that amounts to \$18,557 per person and then the additional 17.45% so what that comes up to if every one of these positions on the bottom was filled with the increases it would amount to about \$243,610 additional to what is being presented here. I have a couple of questions on the general fund issues because in the power point, page one, the third section it says that these are all federally funded but yet on the spreadsheet it shows the housing inspectors are paid 15% out of the general fund and 85% federal monies, so that concerns me that that is going to be an additional amount to the general fund.

BHP DIRECTOR GLENN: What I should have said if you look at the breakdown of the proposed positions, is that the only ones that are paid 100% out of the general fund are the Building Inspectors. Everybody else there is some percentage that is paid out of federal funds which is paid on the document where you see that there is a breakdown of salaries and everything. The document that I passed out tonight that I revised, the part that is gray down at the bottom, those are the economic development specialist, the planning and zoning, the legal data analyst and the assistant plumbing inspector, those jobs will not be filled right now. I did break down what was COMAG, what was union and the percentages from the general fund and federal funds. There is more money coming from federal funds than it is from the general fund is basically what I am saying.

AUDITOR SHAWVER: Okay, but on that first page on the third slide it says all of these positions are federally funded but the housing inspectors are not all federally funded.

BHP DIRECTOR GLENN: Which slide are you referring to?

AUDITOR SHAWVER: On page one, the third slide.

BHP DIRECTOR GLENN: Yeah, the Program Manager and the Fair Housing Administrator are all federally funded.

AUDITOR SHAWVER: Right, but then there is also additional housing inspectors and it says in that slide that they are all federally funded but then in your sheet it...

BHP DIRECTOR GLENN: And that is what I corrected and I said the majority of the housing inspectors' dollars come from federal funds but when they don't go into a LMI area that is when that has to come from the general fund.

AUDITOR SHAWVER: Okay, so we just have to take into account that there is going to be additional...

BHP DIRECTOR GLENN: Yes, there is going to be times when a housing inspector is going to be doing code enforcement in a non-LMI area so that is what I was trying to account for.

AUDITOR SHAWVER: Okay, and then you talk on page five about the new secretaries that you are going to be hiring. Are those the two new secretaries that were hired in the last couple weeks?

BHP DIRECTOR GLENN: Yes, that would be the one that does point of sale and high grass and the one that is starting Thursday will be dedicated to the housing inspectors.

AUDITOR SHAWVER: So there are no additional secretaries? Those are already hired?

BHP DIRECTOR GLENN: Yes, there are no additional secretaries.

AUDITOR SHAWVER: I wasn't able to make it to the last committee meeting about the changes that the Law Dept has wanted to implement. Is this taking into his account all of his proposals as well? For the additional housing court claims or does that not have anything to do with what you are talking about today?

BHP DIRECTOR GLENN: No, that has nothing to do with what we are talking about today.

AUDITOR SHAWVER: So, I think it is going to be a lot more money to the general fund than what is being proposed here but I cannot provide an analysis without having this new information which I would be happy to do.

CHAIRWOMAN SPRINGOWSKI: I would appreciate it, Madam Auditor, if you could do the analysis as you are able to with the information that you have and give us the actual numbers with regard to PERS, benefits and salary increases. I would appreciate that very much, thank you.

AUDITOR SHAWVER: I just think that it is important that you have all of the information in order to make a decision because obviously we are going through our budget cycle coming up here in December and we can include these in the budget but obviously at this point I don't see any substantial revenue changes so basically we are going to have to go through status quo again next year. If nothing changes for the general fund revenues we are going to have to cut it from somewhere else to fund these programs so I want you to be aware when we make these decisions that we have to have all of the facts so that you can make the proper decisions.

CHAIRWOMAN SPRINGOWSKI: The positions that were vacant, was this money allocated for them in the 2018 budget? Like the Fair Housing Administrator? Because I know that council passed that last year and we dilly-dallied around because we had a person that was part time and we ended up losing her to Cleveland because we never got around to making her fulltime. So, the money that was there, I realize that you are doing the job, but the money that was allocated for this fulltime position, where is it?

BHP DIRECTOR GLENN: It is still there.

CHAIRWOMAN SPRINGOWSKI: So that is going to be returned back to the general fund since no one has been using it?

BHP DIRECTOR GLENN: It'll stay with the federal dollars until we use it. It is still there.

COUNCILMAN FLORES: We know we have been understaffed for a while and because we are understaffed those HOME funds that you mentioned being tied up because we don't have the staff and we have to have the staff to untie that money. How long ago did you find out the money would be tied up because we are understaffed and we don't have the people in the positions for the City to function? When did this problem become apparent to you?

BHP DIRECTOR GLENN: This was apparent even under the previous director and when he would do public hearings before council he would mention it and when I have done my public hearings before council I have also mentioned it. There are letters that have been sent to myself and the Mayor telling both of us that if we don't fill those positions they are not going to release the funds.

CHAIRWOMAN SPRINGOWSKI: Could you make copies of those letters available to the members of council?

BHP DIRECTOR GLENN: Yes.

COUNCILMAN FLORES: Then why wasn't the Auditor included in those discussions?

BHP DIRECTOR GLENN: Where we couldn't get the money released? Or?

COUNCILMAN FLORES: In funding the understaffed positions that we are facing and why wasn't she included in the discussions of those salaries and what have you?

SAFETY/SERVICE DIRECTOR GIVEN: It wasn't a matter of the Auditor not being advised or informed with regards to that. One thing that HUD is telling us is that we have to have a plan in place and we have to have the proper management in place. The first step in doing that is developing that plan and getting it to council for consideration. Kellie is in constant communication with her representatives and she has been working with them to develop this plan and get it down to you so that you can hopefully see the need and approve it.

COUNCILMAN FLORES: So we have had several positions that have been vacant and not filled for quite some time. Are any of these HOME funds that are tied up, the \$3.1M, are any of those funds available for salaries?

BHP DIRECTOR GLENN: Yes, yes they are. Right now we have \$700 and something thousand dollars of the money that we have sitting but we are not allowed to do use it. And then HUD has not sent us our HOME allocation for FY 2017 or 2018.

COUNCILMAN FLORES: That funding is still being withheld?

BHP DIRECTOR GLENN: That funding is still being withheld.

CHAIRWOMAN SPRINGOWSKI: How much is that funding?

Buildings/Lands & All Council Committee
Monday, October 29, 2018

BHP DIRECTOR GLENN: It is approximately \$1.3M.

COUNCILMAN FLORES: So we are talking about five positions here? Or more?

BHP DIRECTOR GLENN: That would be under HOME dollars or overall?

COUNCILMAN FLORES: Overall.

BHP DIRECTOR GLENN: It is nine to ten.

COUNCILMAN FLORES: As the Auditor mentioned that she would like to recalculate these positions and come back with a figure for us?

AUDITOR SHAWVER: Sure, I can do that.

COUNCILMAN FLORES: I think at that time we can have a clearer picture. We don't want those funds from 2017 and 2018 to be tied up any further so I think it is incumbent upon council to do their homework at a later time when we get the update. How is the breakdown of those HOME funds for the impact on let's say three of those positions or what is the percentage of the HOME funds that we can use to fill those vacant positions.

BHP DIRECTOR GLENN: I would have to go back and do that calculation for council and give you that information.

COUNCILMAN FLORES: Then at that time I don't know if it is going to require another Building and Lands Committee meeting or if we can just find that out through an email and then I, myself, will go through the information that you provide to us and then we can possibly have another Building and Lands meeting to discuss that in the future.

CHAIRWOMAN SPRINGOWSKI: I also think it is very important that we work with Auditor Shawver and the Legal Dept with their requests regarding bolstering up the housing court and their needs and how it correlates with this plan that you've brought because we have two departments that are coming and they are looking for substantial money. As Auditor Shawver said, we do not have any substantial revenue increases so we need to look at where this is coming from because we are going to have to take it from somewhere else until this is proven effective in cleaning up the city as we are trying to do and getting the fines and that paid. We need all of the information together because these two are going to go hand in hand.

BHP DIRECTOR GLENN: What I want to say is that I don't want council to think that the positions are going to be funded solely from HOME dollars. It is a combination of HOME and Block Grant dollars. It is not just solely one source of funding.

AUDITOR SHAWVER: Since I am working on the position budget process at this moment, I would be happy to add all these positions into the position budget and it would create a total amount for the department and we can kind of compare it to what we have in there for this year and what the impact to 2019 would be. That includes all of the benefits and PERS and hospitalization and everything so that way you can see the effect overall citywide what is going to happen in 2019 that might be helpful. As far as the federal funds and getting these positions hired so we can get our money we probably need to act on that right away but as far as how it is going to impact the general fund, that is my concern because that is where we are going to have a problem. It was \$134k according to Mr. Riley's figures that he provided you with a couple of weeks ago and then we are here probably another \$100k at least for the general fund impact. \$200k doesn't sound like a huge amount when we are talking millions but unfortunately that is where we are at. It is a huge amount when we are trying to get the budget balanced. But we could do that if that would be helpful.

COUNCILMAN FALLIS: Kellie, you had mentioned that there was about \$1.3M in home funds that had not been released.

BHP DIRECTOR GLENN: Yes.

COUNCILMAN FALLIS: What do we need to do to get in a position to release those funds?

BHP DIRECTOR GLENN: Fill the positions.

Buildings/Lands & All Council Committee
Monday, October 29, 2018

COUNCILMAN FALLIS: Okay. On the PowerPoint presentation it talks about a plans examiner as one of the requirements of the State of Ohio. I don't see that position in the chart here. Can you help me? Are we going to create that or not? It looks like right now as it stands that we do not have a plans examiner and that we would not be in compliance, can we address that question or concern?

BHP DIRECTOR GLENN: No, we don't have a plans examiner. How we meet that requirement, it is contracted out.

COUNCILMAN ARGENTI: On the HOME funds, two questions. You mentioned the \$1.3M, does that include or not include the 2017 & 2018 allocations?

BHP DIRECTOR GLENN: Yes, that includes the 2017 and 2018 allocations in addition to what we have on hand that we are not permitted to spend.

COUNCILMAN ARGENTI: And then on the staffing, is that the only prerequisite or are there any other contingencies to the use of that money beyond staffing that we have to meet?

BHP DIRECTOR GLENN: We have met all of the other contingencies that HUD required from us and that is the last contingency that we have not met.

COUNCILMAN ARROYO: So that is a total of \$2M that they are holding from us? The \$1.3M plus the \$700k? Or is it all included in the \$1.3M?

BHP DIRECTOR GLENN: That is all included.

COUNCILMAN ARROYO: My other concern, because that is a lot of money from the general fund, which Ms. Shawver brought up, and then we have the courts coming up and it wouldn't surprise me if in the next few months we hear from the Police Dept because they are losing officers. They just lost Officer Figueroa and a few others and it is not going to surprise me if they are going to ask for pay raises and they come strictly from the general fund or mostly from the general fund so \$50k is one thing that we can push around. \$250k is a lot of money plus all these other departments that are going to need it so before I vote on this I would like a total from Ms. Shawver on what we are at least looking at for this and the courts and I will let you know by then if I'd vote yes or no. I truly feel we need this but that is a lot of money from the general fund coming from the departments.

CHAIRWOMAN SPRINGOWSKI: I have some questions here. I have been one of those people who have tried to call into the BHP Dept and could never get anybody on the phone. I mean, it is not that hard for somebody to answer a phone. I know that Rosemary used to be up there and used to answer the phone. What was her position precisely? Was she a receptionist or a secretary?

BHP DIRECTOR GLENN: I am not familiar with which Rosemary you are referring to. Ms. Sennhenn?

CHAIRWOMAN SPRINGOWSKI: Sennhenn, yes.

BHP DIRECTOR GLENN: She was an accounts clerk.

CHAIRWOMAN SPRINGOWSKI: I just wonder because that is who I always dealt with prior to. Have we looked at contracting with any of the applicable building trades and their unions for getting some back up and help, even temporarily? You are contracting out the plans examiner, have we looked at dealing with any of them because these would be people that would be certified on a state level. I would presume, knowing what I know of the building trades. Have we looked at dealing with them in any aspect?

BHP DIRECTOR GLENN: We did look into that. Mr. Given looked in to it, I think it was actually before I was appointed and that was not affordable to us.

CHAIRWOMAN SPRINGOWSKI: I am not real happy with the comparisons of the cities because of the vast difference in the economies of those cities compared to Lorain and the population. We have usually been more on par with Lakewood, which is mentioned in here, and Parma. They seem to be a little bit more in line with what we are doing. I would be curious to see what Elyria is doing as well because like I said, it is very, very different. With the certifications, do we reimburse people for the certifications?

BHP DIRECTOR GLENN: Yes. Once they pass the test we reimburse them the cost of the test but they have to pass.

CHAIRWOMAN SPRINGOWSKI: I am very concerned with the Economic Development Specialist. Is this person going to work in conjunction with the Port Authority?

BHP DIRECTOR GLENN: They can but the economic development money is frozen. That is a whole separate pot of money. We have to do a forensic audit before they will even consider releasing the money because we are in discussions with HUD and EDA right now.

CHAIRWOMAN SPRINGOWSKI: Well, if you are looking to add an economic development specialist to this I would certainly hope that we would do something where they would be working with the Port because they have been very proactive in the economic development of the city and they have been vastly more successful than we had seen when they were not involved. I would like to have that relationship to continue. I will make no bones about it, it is not a secret. I would like to have community development and federal programs stay with the city but I would like to see economic development go with the Port Authority because of O.R.C. 4582 which allows for them to do that. I don't want to see us get into the position of having too many overlapping duties between all of these different departments. It is not value added, it is not cost effective. That is just my position on that and that is all that I have thus far. I would ask if council has anymore questions or the administration? We will now move into the public sector and see if they have any questions.

JERRY DONOVAN 5109 Oakhill Blvd: Coming from my background in unions I totally support anything that talks about pay increases and especially where it is going to allow the City of Lorain to be competitive with other cities. I don't want this misunderstood but I am not so concerned about the income of those other cities, it is the position that determines what it should be paid and I totally support the increases; however, I have a little confusion, on my part probably, in terms of the pay increases. I see where it will allocate an extra dollar per hour for an electrical inspector to get a plumbing certification. Yet, I also see that an assistant electrical inspector receives an additional \$0.50 per hour for any additional certifications that he obtains. My question is is that pertaining only to additional electrical certification or is it as it states here any certification? And if so why would you be paying one \$0.50 and the other one \$1 an hour when they both had to put in the same amount to study to obtain that certification?

BHP DIRECTOR GLENN: The electrical inspector, that is because he has a plumbing certification. The assistant electrical inspector is also working on getting a plumbing certification so it is not an additional electrical certification for either one of them. It could be plumbing, HVAC, any of those.

JERRY DONOVAN: Again, there comes my question, why are we giving \$1 to one and the other only gets \$0.50?

BHP DIRECTOR GLENN: It was just a proposal that we came up with.

JERRY DONOVAN: As I said, I totally support salary increases because I think it is very necessary for this city to be competitive with other comparable cities in order to retain the talent or have the talent come here to be employed but I don't see why we are differentiating because a man has a title of chief electrical inspector as opposed to the guy that is the assistant electrical inspector. I think the certification demands that both receive the same amount of pay.

DENVER CASTO 3516 Jaeger Road: I understand the need that the city is in but when we look at \$1.3M compared to we know we have approximately \$135k going out for Mr. Riley, then we are looking at \$100k+ out of the general fund, I just don't understand where we are making dollar and cents out of this as far as where right now we have money tied up that is not going to be reimbursed at the present time. Like the chairman said, why don't we tie the Port Authority in? That would make sense. And our Auditor has said this is going to be big money on the people. I can understand that you have Cleveland, Lakewood and Canton; if you look at a lot of those cities they have industry. Lorain has a lot of retired or low income people and out of that we are not going to get the taxes at this time,

not to say that once the streetscape goes in and is completed and Broadway is redone that we are not going to but at present, at what we are looking at, we don't have that kind of money to lay on everybody. Our water rates have went up, our sewer rates went up, everything has consistently gone up and yes, it would be nice if we could get all these funded from the federal government. When we start talking a quarter of a million dollars, which is not chicken feet. When we were looking less than a year ago at less than \$80-\$90k. I think it is something that we really need to get the bare facts on. I think that we need to get all of the positions that can be tied together; we need to get with Mr. Riley to see to see what can be done with his court and then to take a look at it. As it stands right now, to me, it doesn't make dollars and cents.

AUDITOR SHAWVER: If Kellie could maybe just tell the group one more time to reiterate, which positions, I believe it is on page five, is it just those three positions that are absolutely required in order to get our money?

BHP DIRECTOR GLENN: Neighborhood Development Specialist, Housing Rehabilitation Administrator, Program Manager, whether it is a one or two and a Fair Housing Administrator.

AUDITOR SHAWVER: And the Fair Housing Administrator is already budgeted?

BHP DIRECTOR GLENN: I just want to clarify something. We can get the Program Manager and the Fair Housing Administrator, I just have not found qualified people for the positions but it is critical for the Neighborhood Development Specialist and the Housing Rehabilitation Administration.

AUDITOR SHAWVER: It looks like on your chart, I don't know if it's the one I have, the Neighborhood Development Specialist is just 20% out of the general fund.

BHP DIRECTOR GLENN: Yes.

AUDITOR SHAWVER: The rest of them are all going to be federal funds?

BHP DIRECTOR GLENN: Yes.

AUDITOR SHAWVER: So maybe if Council understands that those three are imperative to get the money released, right?

BHP DIRECTOR GLENN: Yeah, that's about right.

AUDITOR SHAWVER: Maybe they can react on that sooner just so that you can move forward with your projects.

CHAIRWOMAN SPRINGOWSKI: When you said that you were having a hard time finding qualified people to fill the position, we go back to the Fair Housing which we had improved. Did that include that part time person? Was she not qualified to become full time? I'm curious as to what was the lag in making her fulltime?

BHP DIRECTOR GLENN: There were some other extenuating circumstances that went along with that.

CHAIRWOMAN SPRINGOWSKI: Okay, I didn't know, that is fine.

SAFETY/SERVICE DIRECTOR GIVEN: Just a point of reference, the previous conversations that council had with the Law Director has come up a couple of times tonight with regards to the costs associated with funding what he estimated would be required in order to push things forward. Understand that if we do not do anything with these inspectors' positions we will not need that additional funding. The value comes in as to what council determines a priority is with regards to our housing stock and building stock in this community. If council chooses not to fund these positions at this time for whatever reason, understand that Mr. Riley and his needs and the needs of the judges in this theory will not be necessary because we will not have the staff to cite property owners to get people into court to repair their properties. I think overall we realize that, and Mr. Riley has stated numerous times, the housing court is a losing proposition. You are not going to make money on it but if we are going to improve this town and the neighborhoods this is something that we thought we heard previously from council that it was a priority. Overall, council can decide what the priorities are and either we are going to try and clean these things up and try to get more men and ladies on the

street to issue citations and get people before us to do these things. I think this plan, other than the HOME programs and I think we could really see the dollars that Karen just brought up. And Karen just brought up that you have two issues, you have how do we get our federal dollars to run those programs and how do we improve our community with regards to the BHP staff to cite people that aren't maintaining their properties. Council needs to decide on both of those which way we are going forward and once that is determined we will make the appropriate plans and hire the appropriate people if necessary. If council chooses not to spend these dollars in this manner understand that we do not have the staff to continue the programs that we have in place to force people to make these improvements.

COUNCILWOMAN CARTER: I just want to say that I think it would be ludicrous of us to allow federal dollars to slip through our fingers. We have been talking about this situation for some time, I think since I came on council this is something that we have been talking about and untying these dollars. I think it is probably mandatory that I feel that we need to approve what is necessary to get the dollars and we also need to include our Auditor because I am one who emails her when it comes to dollars because I always tie the auditor to money and sometimes she cannot answer those questions for me and she forwards me on to the department heads, which I appreciate that but I don't want anyone caught in the middle of questions or things that they cannot answer. I apologize to you, Auditor Shawver, for the questions that I sent to Nancy earlier this week. Again, I just don't think that we should let this money slip through our fingers. We need to take advantage of it because God knows our city needs the federal dollars because cleaning up needs to happen and it definitely needs to happen in the third ward.

COUNCILWOMAN HENLEY: I just want to say that I am fully supporting those pay raises and increases; however, that being said, I would like to see the exact numbers from Mrs. Shawver so we know exactly what we are voting on. I am a firm believer that in order for this city to grow we need to improve our housing stock and if you do that our schools and a couple other things, Lorain will grow and there will be more tax dollars coming in. There will be more owner occupied homes and I truly believe that. Our housing stock and what we do is really, really vital to the growth of this city. We need to fill these positions, we need to pay these people fairly and be competitive and move forward.

COUNCILWOMAN MOON: If anyone knows every council meeting I am always complaining about the fifth ward. I think sometimes people need to ride through my ward and see what is going on. I really support this because I am constantly complaining about how when people come through Lorain and they see what is going on. I hope council will really think about this because the fifth ward really needs help.

CHAIRWOMAN SPRINGOWSKI: I would like to say that I am absolutely in support of paying people competitive salaries to obtain and retain the people and paying them for their knowledge and ability; however, I want it to be meaningful and value added. It is my goal, I mean, I really want these departments to be effective and add value to the administration and the governance of this city. We balanced the budget and we actually overcame some really serious financial issues thanks to the Auditor and the efforts of everybody on here. People gave back and I would hate to see us all go crazy thinking that we are flushed with cash and find ourselves strapped down the road. I just want us to make an informed decision to know exactly what dollars we are dealing with and I think that is important because it does us no good to put positions on or pay people more money and then have to lay others off down the road. We have got to be smart about this and we need to have the Auditor involved in any discussions with regards to the budget or any money going out the door.

COUNCILMAN ARROYO: I just want to clarify that Ms. Auditor, you said that we can hire three and be okay with it? I support giving everyone a raise, especially the building department. I would hate to lose Chris Yates. He is the boots on the ground for that department but I want to know is it a minimum of three or all of them have to be filled to get the money?

Buildings/Lands & All Council Committee
Monday, October 29, 2018

BHP DIRECTOR GLENN: It is the Neighborhood Development Specialist and the Housing Administrator but you guys need to understand that if you don't fill those housing positions we are down to one housing inspector right now. Nobody wants to come for \$16.04 an hour.

COUNCILMAN ARROYO: I understand that but what I would like to see is what is coming out of the general fund if we fill them all and we fill those two. Like I said, it is important that we get the federal funds and I will support this but at the same time what comes out of the general fund will put us in a hole somewhere else down the line in general fund. I would like to know what the total will be if hire the minimum to get the federal funds and what it would be if we hired all of them.

SAFETY/SERVICE DIRECTOR GIVEN: Based upon what the Councilman is saying, now that we have all of this information and Kellie and Lisa were working on this all day again trying to get members of council the most updated information possible. They can set down with Madam Auditor to go through it and determine it. Understand that releasing the funds is one thing, running programs is another thing. We can determine whether our immediate needs are to get the dollars released but then we ultimately have to produce and report back to the government for these dollars and these are all kind of intertwined. I think it is to your benefit once we have the information if Karen has the ability to fine tune it and see what dollars could be in question we can submit that for the next council meeting and then we can follow up with further discussion or Committee-of-the-Whole.

COUNCILMAN ARROYO: I would appreciate it. Like I said, I think that we are all on the same page, we know we need this. It is more of finding out once you two meet what is truly coming out of the general fund because again, like I said, I know we are losing police officers and we know where their money comes from so it is competitive in every single department but the more we pull out of the general fund the more we are going to take away from other places. I want to make that very clear that I am concerned about how much is coming out of the general fund.

COUNCILMAN FALLIS: I think everybody in this room agrees that we need to increase and fix the appearance of our city, specifically our homes and our neighborhoods. That is certainly a huge goal that we aspire. In order to do that, again, if we are going to get qualified people worth their labor, we need to pay them fair market value and I have made that comment many times. I support moving people to a level where they are getting fair market value, whether they are current employees or folks that will be hired shortly. Again, we only have so much money to do this so I really look forward to getting the final numbers on what would be impacted to the general fund and to get that all reconciled so that we can move forward with getting the department up and running and being effective in our city. I look forward to more information so that we can finalize this.

COUNCILWOMAN CARTER: I just want to tell the ladies you did a really good job on this salary schedule and getting all of these job descriptions together. I just want to let you know that I appreciate all the work that you put into this. One other question to Auditor Shawver, do you know when we can expect the numbers to come out? Roughly?

AUDITOR SHAWVER: I can take the new proposal and run the same numbers that I ran this afternoon. The only thing that I would have to do is for the positions that have a percentage with the general fund, I didn't calculate that out today, so probably by the end of the week.

COUNCILWOMAN CARTER: I would appreciate that, that would be wonderful because I think that we need to really act on this quickly so that we can move forward and see what our future looks like. I just also want you to know that I do support this. I don't think it is a matter of if we are not going to vote for it or if we are because I am going to vote for it. I just think that it is important that we know where the dollars are coming from in the general fund and that we are educated and able to educate our people and constituents and that we look intelligent when we do this.

AUDITOR SHAWVER: I just want to say that I support this as well. I am not trying to rain on anyone's parade. I know it is important. I have said it time and time again that our employees all need to be treated fairly but this is just the timing- it is almost November and we are trying to get the budget

down so we can pass it before the end of the year. Right now it is just all a planning state for the Auditor and Mayor's offices because that is what we are working on. I could give you the numbers but for the general fund items it might just behoove everyone to include it in the budget and see what happens. If we are going to be over we can send it down and you guys can decide what you feel is important and cut somewhere else. At this point in the game based upon what I am seeing, and I am just in the preliminary process, we don't have an excess of general fund dollars but it will be best if you can decide where you want the dollars to go. That is why if we put these additional raises in the 2019 budget that might be an easier way for everyone to see the overall picture. Obviously, we are all saying they are needed and they are important to do but at this late in the year when we are trying to forecast for next year it just makes it more difficult. We need to see the whole picture for all of the funds and departments in the general fund for next year first.

CHAIRWOMAN SPRINGOWSKI: At this point, given that we don't have all of the necessary information, because we may have to go back through this plan and proposal and we may have to take a little bit and maybe look at some positions that we can do, some we can't, raises and that. I would hold this in abeyance until we have all of the facts and figures in front of us. We need to have actual numbers and we need to look at that in correlation with what is coming down from the Law Department. I do realize, Mr. Given, that they are contingent upon one another but we cannot make an informed decision without having actual numbers.

Moved by Mrs. Springowski, supported by Mr. Arroyo, to hold the matter in abeyance until further notice. The motion carried unanimously.

The meeting was adjourned the meeting at 7:19 p.m.