Ravenna City Council
Finance Committee Meeting Minutes
July 13, 2026

The public meeting was held in Ravenna City Council Chambers.

Council present: Council President Rob Kairis, Amy Michael, Paul Moskun, Tyler Marovich, Tim Calfee, Christina West, Matt Harper, Carmen Laudato

Also attending the meeting: Mayor Frank Seman; Police Chief, Jake Smallfield; Service Director, Tim Contant; Finance Director, Tami Lorence; Interim Council Clerk, Cindy Kaderle; Larry Silenius, Cliff Soudil, Barbara Niemiller, Cynthia Miller, Peter Martin, Mike Bogo, Carlee Krause, Trisha Krause

Finance Committee Meeting was called to order at 7:40 P.M. by Chairperson, Rob Kairis.

The first item was Approval of the Updated Premium Only Plan.
Ms. Lorence explained that the update was a Section 125 IRS requirement and that it did not change employee benefits. The document simply provides authorization for pre-tax payroll deductions, including healthcare premiums, and was considered a housekeeping item to maintain compliance. Ms. Lorence noted that the update was identified during the City's annual healthcare compliance review with its broker, Fidelli.

- The item was moved forward.

The second item was an ADP Resources Agreement.
Ms. Lorence explained that the City's current payroll process is highly manual, relying on Excel timesheets, manual data entry, and extensive review. She stated that the need for improved time tracking became more apparent due to new overtime premium deduction requirements. Ms. Lorence reviewed several options considered by the Finance Department and explained that ADP Workforce Now would provide more comprehensive services beyond time and attendance, including payroll processing, employee onboarding, recruitment support, benefits administration, compliance reporting, and improved data reporting. She estimated the three-year agreement would cost approximately $94,005.93, with the first 12 months included at no cost as part of the agreement. The ongoing annual cost was estimated at approximately $31,531.
Ms. Lorence stated that the system could save significant staff time by reducing manual payroll processing, year-end reporting, and compliance work. She estimated the Finance Department could recover substantial staff hours annually through increased efficiency.
Mr. Marovich supported moving forward, noting the software would reduce administrative burdens on department heads and provide additional reporting capabilities.
Ms. Michael also supported the proposal, stating that many organizations use similar systems and that the additional reporting and efficiency benefits would be valuable.

Ms. Lorence noted that several Northeast Ohio communities already use ADP, including Streetsboro, Cleveland Heights, Beachwood, Middleburg Heights, East Cleveland, Seven Hills, Lakewood, and Berea.
The Committee also discussed potential long-term costs and the ability to adjust services after the initial agreement period.
Ms. Lorence explained that certain features could be removed in the future if cost reductions were needed.

- The item was moved forward.

The third item was Then and Now Certificates.
Ms. Lorence stated she would provide additional information at the next Committee of the Whole meeting after collecting the necessary payment data.
Mr. Kairis noted that the item was part of ensuring compliance with the City's legislative process and timely approval requirements.

- The item was moved forward.

The fourth item was Supplemental Funding Sources for the Safety and City Hall Facility.
Mr. Kairis then led a discussion regarding potential City contributions toward the proposed safety facilities and City Hall project if the income tax levy initiative is approved. He questioned what "skin in the game" would mean and how additional City funding would impact the project, noting that the proposed levy was intended to fully fund the facilities.
Ms. West suggested identifying existing City funds or revenue sources that could demonstrate the City's investment in the project. She suggested that setting aside funds, such as a portion of revenue from the adult-use cannabis tax, could show residents that the City is contributing toward the project.
Mr. Marovich suggested providing annual reports showing how much additional money was contributed toward reducing the project debt.
Ms. Lorence explained that the City currently has approximately $600,000 in its capital improvement reserve and plans to add another $300,000 in 2027. She noted that the funds are not currently dedicated to the safety facilities and would require Council action to allocate them specifically.
Ms. Michael cautioned that while demonstrating City investment is important, the City must also preserve funds for other capital needs. She noted that recent financial growth has allowed the City to increase staffing and improve safety services, which also demonstrates the City's commitment to the community.
Ms. Laudato suggested separating the City Hall portion of the project and exploring a combination of existing funds, property proceeds, grants, and financing options. She also discussed the possibility of improving the City's bond rating and seeking additional support from state and federal representatives.
Ms. Lorence cautioned that any financing strategy would require a dedicated revenue source to maintain the City's bond rating.
Mr. Kairis reiterated that the current levy proposal already includes City Hall and questioned what additional funding would accomplish beyond potentially paying down debt sooner.

Ms. Lorence stated she would research whether the City could accelerate repayment of the debt or make adjustments to the levy structure in the future.
The Committee agreed that additional information was needed before making any decisions. Mayor Seman added that maintaining a clear funding plan would be important, as moving forward without a reliable revenue source could negatively impact the City's bond rating.

- The item was for discussion only.

Management

There being no further business for discussion, the meeting adjourned at 8:10 P.M.

ATTEST:

Clerk of Council	**Rob Kairis, Chairperson** **Finance Committee**