

**FINANCE COMMITTEE**  
**MOTION SUMMARY**  
**April 15, 2020**

ITEM 1. Roll Call

Chairman Hellinger called the Virtual Cisco Webex Finance Committee meeting to order at 1:00 p.m.

Members Present: Vice-Mayor Kent Shafer, Vice-Chairman Chris Jones and Chairman George Hellinger

Council Members Present: Mayor Carolyn Kay Riggle, Second Ward Lisa Keller, Fourth Ward Drew Farrell,

Staff Present: Justin Nahvi, Finance Director, Rob Alger, City Accountant, Alycia Ballone, Budget Analyst, Kyle Kridler, Assistant City Manager, Tom Homan, City Manager

ITEM 2. Approval of the Motion Summary for the meeting held February 11, 2020, as recorded and transcribed.

**Motion:** Vice-Mayor Shafer moved to approve the Motion Summary from February 11, 2020, as recorded and transcribed, seconded by Vice-Chairman Jones. Motion approved by a 3-0 vote.

ITEM 3. Public Comments

There were no public comments received through email or Facebook Live.

ITEM 4. Review of March Financial Report

Mr. Nahvi discussed the first half of property tax settlement received in March which had a 2% increase and a 4% increase in income tax receipts. The March revenue and expenditures for the General Fund were reviewed. Revenues for the month of March did not have a decline, but staff is closely watching daily collections. He projects that with the Federal Rate to zero there will be a significant decline in interest income for the General Fund and some Enterprise Funds. The Fire/EMS Income Tax Fund expenditures are performing as expected through March 31, 2020. The Stormwater Fund is an Enterprise Fund that was established to account for the costs of repairing, replacing and improving the City's storm drainage system. There was an increase for March for basic services, but these increases were marginal. Once it was released that customers would not have their services turned off due to lack of payment and coupled with the layoffs in March the increase was minor. The Water Fund had 1.4% greater water consumption in Meter Charges relating to the same period for 2019. Year

to date receipts for the Capacity Fees total \$566,356 and these fees are deposited into the Water Capacity Fee Fund. The Wastewater Fund total collections were up 1.2% more than last year from the same period. The Wastewater Fund expenditures are performing as expected. The Refuse Fund is up approximately 1.3% received from the City from the same period in the prior year.

Mr. Nahvi discussed action by Council for Utility Assistance. He discussed that the credits are applied they will be reflected in the line items that charge for services. The \$100,000 will be applied to all four Enterprise Funds and reflected to charges for services. Staff will be tracking daily what was distributed for the day and how much is available. Mr. Nahvi plans to have the application placed on the website and include information in the water bill as an insert.

#### ITEM 5. Review of 2020 Budget Gauge

Mr. Homan discussed that tool that was created during the 2008-2010 recession and provided a useful graphic on the five different levels that the City operates on. He discussed that the City is currently in a Budget Restraint mode and this current crisis is much different than what the City has had to deal with then in the past. He discussed that it is still premature to predict what the future will be. The gauge will be continued to be used while monitoring our expenditures and revenues. There is a current hiring freeze in place, except in the need for essential position needs. This gauge will assist develop the mitigation strategy on possible budget needs. He discussed the budget message from 2009 and how the recession started in 2007, but the budget was not affected until 2009. He discussed that there are FEMA Funds set aside to assist municipalities and that the City is tracking expenditures.

#### ITEM 6. Discussion of Strategy for Addressing Financial Impact of COVID-19

Chairman Hellinger requested a timeline on decision points, such as, 30/60/90-day timeline and what will be factors may lead to certain decisions. Mr. Homan discussed that they are closely monitoring the State Gas Tax Revenue and believe that there will be an impact to the road resurfacing program. Mr. Homan recommended that the Finance Committee meet monthly. Mr. Nahvi discussed that the Gas Tax declines may not be seen for a few months due to delays from when the funds are distributed by the State.

Vice-Mayor Shafer and Vice-Chairman Jones discussed their agreement to meet on a monthly basis as the information will be rapidly changing, making it difficult to forecast long term. Mr. Homan discussed that staff will start preparing the 2021 Budget process and CIP process. He discussed looking at delaying on some purchases through the General Fund, but some projects are not through this fund and can move ahead, such as the Glenn Road Project.

ITEM 7. Member Comments

There were no other member comments.

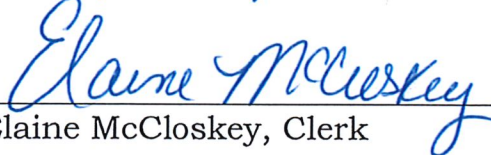
ITEM 8. Establish Monthly Meeting Dates/Times for 2020

The Committee discussed having a meeting on the second Wednesday of the month at 1:00 p.m.

ITEM 8. Adjournment

**Motion:** Chairman Hellinger moved to adjourn the Finance Committee meeting. The Finance Committee meeting adjourned at 1:40 p.m.

  
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Chairman

  
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Elaine McCloskey, Clerk