

**CITY OF DELAWARE
FINANCE COMMITTEE
MEETING TO BE HELD VIRTUALLY VIA CISCO WEBEX **1:00 P.M.**

AGENDA

June 17, 2020

1. Roll Call
2. Approval of the Motion Summary for the meeting held May 13, 2020, as recorded and transcribed.
3. Public Comments
Due to the meeting being held virtually, public comment is requested to be received either before or during the meeting through email at emccloskey@delawareohio.net. Comments received on Facebook may have to be addressed by staff subsequent to the meeting.
4. Review of May Financial Report
5. Review of 2020 Budget Gauge
6. 2019 Post Audit Discussion for July Finance Committee Meeting
7. Discussion on Modifying Section 913.23 of the City Code to Remove a Monthly Service Fee for Deduction Meters
8. Member Comments
9. Next Meeting Date: To Be Determined
10. Adjournment

** This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by Council, staff, or the public will be available.

**FINANCE COMMITTEE
MOTION SUMMARY
May 13, 2020**

ITEM 1. Roll Call

Chairman Hellinger called the Virtual Cisco Webex Finance Committee meeting to order at 2:35 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: Darren Shulman, City Attorney, Sean Hughes, Economic Development Director, Justin Nahvi, Finance Director, Rob Alger, City Accountant, Alycia Ballone, Budget Analyst, Kyle Kridler, Assistant City Manager, Tom Homan, City Manager

County Staff Present: Bob Lamb,

ITEM 2. Approval of the Motion Summary for the meeting held April 15, 2020, as recorded and transcribed.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary from April 15, 2020, as recorded and transcribed, seconded by Vice-Chairman Jones. Motion approved by a 3-0 vote.

ITEM 3. Public Comments

PUBLIC COMMENT:

Brett Latta
Via email
376 North Sandusky Street
Delaware, Ohio

Mr. Latta questioned if the transportation funding levy discussion had been tabled since COVID-19.

ITEM 4. Review of April Financial Report

Mr. Nahvi discussed the property taxes for General Fund Revenue which was slightly down due to State distributions of real estate reimbursements for the homestead exemption and owner occupancy that were not received yet through April 2020. The County Auditor and Treasurer have requested that the property

taxes due date for the second half be moved. The income tax collection was down 45% which was attributed to the due date shift from April to July. He discussed the rise in unemployment rate which began in March 2020. The projection will be updated monthly based on the County unemployment rate and will be modified after the filing deadline in July. He discussed plans to have a location set up at Mingo for filing income taxes but also encouraging residents to e-file.

The Fire/EMS Income Tax Fund has a decline in 18% from a year ago during the same period. It is estimated that a similar decline for the Fire/EMS Income Tax Fund would be 4.3% of the current revenue estimate for this line item. The Stormwater Fund are performing as expected. Customers are still paying their utility bills, but waiting for their income tax filing. The Water Fund saw an increase in meter charges. He reviewed the Year to Date Fund Report and Debt Schedule. Mr. Nahvi discussed that there have been currently six residents apply for the utility assistance program but will be sending out another insert in the May utility bill. Mr. Shulman discussed reaching out to residents that are not paying their bill to inform them of the program. Vice-Chairman Jones discussed how to help residents in multi housing or apartment complexes. Mr. Nahvi discussed the difficulty if there is a master meter and needing to work with the landlord to ensure that the credit is applied to the renter.

ITEM 5. Review of 2020 Budget Gauge

Mr. Nahvi discussed that at the June Finance meeting it will be discussed where parts in the budget reductions could be recommended to be made. He completed a payroll forecast and there have been a savings possibly related to decrease in overtime cost in police and fire since special events have ceased. Mr. Homan discussed that the current position for the City on the Budget Gauge is Budget Restraints. Mr. Nahvi discussed that the full impact of the COVID crisis will not be known until July after the income tax filing date. He discussed the recommendation to staff to restrain capital spending for 2021 and for roadway projects to not include in the CIP unless there is grant or state funding with it. Mr. Nahvi discussed the need to hold back on capital improvements, especially major paving projects and streets maintenance as there is an expected reduction in the Gas Tax Revenue. Mr. Homan discussed the current declines in Hotel Tax.

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

Mr. Nahvi discussed the partial hiring freeze that has been implemented and expected to last to the next fiscal year. He discussed financial cuts that have been identified relating to fuel purchasing and the decline in fuel costs. He discussed looking at options to a plan change for health insurance. He is looking

at different scenarios to avoid layoffs but also to provide the necessary and required services to the community. Mr. Homan discussed the large cost of administrative leave which ends the week of May 18.

Vice-Mayor Shafer discussed the Revolving Loan Program that was brought up at the May 11 City Council Meeting. He discussed that Buckeye State Bank will be doing a maximum of \$25,000 and a minimum of \$10,000 for the loan. The interest rate will vary from 3% for a 36-month loan and 4% for a 60-month loan. The first six months will be interest only payments and the minimal credit score of 660. He discussed where the fund breakdown will be coming from. He discussed his recommended contribution to the program by the City. Mr. Lamb discussed that the bank was in agreement of going to a 660-credit score. Vice-Mayor Shafer discussed that if the city invested \$350,000 then only 14 loans would be needed from the City to have the money that we invest go back to the city business. Chairman Hellinger questioned when the return of money would occur back to the City. Mr. Lamb discussed that this would be a revolving loan program and there were no guarantees if or when those that invested would be repaid. Mr. Nahvi questioned if the City could invest the funds in a CD with the bank and fund the city portions to insure the money. Mr. Lamb discussed the difficulty of managing different plans with 7 or more partners.

Mr. Lamb discussed the partnership structure. He discussed submitted a letter to Jobs Ohio to ask them to match what the County has secured. The bank will review each application to determine if they meet the set guidelines and then will forward the application to a committee to oversee the program. He discussed who will be placed on the committee. Mr. Lamb discussed that applications received from the bank will be reviewed first from communities that have join the program. Mr. Hughes reached out to local businesses to determine their interest in the loan program and if they would consider applying. Mr. Lamb discussed that the idea has been around by the County for a couple of years and that the COVID-19 crisis pushed it to the forefront and that the County reached out to multiple banks on the program. Mrs. Keller questioned if the City could reestablish our own revolving loan fund. Mr. Hughes discussed that the current program with the City would not work as it is a CDBG federally funded program that is too restrictive and can take 6-9 months to complete the loan. Vice-Chairman Shafer discussed the process of emergency legislation and questioned how quickly the County needs this done. Mr. Lamb discussed that once a commitment is received by Jobs Ohio they will start accepting applications and that they will not be able to hold up applications for the City to complete their process. Mr. Shulman discussed his recommendation to not pass an ordinance during an emergency meeting to keep more transparent. Vice-Mayor Shafer and Vice-Chairman Jones discussed that the situation is unprecedented and that the goal is to get the money into the local business as quickly as possible and a decision will need to be made quickly. Mr. Farrell discussed concerns rushing the process. Mrs. Keller voiced a concern that the County has three seats on the board and the City having a minority vote on the board. Mr. Homan discussed

setting up a special meeting and a second reading at the first meeting of June. MR. Lamb discussed that he can provide a draft once approved by County but that he did not see that it would include a required percentage of money distributed to the local businesses and a guarantee of the City getting reimbursed. He does think that a discussion could include what is a Sunset law and a conversation of continuing the revolving loan fund. He discussed the benefit of the revolving loan fund to support future business needs. Vice-Chairman Shafer voiced his support to the program as the City does not have a program in place.

ITEM 7. Member Comments

The Committee was in agreement to meet on June 17 for the next meeting.

ITEM 8. Adjournment

Motion: Chairman Hellinger moved to adjourn the Finance Committee meeting. The Finance Committee meeting adjourned at 4:08 p.m.

Chairman

Elaine McCloskey, Clerk



TO: TOM HOMAN, CITY MANAGER
FROM: JUSTIN NAHVI, FINANCE DIRECTOR
SUBJECT: MAY 2020 FINANCIAL REPORT
DATE: 6/4/2020

BACKGROUND

The purpose of this report is to provide a brief review of the revenues and expenditures for the following funds: General Fund, Fire/EMS Income Tax Fund, Stormwater Fund, Water Fund, Wastewater Fund, and Refuse Fund.

Actual revenues and expenditures are compared to the budget to assess potential overages/shortages in budgeted categories. Comparisons with figures from last fiscal year are also included to indicate the differences by year, since budgeting techniques remain relatively uniform from one year to the next.

Appendix A details the year-to-date activity for all of the city's active funds. It is important to note the ending balance, encumbrances, and unencumbered balance. The unencumbered balance is the amount remaining in the fund if the city were to expend all the monies listed as encumbrances. The ending balance is the amount of funds available to the city as of May 31, 2020, and ties to the amount listed in Appendix B.

Appendix B is the Financial Statement for the city as of May 31, 2020. This statement provides a listing of the city's funds held at various financial institutions. Also presented are the interest earned to date, weighted average interest rate, and the weighted average maturity (days).

Appendix C is the Debt Schedule for the city through May 31, 2020. All principal and interest payments that have been paid to date are included in the schedule.

Appendix D is a graphical representation of the water and sewer utility consumption billed on a monthly basis in terms of units billed as well as dollars.

GENERAL FUND

The General Fund is the main operating fund for the city and is used to account for all financial transactions which are not reported in other funds. Major sources of revenue include income tax and property tax. Please refer to page three for a breakdown of the revenues and expenditures through May 31, 2020.

Revenues

The General Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- **Property Taxes** – Settlement revenue is received after the 1st and 2nd half real estate collection periods in March and August respectively. 1st half real estate collections were \$786,031 reflecting a decrease of \$69,393 or 8.1% from the same period in the prior year. The decline is attributed to State distributions of real estate reimbursements for the homestead exemption and owner occupancy that were not yet received through May 2020.
- **Income Tax** – Year-to-date receipts total \$6,227,223 which is \$1,134,812 or 15.4%, less than amount the City received during the same period in the prior year. The decline is attributed to both the shifting of the income tax filing due date to July 15, 2020 as well as the rise in the unemployment rate which began in March 2020. Based on flat revenue collections for the enterprise funds, it can be inferred that most of the decline in income tax collections is primarily linked to the revised filing deadline. Based on the current unemployment rate of 11% for Delaware County, the current projected decline for income tax collections is \$871,280 or 5.3% of the total estimated revenue from this source in 2020. This projection will be updated monthly based on the County unemployment rate and will be modified after the filing deadline in July.
- **Charges for Services** – Chargebacks for the General Fund related services attributed to special revenue and enterprise funds for the 1st and 2nd quarters of 2020 equaled \$857,830.

Expenditures

The General Fund expenditures are performing as expected. However, the following expenditures require additional explanations:

- **Transfers** – Transfers to the following funds have been made to the Capital Improvement Fund (\$770,833), Street Maintenance & Repair Fund (\$745,643), Recreation Fund (\$507,141), Cemetery Fund (\$53,750) and the Airport Fund (\$10,000).

**GENERAL FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2020**

	2019 ACTUAL YTD MAY 31	2020 ACTUAL YTD MAY 31	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Property Taxes	855,424	786,031	1,548,000	50.78%
Intergovernmental Receipts	280,445	388,408	1,013,726	38.31%
Income Taxes	7,362,035	6,227,223	16,510,750	37.72%
Fines & Forfeitures	41,855	22,157	140,000	15.83%
Fees, Licenses, & Permits	1,002,704	1,055,535	2,998,000	35.21%
Miscellaneous	182,389	78,803	380,000	20.74%
Other Financing	-	5,013	-	0.00%
Earnings on Investments	329,410	204,692	950,000	21.55%
Charges for Services	852,866	857,831	2,299,603	37.30%
Total Revenues	10,907,128	9,625,692	25,840,079	37.25%
EXPENDITURES				
Council	62,737	68,865	187,299	36.77%
City Manager	261,795	334,291	927,910	36.03%
Admin Services	174,684	133,170	425,183	31.32%
Economic Development	206,132	96,854	528,655	18.32%
Legal Affairs	289,931	309,943	882,940	35.10%
Finance	803,186	1,004,584	2,353,870	42.68%
General Admin	2,696,895	2,372,295	6,508,792	36.45%
Risk Management	11,904	7,005	349,100	2.01%
Police	3,102,900	3,585,689	9,739,704	36.82%
Planning	402,172	484,385	1,551,146	31.23%
Engineering	529,644	600,442	2,349,511	25.56%
Building Maintenance	211,686	204,673	589,467	34.72%
Total Expenditures	8,753,668	9,202,195	26,393,576	34.87%

FIRE/EMS INCOME TAX FUND

The Fire/EMS Income Tax Fund is a Special Revenue Fund which means that the resources are restricted to only funding expenditures that support the Fire Department. Please refer to page five for a breakdown of the revenues and expenditures through May 31, 2020.

Revenues

Several sources of revenue support this fund, including intergovernmental as well as income tax collections.

- EMS Service Agreement - The city contracts with Delaware County to provide EMS services to certain unincorporated portions of the County. To date, the City has received \$171,931.
 - For the 2020 fiscal year, the per unit reimbursement rate will be \$220 for EMS transport and \$110 per non-transport runs.
- Income Tax – Year-to-date receipts total \$4,356,972 which is \$794,501, or 15.4%, less than amount the City received during the same period in the prior year. Based on the current module used to forecast the decline in income tax collections for the General Fund, it is estimated that a similar decline for the Fire/EMS Income Tax Fund would be \$609,500 or 5.3% of the current revenue estimate for this line item.

Expenditures

Fire/EMIS Income Tax Fund expenditures are performing as expected through May 31, 2020.

**FIRE/EMS INCOME TAX FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2020**

	2019 ACTUAL YTD MAY 31	2020 ACTUAL YTD MAY 31	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Intergovernmental Receipts	192,293	174,696	752,765	23.21%
Income Taxes	5,151,473	4,356,972	11,500,000	37.89%
Miscellaneous	1,500	883	39,195	2.25%
Other Financing	-	1,175	-	0.00%
Transfer In	131,122	122,310	240,717	50.81%
Total Revenues	5,476,389	4,656,035	12,532,677	37.15%
EXPENDITURES				
Personal Services	3,011,604	3,602,311	9,501,589	37.91%
Charges & Services	246,209	328,891	1,138,934	28.88%
Materials & Supplies	92,479	167,913	447,354	37.53%
Capital Outlay	1,040,838	58,893	1,463,030	4.03%
Refunds	197,829	187,807	500,000	37.56%
Transfer	5,375	4,575	848,044	0.54%
Debt	42,087	-	514	0.00%
Total Fire Expenditures	4,636,422	4,350,391	13,899,465	31.30%

STORMWATER FUND

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. User fees sustain the expenditures of this fund. Please refer to page thirteen for a breakdown of the revenues and expenditures through May 31, 2020.

Revenues

The Stormwater Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Year-to-date service charges totaled \$359,457, which is \$5,617 (1.5%) less than the amount collected during the same period in the prior year.

Expenditures

The Stormwater Fund expenditures are performing as expected through May 31, 2020.

**STORMWATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2020**

	2019 ACTUAL YTD MAY 31	2020 ACTUAL YTD MAY 31	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	875	1,395	500	279.02%
Charges for Services	365,074	359,457	900,200	39.93%
Total Revenues	365,949	360,852	900,700	40.06%
EXPENDITURES				
Stormwater Operations				
Personal Services	77,730	107,344	257,186	41.74%
Charges & Services	25,931	23,113	223,891	10.32%
Materials & Supplies	15,255	11,472	100,340	11.43%
Capital Outlay	8,524	-	20,000	0.00%
Refunds	13	22	2,000	1.09%
Total Ops Expenditures	127,453	141,951	603,416	23.52%
Stormwater Capital				
Capital Outlay	125,551	207,707	1,716,338	12.10%
Total Cap Expenditures	125,551	207,707	1,716,338	12.10%
Total Expenditures	253,004	349,658	2,319,754	15.07%

WATER FUND

The Water Fund was established to account for the treatment and distribution of water to resident and commercial users. This fund is also an Enterprise Fund, with user fees financing the expenditures. Please refer to page eleven for a breakdown of the revenues and expenditures through May 31, 2020.

Revenues

The Water Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Included in this category are Services Charges & Collections.
 - Meter Charges – Year-to-date meter charges for water consumption totaled \$2,173,850 which is \$19,918 or 0.9% less than the amount collected same period from the prior year.
 - Capacity Fees – Year-to-date receipts total \$752,806 and these fees are deposited into the Water Capacity Fee Fund (Fund 536).

Expenditures

The Water Fund expenditures are performing as expected through May 31, 2020.

**WATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2020**

	2019 ACTUAL YTD MAY 31	2020 ACTUAL YTD MAY 31	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	16,941	12,019	25,000	48.08%
Other Financing	-	6,549	11,000	59.54%
Earnings on Investments	106,966	81,388	300,000	27.13%
Charges for Services	2,248,519	2,217,022	6,220,000	35.64%
Total Revenues	2,372,426	2,316,978	6,556,000	35.34%
EXPENDITURES				
Water Administration				
Personal Services	122,309	119,300	325,759	0.00%
Charges & Services	76,847	59,685	276,520	21.58%
Materials & Supplies	304	269	775	0.00%
Capital Outlay	-	-	-	0.00%
Refunds	4,340	3,373	27,750	12.15%
Transfers	298,271	304,167	2,659,783	11.44%
Total Admin Expenditures	502,070	486,792	3,290,587	14.79%
Water Treatment				
Personal Services	291,679	348,282	930,138	37.44%
Charges & Services	331,675	337,451	812,894	41.51%
Materials & Supplies	139,976	136,962	448,903	30.51%
Capital Outlay	29,664	24,715	87,045	28.39%
Refunds	-	-	-	0.00%
Total Treat Expenditures	792,994	847,410	2,278,981	37.18%
Water Distribution				
Personal Services	196,554	232,563	617,833	37.64%
Charges & Services	27,463	26,602	121,283	21.93%
Materials & Supplies	105,715	102,337	300,470	34.06%
Capital Outlay	10,148	-	15,000	0.00%
Refunds	-	-	-	0.00%
Total Dist Expenditures	339,880	361,502	1,054,586	34.28%
Total Expenditures	1,634,945	1,695,704	6,624,154	25.60%

WASTEWATER FUND

The purpose of the Wastewater Fund is to provide wastewater collection and treatment service to resident and commercial users. This fund is also an Enterprise Fund, with user fees financing the expenditures. Please refer to page nine for a breakdown of the revenues and expenditures through May 31, 2020.

Revenues

The Sewer Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Included in this category are Services Charges & Collections.
 - Meter Charges – Year-to-date meter charges for wastewater treatment totaled \$2,624,947 which is \$18,330 or 0.7% less than the same period from the prior year.
 - Capacity Fees – Year-to-date receipts total \$716,205 and these fees are deposited into the Wastewater Capacity Fee Fund (Fund 546).

Expenditures

The Wastewater Fund expenditures are performing as expected through May 31, 2020.

**WASTEWATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2020**

	2019 ACTUAL YTD MAY 31	2020 ACTUAL YTD MAY 31	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	239	18,585	10,000	185.85%
Other Financing	-	7,423	-	0.00%
Earnings on Investments	95,278	78,575	275,000	28.57%
Charges for Services	2,756,060	2,739,146	7,426,500	36.88%
Total Revenues	2,851,578	2,843,729	7,711,500	36.88%
EXPENDITURES				
Sewer Administration				
Personal Services	64,404	112,836	323,556	0.00%
Charges & Services	47,127	24,021	247,743	9.70%
Materials & Supplies	435	297	1,000	0.00%
Capital Outlay	-	-	-	0.00%
Refunds	168	24,010	7,500	320.14%
Transfers	336,806	342,917	3,996,618	8.58%
Total Admin Expenditures	448,941	504,081	4,576,417	11.01%
Sewer Treatment				
Personal Services	314,808	364,663	975,531	37.38%
Charges & Services	404,449	418,588	1,004,447	41.67%
Materials & Supplies	85,062	86,411	238,770	36.19%
Capital Outlay	-	-	25,000	0.00%
Refunds	-	-	-	0.00%
Total Treat Expenditures	804,319	869,661	2,243,747	38.76%
Sewer Collection				
Personal Services	134,495	105,844	291,090	36.36%
Charges & Services	32,301	66,855	253,935	26.33%
Materials & Supplies	51,418	45,902	187,702	24.45%
Capital Outlay	17,863	-	16,100	0.00%
Refunds	-	-	-	0.00%
Total Col Expenditures	236,076	218,602	748,826	29.19%
Total Expenditures	1,489,336	1,592,344	7,568,991	21.04%

REFUSE FUND

The Refuse Fund accounts for the costs of providing refuse services. This fund is an Enterprise Fund which means that the main source of revenue is the monthly fees charged to residents for this service. Please refer to page seven for a breakdown of the revenues and expenditures through May 31, 2020.

Revenues

The Refuse Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Year-to-date receipts total \$1,480,280 which is \$16,701 or 1.1% less than the City received from the same period in the prior year.

Expenditures

The Refuse Fund expenditures are performing as expected through May 31, 2020.

REFUSE FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2020

	2019 ACTUAL YTD MAY 31	2020 ACTUAL YTD MAY 31	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	-	-	260,000	0.00%
Other Financing	1,558	-	-	0.00%
Earnings on Investments	8,393	6,041	12,000	50.34%
Charges for Services	1,496,981	1,480,280	3,793,350	39.02%
Total Revenues	1,506,931	1,486,321	4,065,350	36.56%
EXPENDITURES				
Refuse Administration				
Personal Services	-	-	-	0.00%
Charges & Services	21,993	11,088	92,834	11.94%
Materials & Supplies	-	-	-	0.00%
Capital Outlay	19,680	5,985	9,287	64.44%
Refunds	342	175	1,000	17.52%
Transfers	150,958	154,658	371,180	41.67%
Total Admin Expenditures	192,974	171,907	474,301	36.24%
Refuse Collection				
Personal Services	252,932	307,058	784,850	39.12%
Charges & Services	395,547	442,105	1,332,353	33.18%
Materials & Supplies	70,957	73,389	203,514	36.06%
Capital Outlay	-	-	731,207	0.00%
Refunds	-	-	-	0.00%
Total Collect Expenditures	719,436	822,552	3,051,924	26.95%
Refuse Recycling				
Personal Services	163,437	182,173	474,996	38.35%
Charges & Services	67,736	103,198	300,209	34.38%
Materials & Supplies	17,129	11,871	86,650	13.70%
Capital Outlay	-	-	513,447	0.00%
Refunds	-	-	-	0.00%
Total Recycle Expenditures	248,302	297,242	1,375,302	21.61%
Total Expenditures	1,160,712	1,291,701	4,901,528	26.35%

APPENDIX A

YEAR TO DATE FUND REPORT
May 31, 2020

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
101	General Fund	6,801,606.03	9,625,692.21	9,202,195.34	7,225,102.90	693,939.43	6,531,163.47
200	Street Maintenance & Repair	603,206.35	1,563,281.86	1,155,090.26	1,011,397.95	279,733.51	731,664.44
201	State Highway Improvement	353,397.37	66,456.32	339,121.21	80,732.48	133,258.79	(52,526.31)
202	License Fee	426,903.67	158,302.87	452,606.51	132,600.03	81,551.10	51,048.93
203	Stormwater	2,113,380.23	360,852.22	349,658.32	2,124,574.13	530,378.96	1,594,195.17
210	Recreation	266,459.06	510,589.41	469,099.40	307,949.07	65,878.39	242,070.68
212	Oak Grove Cemetery	276,700.20	107,027.60	96,272.08	287,455.72	143,209.83	144,245.89
215	Tree Replacement	119,237.10	40,600.00	0.00	159,837.10	0.00	159,837.10
222	Airport	184,988.85	255,154.54	305,291.52	134,851.87	41,032.26	93,819.61
223	Hangars	180,442.96	39,389.50	23,508.36	196,324.10	0.00	196,324.10
231	Fire/EMS Income Tax	9,399,949.67	4,656,035.39	4,350,390.67	9,705,594.39	1,339,402.12	8,366,192.27
233	Rec Center Income Tax	5,065,048.57	959,555.95	442,849.39	5,581,755.13	37,543.00	5,544,212.13
235	Airport TIF	136,735.75	13,326.15	0.00	150,061.90	0.00	150,061.90
236	Glenn Road TIF	2,011,525.35	2,502,285.16	350,150.79	4,163,659.72	3,039,412.35	1,124,247.37
237	Sky Climber TIF	0.00	23,619.40	0.00	23,619.40	0.00	23,619.40
238	Mill Run TIF	0.00	51,477.73	51,477.73	0.00	0.00	0.00
240	Municipal Court	2,861,453.86	917,549.39	1,132,744.98	2,646,258.27	15,606.54	2,630,651.73
241	Court IDIAM	14,674.86	13,286.23	6,055.67	21,905.42	941.33	20,964.09
250	Drug Enforcement	51,218.50	1,068.70	0.00	52,287.20	0.00	52,287.20
251	Court Alcohol Treatment	592,279.16	11,799.30	1,736.57	602,341.89	0.00	602,341.89
252	OMVI Enforcement/Education	4,520.65	361.00	0.00	4,881.65	0.00	4,881.65
253	Police Judgement	40,138.50	0.00	17,044.00	23,094.50	0.00	23,094.50
254	Police Fed Judgement	0.00	17,068.92	4,700.00	12,368.92	0.00	12,368.92
255	Park Exaction Fee	184,116.07	0.00	26,998.98	157,117.09	13,001.02	144,116.07
256	Court Computer Legal Research	757,780.68	86,680.90	38,157.77	806,303.81	76,212.50	730,091.31
257	Court Special Projects	749,712.50	87,039.41	86,377.18	750,374.73	20,486.24	729,888.49
259	Court Probation Services	614,641.81	119,127.89	11,979.41	721,790.29	2,532.00	719,258.29
261	Police Disability Pension	0.00	136,035.06	122,310.00	13,725.06	0.00	13,725.06
262	Fire Disability Pension	0.00	136,035.18	122,310.10	13,725.08	0.00	13,725.08
272	Community Promotion	84,603.77	20,838.31	73,369.25	32,072.83	40,550.00	(8,477.17)
291	CDBG	0.00	0.00	275.00	(275.00)	3,000.00	(3,275.00)
292	Police Fed Treasury Seizures	0.00	3,537.40	0.00	3,537.40	0.00	3,537.40
295	ED Revolving Loan	240,333.27	45,765.89	10,712.80	275,386.36	1,647.20	273,739.16
296	Housing Program Income	8,150.00	0.00	0.00	8,150.00	0.00	8,150.00

APPENDIX A

YEAR TO DATE FUND REPORT
May 31, 2020

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
300	General Bond Retirement	621,579.51	256,627.08	253,580.23	624,626.36	0.00	624,626.36
301	Park Improvement Bond	111,104.83	15,728,955.45	15,836,058.44	4,001.84	4,000.00	1.84
302	SE Highland Bond	0.00	345,502.32	327,519.99	17,982.33	0.00	17,982.33
410	Capital Improvement	4,666,224.39	2,445,463.87	3,374,020.62	3,737,667.64	3,620,926.46	116,741.18
415	Point Project	933,691.72	351,945.56	712,787.61	572,849.67	1,502,937.85	(930,088.18)
431	FAA Alloc/Improvement Grant	95,193.38	34,627.14	38,474.61	91,345.91	31,206.04	60,139.87
440	Equipment Replacement	217,510.22	416,508.00	320,238.75	313,779.47	221,095.50	92,683.97
491	Parks Impact Fee	2,067,688.56	172,224.35	16,481.00	2,223,431.91	57,154.50	2,166,277.41
492	Police Impact Fee	429,784.34	48,703.59	7,022.79	471,465.14	164.93	471,300.21
493	Fire Impact Fee	544,494.17	66,422.52	74,796.16	536,120.53	168.79	535,951.74
494	Municipal Impact Fee	444,342.10	70,583.00	15,530.22	499,394.88	7,168.78	492,226.10
496	Glenn Rd S Construction	926,595.96	593,287.39	118,025.00	1,401,858.35	0.00	1,401,858.35
498	Glenn Rd N	330,020.80	50,712.25	39,147.50	341,585.55	0.00	341,585.55
501	Golf Course	81,056.66	26,624.91	15,171.96	92,509.61	6,076.66	86,432.95
520	Parking Lots	52,087.14	12,467.67	14,776.20	49,778.61	479.35	49,299.26
530	Water	1,504,060.97	2,316,977.99	1,695,704.09	2,125,334.87	200,853.62	1,924,481.25
531	Water Construction	2,479,462.37	0.00	687,412.63	1,792,049.74	773,137.36	1,018,912.38
533	Water Reserve	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00
536	Water Capacity Fee	10,619,956.63	752,806.30	419,105.75	10,953,657.18	585,560.30	10,368,096.88
540	Wastewater	3,724,670.38	2,843,729.47	1,592,344.07	4,976,055.78	231,071.83	4,744,983.95
541	Wastewater Construction	3,088,062.39	0.00	255,324.51	2,832,737.88	361,189.74	2,471,548.14
543	Wastewater Reserve	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00
545	Water Customer Deposit	228,317.60	(6,010.00)	1,489.21	220,818.39	0.00	220,818.39
546	Wastewater Capacity Fee	6,796,915.87	716,205.00	836,693.58	6,676,427.29	0.00	6,676,427.29
548	SE Highland Wastewater	268,389.54	140,800.00	345,133.30	64,056.24	0.00	64,056.24
550	Refuse	1,159,867.16	1,486,321.16	1,291,701.10	1,354,487.22	689,281.41	665,205.81
601	Garage Rotary	504,994.89	199,164.00	299,315.69	404,843.20	81,323.09	323,520.11
602	IT Rotary	655,372.98	376,444.20	804,895.12	226,922.06	215,358.29	11,563.77
610	Health Insurance	522,534.62	4,328,785.12	2,192,863.87	2,658,455.87	10,861.38	2,647,594.49
620	Workers Compensation	2,626,777.89	9,515.16	18,253.84	2,618,039.21	5,667.55	2,612,371.66
701	Fire Donation	1,083.36	200.00	0.00	1,283.36	0.00	1,283.36
702	Parks/Rec Donation	13,214.03	6,500.00	9,115.00	10,599.03	3,500.00	7,099.03
703	Police Donation	10,836.60	0.00	2,000.00	8,836.60	0.00	8,836.60
704	Mayors Donation	898.15	250.00	50.00	1,098.15	0.00	1,098.15
705	Project Trust	1,129,526.94	88,316.91	18,700.00	1,199,143.85	97,538.72	1,101,605.13

APPENDIX A

**YEAR TO DATE FUND REPORT
May 31, 2020**

707	Unclaimed Funds	18,620.57	0.00	0.00	18,620.57	0.00	18,620.57
708	Municipal Court Unclaimed Funds	86,376.18	8,334.45	0.00	94,710.63	0.00	94,710.63
709	Development Reserve	1,008,885.74	0.00	0.00	1,008,885.74	0.00	1,008,885.74
710	Reserve Account	1,188,864.04	0.00	0.00	1,188,864.04	0.00	1,188,864.04
711	Berkshire JEDD	84,717.65	156,131.73	203,777.64	37,071.74	298,162.34	(261,090.60)
750	Cemetery Perpetual Care	33,839.98	165.87	0.00	34,005.85	360.00	33,645.85
801	State Highway Patrol	4,866.99	19,995.80	24,862.80	(0.01)	0.00	(0.01)
803	State Building Permit	1,296.92	4,089.11	4,673.26	712.77	0.00	712.77
804	Performance Bond	694,227.73	50,800.00	122,615.24	622,412.49	0.00	622,412.49
		88,121,216.74	56,650,017.26	51,232,145.07	93,539,088.93	15,564,561.06	77,974,527.87

APPENDIX B

**CITY OF DELAWARE, OHIO
FINANCIAL STATEMENT
MAY 31, 2020**

	Weighted Average Interest Rate	YTD Interest Earned	Weighted Average Maturity (Days)	Ending Balance
<u>Checking/Depository</u>				
Checking (Operating & Payroll)*		-		24,491,626
Total Bank Deposits		\$ -		\$ 24,491,626
 <u>Investments</u>				
Star Ohio	0.65%	426,807		69,047,463
Total Investments		\$ 426,807		\$ 69,047,463
 TOTAL BANK DEPOSITS & INVESTMENTS		 \$ 426,807		 \$ 93,539,089

* The city participates in an Earning Credit Allow ance program. The City maintains a minimum balance in the checking account so that a credit is earned that then offsets the monthly service charge.

I certify that the balances stated above are true to the best of my know ledge.

Justin Nahvi
Finance Director

MAY 31, 2020
Date

Tom Homan
City Manager

MAY 31, 2020
Date

APPENDIX C

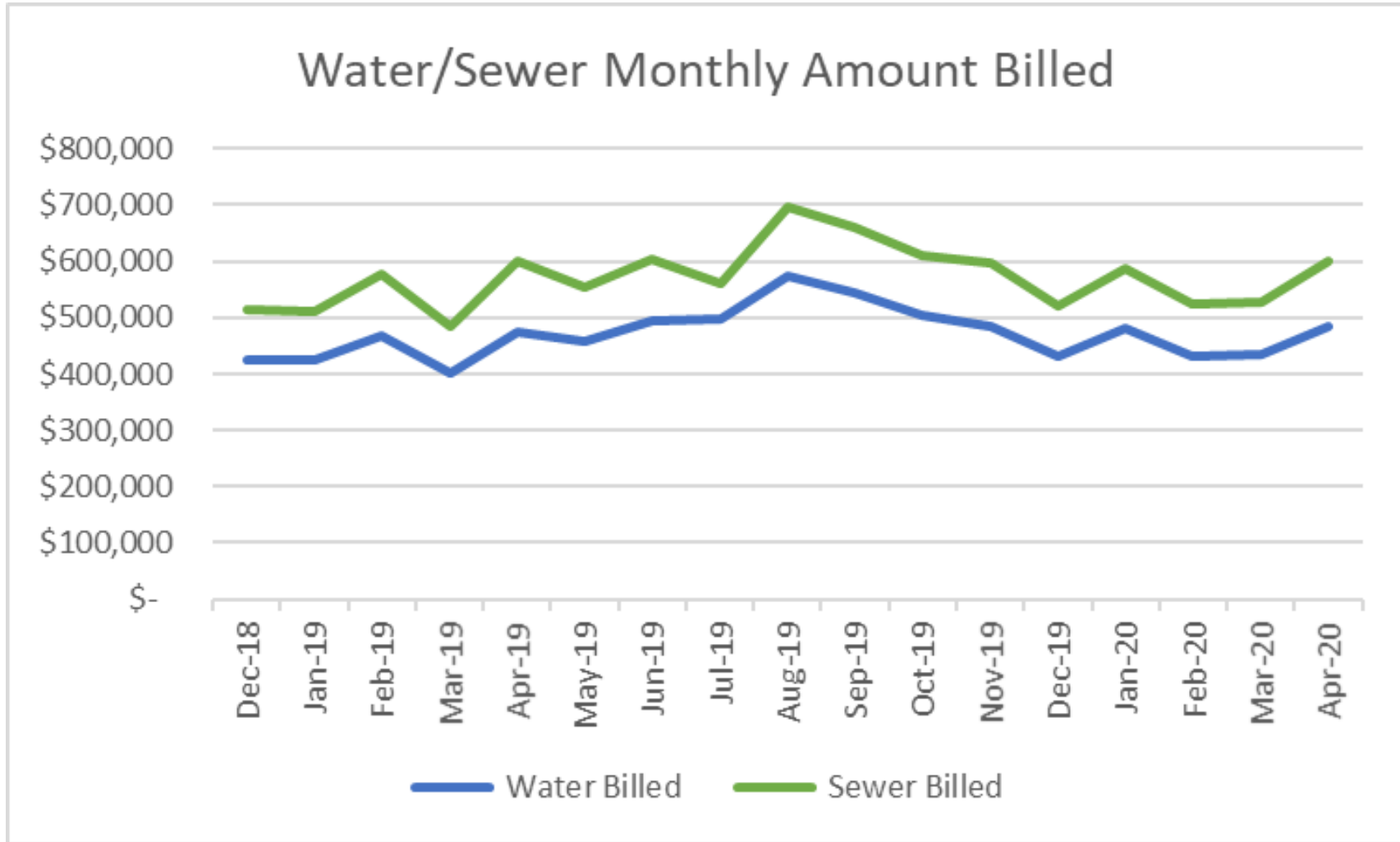
CITY OF DELAWARE
DEBT SCHEDULE
MAY 2020

	Outstanding Balance 3/31/2020	General	Fire/EMS	Rec Levy	Police Impact Impact Fee	Municipal Impact Fee	Glenn Rd. TIF/NCA	Water User Fee	Water Capacity Fee	Sewer User Fee	Sewer Capacity Fee
2019 GO Bonds	\$20,595,000	\$ 3,491,250				\$ 508,750	\$ 6,710,000				\$ 9,885,000
2017 General Obligation Bonds	\$ 5,805,000	\$ 631,877	\$ 2,665,000						\$ 1,957,654		\$ 550,469
2015 General Obligation Bonds	\$ 5,205,000		\$ 435,000	\$ 2,345,000			\$ 2,425,000				
2013 General Obligation Bonds	\$ 5,190,000		\$ 1,855,000		\$ 587,500	\$ 1,282,500	\$ 1,465,000				
2012 General Obligation Bonds	\$ 1,890,000	\$ 847,722	\$ 172,278								\$ 870,000
OWDA Water Projects	\$29,449,933							\$18,855,372	\$10,594,561		
OWDA Sewer Projects	\$11,327,491									\$ 976,430	\$10,351,061
2020 Recreation Levy Bonds	\$13,690,000			\$13,690,000							
Total Long Term Debt	\$93,152,424	\$ 4,970,849	\$ 5,127,278	\$16,035,000	\$ 587,500	\$ 1,791,250	\$10,600,000	\$18,855,372	\$12,552,215	\$ 976,430	\$21,656,530
Fund Balance Reserves 3/31/20		\$ 5,846,062	\$ 8,239,744	\$ 5,354,930	\$ 447,344	\$ 475,112	\$ 1,806,453	\$ 4,666,539	\$10,642,030	\$ 8,813,290	\$ 6,521,891
Annual Debt Service		\$ 767,721	\$ 702,262	\$ 2,431,580	\$ 136,700	\$ 353,500	\$ 999,126	\$ 1,285,727	\$ 964,722	\$ 152,695	\$ 3,003,987
2020 Revenue		\$25,840,079	\$12,532,677	\$ 2,521,500	\$ 80,000	\$ 222,500	\$ 3,051,300	\$ 6,205,500	\$ 4,050,000	\$ 7,430,300	\$ 4,080,000

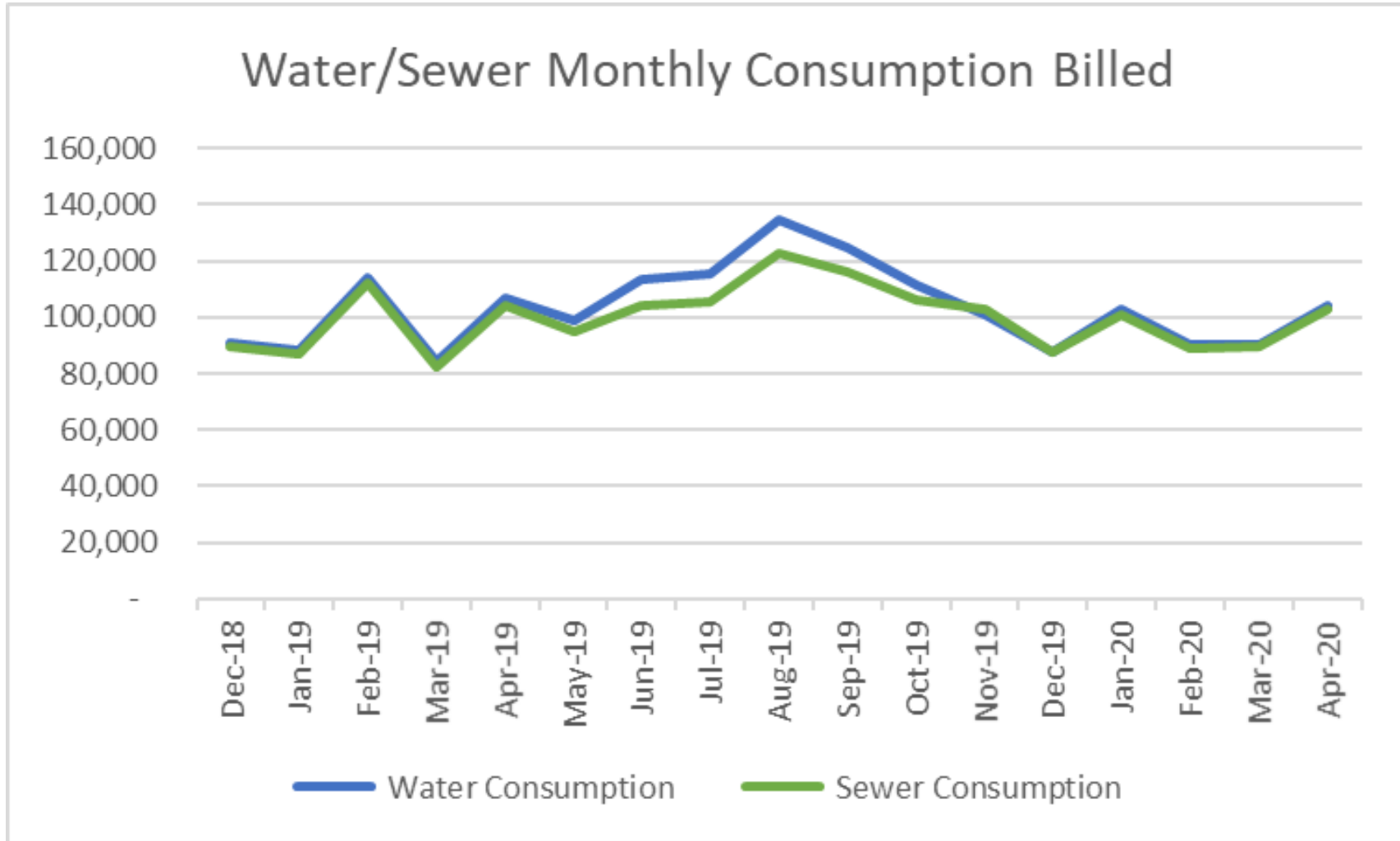
APPENDIX D

Billing Month	Consumption Period	Water Customers	Water Consumption	Water Billed	Sewer Customers	Sewer Consumption	Sewer Billed	Refuse Customers	Refuse Billed	Stormwater ERU	Stormwater Billed
Jan-19	Dec-18	12,928	91,066	\$ 425,547	12,691	89,468	\$ 515,265	14,235	\$ 293,242	36,466	\$ 91,166
Feb-19	Jan-19	12,951	88,253	\$ 423,755	12,711	86,832	\$ 511,264	14,247	\$ 293,493	27,873	\$ 69,681
Mar-19	Feb-19	12,957	113,997	\$ 469,192	12,716	111,840	\$ 576,244	14,316	\$ 294,918	27,908	\$ 69,771
Apr-19	Mar-19	12,983	84,044	\$ 403,182	12,742	82,418	\$ 485,058	14,294	\$ 294,455	27,947	\$ 69,868
May-19	Apr-19	13,050	106,911	\$ 474,402	12,810	104,035	\$ 601,199	14,349	\$ 295,593	27,949	\$ 69,873
Jun-19	May-19	13,096	99,139	\$ 456,613	12,854	95,180	\$ 553,500	14,395	\$ 296,542	28,008	\$ 70,020
Jul-19	Jun-19	13,134	113,613	\$ 494,816	12,890	104,409	\$ 604,106	14,464	\$ 297,966	27,991	\$ 69,978
Aug-19	Jul-19	13,151	115,139	\$ 499,167	12,914	105,412	\$ 559,491	14,495	\$ 298,591	28,039	\$ 70,097
Sep-19	Aug-19	13,172	134,924	\$ 575,052	12,930	122,650	\$ 697,696	14,519	\$ 299,099	28,052	\$ 70,129
Oct-19	Sep-19	13,207	125,047	\$ 544,381	12,965	116,228	\$ 661,645	14,573	\$ 300,203	28,083	\$ 70,208
Nov-19	Oct-19	13,243	111,664	\$ 504,206	13,000	106,141	\$ 608,906	14,599	\$ 300,738	28,011	\$ 70,028
Dec-19	Nov-19	13,211	100,944	\$ 483,479	12,966	103,133	\$ 596,428	14,595	\$ 300,649	27,976	\$ 69,941
Jan-20	Dec-19	13,270	87,728	\$ 431,208	13,024	87,642	\$ 522,014	14,631	\$ 301,390	36,363	\$ 90,907
Feb-20	Jan-20	13,219	102,900	\$ 480,375	12,975	101,172	\$ 587,089	14,382	\$ 296,269	28,119	\$ 70,297
Mar-20	Feb-20	13,240	90,393	\$ 431,582	12,994	88,700	\$ 522,680	14,651	\$ 301,820	28,156	\$ 70,390
Apr-20	Mar-20	13,278	90,392	\$ 433,859	13,031	89,541	\$ 527,488	14,707	\$ 302,973	28,156	\$ 70,390
May-20	Apr-20	13,333	104,347	\$ 483,078	13,086	102,909	\$ 601,266	14,681	\$ 302,426	28,247	\$ 70,616

APPENDIX D



APPENDIX D



MONTHLY INCOME TAX REVENUES

2018-2020

	2018					% OF	2019					% OF	2020					% OF
	W/H	PERSONAL	BUSINESS	TOTAL	ACTUAL		W/H	PERSONAL	BUSINESS	TOTAL	ACTUAL		W/H	PERSONAL	BUSINESS	TOTAL	BUDGET	
JANUARY	1,741,914	440,952	56,565	2,239,431		1,570,681	603,605	80,207	2,254,493		1,706,358	637,606	44,177	2,388,141				
FEBRUARY	1,389,048	337,974	56,041	1,783,063		1,616,403	398,566	112,062	2,127,031		1,757,517	309,713	92,790	2,160,019				
MARCH	1,240,476	682,589	192,027	2,115,092		1,308,699	737,799	133,499	2,179,997		1,597,825	513,367	158,820	2,270,012				
APRIL	1,949,558	2,433,093	806,548	5,189,199		1,941,656	2,595,734	781,735	5,319,125		1,942,011	774,039	198,985	2,915,035				
MAY	1,387,867	213,714	18,117	1,619,698		1,440,447	242,575	54,049	1,737,070		1,436,969	284,090	63,824	1,784,883				
SUBTOTAL	7,708,863	4,108,323	1,129,297	12,946,483	46.52%	7,877,887	4,578,279	1,161,551	13,617,717	47.28%	8,440,679	2,518,815	558,596	11,518,090	37.71%			
JUNE	1,407,521	622,838	374,208	2,404,566		1,696,517	732,504	153,590	2,582,612						-			
JULY	1,718,647	227,721	28,964	1,975,332		1,630,973	329,142	27,910	1,988,025						-			
AUGUST	1,363,624	171,517	142,149	1,677,290		1,393,601	220,627	97,863	1,712,090						-			
SEPTEMBER	1,648,825	624,312	164,383	2,437,519		1,742,714	764,332	253,449	2,760,494						-			
OCTOBER	1,675,716	307,591	462,819	2,446,126		1,688,264	281,632	96,126	2,066,022						-			
NOVEMBER	1,442,983	252,947	59,435	1,755,365		1,563,442	258,284	79,136	1,900,863						-			
DECEMBER	1,688,530	412,229	85,907	2,186,665		1,683,645	368,333	124,744	2,176,722						-			
TOTALS	18,654,709	6,727,477	2,447,162	27,829,347		19,277,043	7,533,133	1,994,369	28,804,544		8,440,679	2,518,815	558,596	11,518,090				

	Total Receipts	MAY Receipts	% of Annual Collections	Projection based on ten year trend!	
				MAY 2020 RECEIPTS =	\$11,518,090
2010	15,185,348	7,459,932	49.13%		
2011	17,765,717	8,564,591	48.21%	HIGH =	46.52%
2012	19,658,101	9,773,348	49.72%	LOW =	49.72%
2013	20,557,766	9,996,001	48.62%		
2014	21,537,420	10,369,416	48.15%	LAST 3 YR	
2015	22,852,743	10,974,830	48.02%	AVG =	47.72%
2016	24,975,316	12,235,063	48.99%		
2017	25,898,396	12,784,493	49.36%	*2020 BUDGETED RECEIPTS	\$30,545,000
2018	27,829,347	12,946,483	46.52%		
2019	28,804,544	13,617,717	47.28%		
		10 Year Avg.	48.40%		

Top 10 YTD Employer Withholding Collections

<u>Employer</u>	<u>YTD 2019</u>	<u>YTD 2020</u>	<u>Amt Var</u>	<u>% Var</u>
Delaware County	\$ 385,934.87	\$ 413,520.45	\$ 27,585.58	7.1%
Kroger	\$ 405,469.33	\$ 398,586.45	\$ (6,882.88)	-1.7%
Delaware City Schools	\$ 258,956.22	\$ 275,147.67	\$ 16,191.45	6.3%
American Freight	\$ 76,156.13	\$ 251,221.55	\$ 175,065.42	229.9%
Ohio Health Corp	\$ 226,203.33	\$ 245,421.45	\$ 19,218.12	8.5%
PPG Industries	\$ 208,757.49	\$ 203,305.68	\$ (5,451.81)	-2.6%
City of Delaware	\$ 169,894.74	\$ 179,110.14	\$ 9,215.40	5.4%
State of Ohio	\$ 177,303.22	\$ 177,987.44	\$ 684.22	0.4%
Ohio Health Physicians	\$ 149,825.76	\$ 167,626.73	\$ 17,800.97	11.9%
Ohio Wesleyan University	\$ 175,058.18	\$ 166,765.16	\$ (8,293.02)	-4.7%
<u>Total Top Ten</u>	<u>\$ 2,233,559.27</u>	<u>\$ 2,478,692.72</u>	<u>\$ 245,133.45</u>	<u>11.0%</u>
Honda of America MFG	\$ 140,601.97	\$ 133,131.13	\$ (7,470.84)	-5.3%
<u>Total with Honda</u>	<u>\$ 2,374,161.24</u>	<u>\$ 2,611,823.85</u>	<u>\$ 237,662.61</u>	<u>10.0%</u>



2020 BUDGET GAUGE

MARCH 19, 2020

Current Budget Condition:

BUDGET RESTRAINT

Budget Gauge	What Each Level Means
SERVICE LEVEL REDUCTIONS	Forced service level reductions; program elimination; project deferrals; staff reductions
BUDGET CUTS	Mandatory budget cuts across departments to maintain fund balances; serious evaluation of budgets and programs
BUDGET RESTRAINT	Department head directed to be more cautious of spending; show restraint in purchases and implementation of new programs
ELEVATED MONITORING	Regular monthly monitoring among CMO and budget staff; consideration of changing economic conditions
NORMAL OPERATIONS	No indicators of changing financial condition