

**FINANCE COMMITTEE
MOTION SUMMARY
June 17, 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

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 May 13, 2020, as recorded and transcribed.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary from May 13, 2020, as recorded and transcribed, seconded by Vice-Chairman Jones. Motion approved by a 3-0 vote.

ITEM 3. Public Comments

No public comments were received via email.

ITEM 4. Review of May Financial Report

Mr. Nahvi discussed revenues and expenditures for the General Fund including income tax collections. The decline of 15.4% of year to date receipts less than from previous year for income tax receipts 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. The hope is that after the July 15 due date the rate will be close to previous years. The unemployment rate for Delaware County was at 11% and the current projected decline for income tax collections is 5.3% of the total estimated revenue from this source is 2020.

He discussed that finance staff will be moving during City Hall renovations to Mingo facilities, but that there will be a drop off box outside for citizens who come to City Hall. He reviewed the Fire/EMS Income Tax Fund, which is down approximately 15%. There is no cash flow concerns in the Fire/EMS fund. The Stormwater Fund, Water Fund, Wastewater Fund, Refuse Fund are performing as expected through May 31, 2020. He reviewed the cash statements, which are fully reconciled until the end of May. Mr. Nahvi reviewed the top 10 Year to Date Employer Withholding Collections. He recommends holding off on any budget

amendments until more information is received in July. He discussed the need for supplemental appropriation that will be needed for the renovations and the debt refunding of the recreation center debt. Mr. Hellinger questioned the impact to the City from the staff reductions at Ohio Wesleyan University.

ITEM 5. Review of 2020 Budget Gauge

Mr. Homan reviewed that 2020 Budget Gauge remains at Budget Restraint. Staff has held on hiring full time positions but have been able to hire some part time positions to assist the Parks Department.

ITEM 6. 2019 Post Audit Discussion for July Finance Committee Meeting

Mr. Nahvi discussed that there was a clean audit and expects to receive the Auditor State Award with Distinction. Mr. Nahvi requested if the Committee would like to have post audit conference. The Committee did not feel that this would be necessary.

ITEM 7. Discussion on Modifying Section 913.23 of the City Code to Remove a Monthly Service Fee for Deduction Meters

Mr. Nahvi discussed that deduct meters are used for watering lawn or filling pools and that there is a secondary charge to use this meter. A concern was received to Mr. Jordan and Mr. Nahvi regarding this additional charge. He believes this fee is no longer needed with the use of automated meters. The Committee agreed to have legislation brought before Council to remove the fee.

ITEM 8. Member Comments

Mr. Homan reviewed the current funding with the Community Promotions Fund and that this fund was affected by the reduction of Hotel Bed Tax Funds received. He will be evaluating what the forecast will be on the balance and requirements to fully fund the grants. He discussed the potential need to cut back the funds in 2021 to help the fund regrow. The CIP process has started and will look at involving Council, as well as, the Planning Commission and the Parks and Recreation Advisory Board. The Cares Act Funding legislation will be on the June 22 City Council meeting. This is money set aside by Congress to apply for eligible funds related to COVID. This is separate from FEMA dollars that the City previously applied for. Mr. Nahvi reviewed that RFP's were received for Banking Proposals. Mr. Homan and Mr. Kridler reviewed the bids received for the City Hall renovation project.

Mr. Jones praised Mr. Nahvi for his monthly statements.

ITEM 9. Next Meeting Date: To Be Determined

The Committee agreed to meet on July 29, 2020 for the next meeting.

ITEM 10. Adjournment

Motion: Chairman Hellinger moved to adjourn the Finance Committee meeting. The Finance Committee meeting adjourned at 1:32 p.m.



Chairman



Elaine McCloskey, Clerk